



REQUEST FOR PROPOSALS
FOR
RESIDENTIAL
SOLID WASTE AND YARD WASTE
COLLECTION

ABSTRACT

Request for Proposals
for Residential Solid
Waste and Yard Waste
Collection, Transfer and
Disposal Services.



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Introduction

The City of Trinity, North Carolina (“the City”) is soliciting sealed proposals from qualified vendors for the provision of curbside collection services for residential solid waste and yard waste, including the transportation and disposal of collected materials at a permitted landfill.

Sealed proposals must be clearly marked “Proposal for Residential Solid Waste and Yard Waste Collection” and delivered to the Office of the Finance Director, City of Trinity. Proposals will be accepted until 12:00 PM (noon) on Thursday, July 10, 2025. For additional information, please contact Crystal Postell, Finance Director at (336) 431-2180.

Hand Delivery via Email

City of Trinity
Attention: Crystal Postell, Finance Director
5978 NC Hwy 62
Trinity, NC 27370
cpostell@trinity-nc.gov

Mail Delivery

City of Trinity
Attention: Crystal Postell, Finance Director
PO Box 50
Trinity, NC 27370

Calendar

RFP Issuance	June 10, 2025
Deadline for Questions	July 3, 2025
Proposals Due	July 10, 2025
Firms Notified of Decision	July 18, 2025

Background

The City of Trinity is currently under contract with GFL Environmental for the curbside collection and disposal of residential solid waste. This agreement remains in effect through December 2025. Each residential property within the City must purchase a standard trash toter designated for use in the City of Trinity’s waste collection program.

As of the most recent records, the City services approximately **2,894 standard trash carts** and **67 additional carts**. These numbers are subject to change due to factors such as new resident enrollments, requests for additional carts, or service terminations. All new service activations, cart requests, and cancellations must be coordinated with the City’s Customer Service Representative.

At present, the City does not mandate residential recycling, primarily due to cost considerations. However, the City is seeking proposals for weekly collection of solid waste and yard waste.

Furthermore, the City of Trinity is interested in implementing **monthly bulk item collection** and invites vendors to submit a separate proposal for this service. The City’s bulk pickup shall be on the **third Monday** of the month. Bulk item pickup should be proposed as a distinct line item on the Proposal Form.

Qualifications of Vendors

To demonstrate its qualifications and ability to perform the services outlined in this Request for Proposals (RFP), each Vendor must include with its proposal documentation that satisfactorily establishes its capability to execute the work in a competent and timely manner. This information is also required for any subcontractors proposed as part of the Vendor's team.

Each proposal must include, at a minimum, the following:

A. Organizational Experience and Personnel

Evidence that the Vendor has a well-trained, experienced, and competent organization with a proven record of successfully completing work of similar scope, nature, and value. The proposal must clearly identify any subcontractors and the specific role each will play in the project.

B. Equipment and Facilities

Information confirming the Vendor has adequate equipment and facilities necessary to perform the required services. The proposal must include specifications of proposed collection vehicles and descriptions of the residential waste containers to be used.

C. Maintenance Capability

A description of the Vendor's inventory of equipment, supplies, and spare parts sufficient to maintain all operational equipment in proper working order with minimal service interruptions.

D. Financial Stability

A recent financial statement that demonstrates the Vendor's financial history and stability. This should include enough detail to assess the Vendor's ability to manage the operational and financial responsibilities of the contract.

E. Relevant Project Experience

A listing of current service contracts similar in nature and magnitude to the scope of work defined in this RFP. For each listed contract, the following details must be provided:

- a. **Contract Information:** Project name, location, and contract value.
- b. **Client Information:** Client/owner name, mailing address, telephone number, and primary contact person.

Examination of Project Requirements and Conditions

Before submitting a proposal, each Vendor is expected to fulfill the following responsibilities to ensure a complete understanding of the project requirements and conditions:

A. Review of the RFP

Thoroughly examine the contents of this Request for Proposals (RFP), including all attachments, exhibits, and referenced documents, to ensure full comprehension of the scope, terms, and conditions.

B. Site Familiarization

Visit the City of Trinity to assess and become familiar with local conditions that may in any way impact the performance, scheduling, or execution of the required services.

C. Regulatory Awareness

Obtain an understanding of all applicable Federal, State, and local laws, ordinances, codes, rules, and regulations that may influence or govern the performance of the work outlined in this RFP.

Interpretation

All questions about the meaning or intent of this RFP shall be submitted in writing to:

City of Trinity
Attention: Crystal Postell, Finance Director
PO Box 50
Trinity, NC 27370
336.431.2180
cpostell@trinity-nc.gov

Responses to inquiries regarding this Request for Proposals (RFP) will be issued in the form of a written Addenda. Addenda will be distributed electronically via email if an email is provided and posted on the City's official website at www.trinity-nc.gov.

Questions must be submitted no later than **five (5) calendar days prior to the proposal's due date**. Questions received after this deadline will not be addressed. Only responses provided through formal written Addenda shall be considered binding. Oral statements, interpretations, or clarifications, whether made in person or by other means, shall have no legal effect.

All issued Addenda will be available for review at the Office of the City Clerk **at least twenty-four (24) hours prior to the proposal opening**. It is the sole responsibility of each Vendor to inquire and ensure they have received all applicable Addenda. All Addenda issued shall become an integral part of this RFP, and all Vendors shall be bound by the terms of such Addenda, regardless of whether they acknowledge receipt.

General Requirements and Conditions

Residential Collection of Solid Waste and Yard Waste

The Contractor shall provide weekly curbside collection of solid waste and yard waste for all residential properties within the City of Trinity. Containers (carts) must be placed curbside or at another location as specified by the City that is readily accessible for collection.

Backdoor collection service shall be provided for residents with disabilities, as identified on a list submitted by the City on a periodic basis. The Contractor shall ensure that all trash toters are handled carefully to prevent spillage, tipping, or damage. After collection, all carts shall be returned to their original curbside location with lids securely closed.

In the event a trash toter falls into the Contractor's disposal truck during the collection process, the Contractor shall be responsible for the full replacement of the toter at no cost to the City or resident.

Trash toters shall **not** be left in front of mailboxes or in any position that would obstruct driveways or vehicular access. If a toter is inaccessible due to blockage or other obstructions, the Contractor must notify both the resident and the City promptly.

Residents are responsible for maintaining clear and adequate access to their containers to facilitate regular collection and service.

Yard Waste

Unless otherwise agreed to by the City, yard waste collected by the Contractor shall include the following materials (at a minimum):

- Leaves
- Trimmed tree branches
- Yard debris from trimmed bushes and plants
- Tree limbs no longer than 4 feet in length or 4 inches in diameter
- Live Christmas Trees
- Bagged yard waste during leaf season

The Contractor may require the use of compostable paper bags during leaf season. Please note in Proposal if paper bags will be required.

The Contractor is responsible for the delivery of yard waste to a permitted landfill separately from solid waste. The City of Trinity shall be informed of changes in the facility/facilities utilized by the Contractor.

Yard Waste shall not include debris from commercial/professional landscaping or excessive debris caused by storms or inclement weather.

Hours of Operation

1. Residential Collection

Residential collection services shall be performed generally during daylight hours on a regular schedule and shall not commence prior to 6:00 am or extend after 6:00 pm, unless otherwise approved by the City.

2. Holidays

A listing of holidays that would change the Contractor's schedule of pickup shall be provided to the City of Trinity at the start of the year and the revised schedule communicated to the residents by the City.

Compensation

1. Residential Services Fees

For residential curbside for solid waste and yard waste collection, the Contractor shall be compensated by the City on a monthly based basis on the count of customers serviced.

2. Date of payment

Payment for each calendar month of service hereunder shall be made by the City within thirty (30) days of the date on the invoice.

3. Fee Adjustment

The Contractor shall be entitled to an increase in payment equal to the amount of any fee, surcharge, duty, tax, or other charges of any nature imposed by the Federal and/or State government or any agencies. The Contractor shall provide documentation such increases to the City and an explanation of how the increase has been calculated. Contractor's compensation shall not be increased pursuant to this paragraph until the first of the fiscal year (July 1st) following notification by Contractor to the City of Trinity of such an increase; however, the City

shall negotiate in good faith regarding payment of the increase during the preceding period.

4. Fuel Adjustment

No adjustment for the cost of fuel will be part of the Contract. If desired, the Vendor may propose a fuel adjustment as a condition of an alternate proposal.

5. Term

The term of the proposed Contract shall begin in December 2025 and shall extend for a five (5) year term. At the discretion of the City, the Contract may be renewed for a maximum of two (2) additional five (5) year terms unless either party notifies the other of non-renewal at least six (6) months before the end of the then current term.

Additional Agreements

1. Contract Manager

The Contractor shall provide a Contract Manager with the authority to act on the behalf of the Contractor in performing and monitoring the required work. The Contract Manager shall be the City's main point of contact for the work performed under this contract.

2. Office

The Contractor shall maintain a fully staffed office, equipped with telephone service available on a toll-free basis, to receive and respond to resident inquiries and complaints. This office shall be operational **Monday through Friday, from 8:00 a.m. to 5:00 p.m.** and staffed with personnel capable of providing prompt, knowledgeable assistance.

In addition, the Contractor shall provide an **emergency contact number** that allows City staff to reach management personnel **24 hours a day, 7 days a week** in the event of urgent issues.

Complaints regarding missed collections must be resolved **within twenty-four (24) hours** of receipt. All resident complaints related to services performed under the contract shall be documented by the Contractor, addressed in a timely and courteous manner, and reported to the City. The City reserves the right to review complaint logs and related correspondence upon request.

Schedules and Reports

The City shall provide the Contractor with a current map and schedule of the solid waste collection routes. If the Contractor must alter the day of collection, the Contractor must contact Trinity's Customer Service Representative. The Contractor shall provide monthly reports to the City during the contract period. The reports shall include monthly and year-to-date data on the following:

- a. Summaries of the tonnages collected.
- b. A description of program progress, including a collection of complaints or other problems encountered and how they were resolved. Records of complaints should include the date received, name of Resident, address, and telephone number.

Emergency Services

In the event of severe weather or a natural disaster, the Contractor shall provide additional collection and disposal services as requested by the City. Compensation for such services shall be negotiated and agreed upon in advance, prior to the commencement of any work beyond the scope of the regular contract.

Equipment

The Contractor shall ensure that all equipment used in the performance of services is properly maintained in a clean, sanitary, and fully operational condition at all times. All service vehicles shall be equipped with two-way communication systems to enable prompt and effective response to service requests, customer inquiries, and any issues reported by the City or its residents.

Employees

The Contractor shall ensure that all employees assigned to perform services under this contract are dressed in clean, professional, and clearly identifiable uniforms. Employees are expected to conduct themselves in a courteous, respectful, and professional manner at all times while interacting with residents and performing duties on behalf of the City.

Performance

The Contractor shall perform all services in a manner that fosters and maintains positive public relations with the residents of the City of Trinity. The Contractor is expected to exercise the utmost care to prevent the littering or scattering of waste during collection and transportation activities.

In addition, the Contractor shall be responsible for the prompt cleanup and removal of any spilled waste, leachate, vehicle fluids, or debris resulting from its operations. All service areas must be left in a clean and orderly condition following collection.

Public Education and Awareness

The City shall provide clear and concise information to residents regarding solid waste and yard waste collection services. This shall include the collection schedule, proper procedures for container placement and handling, and a list of acceptable yard waste materials along with any applicable size or volume limitations.

This information shall be distributed to all customers upon the initiation of service and at least once annually thereafter. In the event of any changes to the collection schedule, the City shall ensure that affected residents receive adequate advance notice.

Permits: Licenses

The Contractor shall be responsible for obtaining and maintaining, at its own expense, all permits, licenses, and approvals required by federal, state, and local laws and regulations necessary to perform the services outlined in this contract.

Performance

Prior to the effective date of the contract, the Contractor shall provide the City with a performance bond in the amount of **\$500,000**, guaranteeing the faithful performance of all work and obligations specified under the contract. The bond shall be issued by a surety company licensed to conduct business in the State of North Carolina.

The value of the performance bond shall be reduced by **20% annually** over the initial term of the contract. A certificate from the surety company confirming that all bond premiums have been paid in full must accompany the bond upon submission.

In the event the City exercises any **five-year renewal option**, the Contractor shall furnish a new performance bond under the same terms and structure as outlined above, covering the full renewal term.

Insurance

The Contractor shall maintain current, valid insurance policies that meet all requirements set forth in this contract for the entire duration of the agreement. Renewal certificates must be submitted to the City no later than **thirty (30) days prior to the expiration** of any insurance policy.

The Contractor shall also provide the City with **at least thirty (30) days' written notice** in the event of any cancellation, modification, or reduction in coverage, including erosion of aggregate limits, for any required insurance policies.

Certificates of insurance evidencing compliance with these requirements shall be submitted to the City and kept on file. The **City of Trinity shall be named as an additional insured** on both the **general liability** and **automobile liability** policies.

Coverage	Limits of Liability
Workman's Compensation	Statutory
Employer's Liability	\$500,000
Bodily Injury Liability (Except Automobile)	\$1,000,000 each occurrence and \$1,000,000 aggregate
Property Damage Liability	\$1,000,000 each occurrence and \$1,000,000 aggregate
Automobile Bodily Injury Liability	\$1,000,000 each person
Automobile Property Damage	\$1,000,000 each occurrence
Excess Umbrella Liability	\$2,000,000 each occurrence

Indemnification

The Contractor agrees to indemnify, defend, and hold harmless the City of Trinity, its officials, employees, and agents from and against any and all liabilities, claims, penalties, forfeitures, suits, and associated costs and expenses (including, but not limited to, the costs of defense, settlements, and reasonable attorneys' fees) which the City may incur, become responsible for, or be required to pay as a result of:

1. Death or bodily injury to any person;
2. Damage to or destruction of property;
3. Environmental contamination or other adverse effects on the environment; or
4. Any violation of applicable laws, regulations, or governmental orders; to the extent caused, in whole or in part, by:
 - a. the Contractor's breach of any term, condition, or provision of the contract; or
 - b. any negligent or willful act or omission by the Contractor, its employees, agents, or subcontractors.

This indemnification obligation shall survive the termination or expiration of the contract.

Disputes

Any dispute arising under this Agreement may be resolved through mediation conducted in the State of North Carolina, in accordance with procedures available to units of local government under applicable state law. No other form of alternative

dispute resolution shall apply unless expressly agreed to in writing by both parties. In the event legal proceedings become necessary, jurisdiction shall lie exclusively with the state courts of North Carolina, and venue shall be proper in the City of Trinity.

Compliance

The Contractor shall perform all operations in full compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations. This includes, but is not limited to, adherence to all safety, preventive, and remedial requirements established by the North Carolina Department of Environmental Quality (NCDEQ), the U.S. Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), and any other governmental agencies having jurisdiction over the Contractor's activities.

The Contractor shall be solely responsible for ensuring that its practices, equipment, personnel, and subcontractors consistently meet or exceed all applicable legal and regulatory standards.

Assignment

The services and obligations of the Contractor under this Agreement shall not be assigned, delegated, or otherwise transferred to any person, firm, or corporation without the **prior express written consent of the City**.

However, the Contractor may, without such consent, enter into agreements with subcontractors for the performance of specific services necessary to fulfill its obligations under this Agreement, provided that the Contractor remains fully responsible for the performance of all work and ensures that all subcontractors comply with the terms and conditions of this Agreement.

Default

If either party breaches this Contract or fails to perform any of its required covenants or conditions, and such breach or default continues for **fifteen (15) days** after written notice is provided by the non-breaching party—unless a longer period is reasonably required to cure the breach or default and the breaching party has commenced and is diligently pursuing a cure within that time—the non-breaching party may exercise any of the following remedies:

1. **Terminate the Contract** on a date of its choosing, provided that such termination date is no less than **thirty (30) days** after the expiration of the initial fifteen (15)-day cure period;
2. **Cure the breach or default** and recover all associated costs and expenses from the breaching party; and/or

3. Pursue any **other legal or equitable remedy** available under applicable law, including but not limited to, recovery of damages or losses incurred as a result of the breach or termination.

A waiver of any breach or default by either party shall not be deemed a waiver of any continuing or future breach or default of the same or any other provision of the Contract.

City Obligations

During the term of this Contract, the Contractor shall have the **exclusive right** to provide **curbside collection and disposal of solid waste and yard waste** for all residential customers within the City. No other person, firm, or entity shall be authorized to perform these services within the City limits for the duration of the Contract, unless otherwise approved in writing by the City.

Submission of Proposals

The City of Trinity requests that five (5) hard copies of Proposals be submitted at the time and place indicated under “Introduction”. Proposal shall be included in an sealed envelope, marked with Project Title (“Proposal for Residential Solid Waste and Yard Waste Collection”), name and address of the Vendor, and be accompanied by other required documents. No Proposal will be considered unless filed on or before the time and the place designated. Proposals received after the time set for the opening will be returned unopened. The sealed Proposal, marked as indicated above, should be enclosed in an additional sealed envelope, similarly marked and addressed to:

Hand Delivery via Email

City of Trinity
Attention: Crystal Postell, Finance Director
5978 NC Hwy 62
Trinity, NC 27370
cpostell@trinity-nc.gov

Mail Delivery

City of Trinity
Attention: Crystal Postell, Finance Director
PO Box 50
Trinity, NC 27370

Proposals submitted by mail or courier that arrive **after the designated proposal opening time** will not be considered valid and will be returned unopened. In such cases, the **Vendor shall have no claim against the City of Trinity** for failure to consider a late submission.

In addition to hard copies, **electronic copies of proposals may be submitted** via email to: cpostell@trinity-nc.gov

THE FOLLOWING INFORMATION SHALL BE SUBMITTED WITH THE PROPOSALS.

1. Qualifications
2. Certificate of Insurance
3. Proposal Form

Selection Process

The **City of Trinity** reserves the right to **reject any and all Proposals**, to **waive any informalities or irregularities**, and to **disregard any alternate, non-conforming, conditional, or counter Proposals**. In its evaluation process, the City will consider the **qualifications of the Vendors**, the extent to which Proposals meet the **requirements outlined in this RFP**, and any proposed alternatives.

The City may conduct any investigations it deems necessary to determine the **responsibility, qualifications, and financial capability** of the Vendors and any proposed Subcontractors to satisfactorily perform the scope of work. The City reserves the right to reject the Proposal of any Vendor who does not meet the City's evaluation criteria.

While **price is an important consideration**, it is **not the sole determining factor** in the selection process. The City may also request **presentations or interviews** with one or more Vendors to further assess their capabilities and approach.

If a contract is awarded, it will be granted to the Vendor whose Proposal, in the City's judgment, offers the **best overall value** and aligns with the **best interests of the City**, in accordance with applicable laws.

The **apparent successful Vendor** will receive a **Notice of Selection** within **sixty (60) days** from the date of Proposal opening. The selected Vendor must enter into **contract negotiations** with the City, based on the terms outlined in this RFP, within **thirty (30) calendar days** of the Notice of Selection.

Should the City be unable to reach a mutually acceptable agreement with the top-ranked Vendor, it reserves the right to initiate negotiations with the next ranked Vendor(s) in order of evaluation until a satisfactory agreement is reached or negotiations are terminated.



Submission Requirements

Qualifications of Vendors

To demonstrate its qualifications for performing the required services, each Vendor must submit, as part of its Proposal, **satisfactory evidence of its ability to perform all work described in this Request for Proposals (RFP)** in a competent and timely manner. The submitted Proposal must include, but is not limited to, the following information, documentation, and statements. These requirements also apply to any proposed Subcontractors:

Each proposal must include, at a minimum, the following:

A. Organizational Experience and Personnel

Evidence that the Vendor has a well-trained, experienced, and competent organization with a proven record of successfully completing work of similar scope, nature, and value. The proposal must clearly identify any subcontractors and the specific role each will play in the project.

B. Equipment and Facilities

Information confirming the Vendor has adequate equipment and facilities necessary to perform the required services. The proposal must include specifications of proposed collection vehicles and descriptions of the residential waste containers to be used.

C. Maintenance Capability

A description of the Vendor's inventory of equipment, supplies, and spare parts sufficient to maintain all operational equipment in proper working order with minimal service interruptions.

D. Financial Stability

A recent financial statement that demonstrates the Vendor's financial history and stability. This should include enough detail to assess the Vendor's ability to manage the operational and financial responsibilities of the contract.

E. Relevant Project Experience

A listing of current service contracts similar in nature and magnitude to the scope of work defined in this RFP. For each listed contract, the following details must be provided:

1. **Contract Information:** Project name, location, and contract value.
2. **Client Information:** Client/owner name, mailing address, telephone number, and primary contact person.

(Please include a copy of your Certificate of Insurance)



Proposal Form



Residential Solid Waste and Yard Waste Collection

Transfer and Disposal Services

Proposal Form

Company Name: _____

Address: _____

Phone Number: _____
Street Address City State Zip Code

Fax Number: _____

Contact Name: _____

Email: _____

*Vendors are required to complete the Proposal Form in its entirety. If a price is not being submitted for a particular service or option, please clearly indicate “**No Proposal**” in the corresponding field. Incomplete forms may be deemed non-responsive.*

Vendor agrees to perform all the work described in the RFP for the unit prices listed below:

Option 1: Weekly Curbside Solid Waste and Yard Waste Collection (5-Year Term)

Item	Unit Cost
Monthly Solid Waste Collection Fee	\$_____ per Trash Toter (City Stamped Toters ONLY)
Monthly Yard Waste Collection Fee	\$_____ per Trash Toter (City Stamped Toters ONLY)

Option 2: Monthly Bulk Item Collection

Item	Unit Cost
Monthly Bulk Item Collection	\$_____ Monthly Fee