



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Request for Proposals (RFP) - City of Robbinsdale

Organized Hauling – Refuse, Recycling, Yard Waste, Organics Collection

Submissions Due – September 16, 2024

Introduction

The City of Robbinsdale, MN, (“City”) is requesting proposals for organized collection services for Refuse, Recycling, Yard Waste, and Organics.

Background Information

Robbinsdale, Minnesota is a city of roughly 15,000 people located next to the northwest corner of Minneapolis. The City is over 100 years old and has maintained its small-town feel. The city is governed by the Robbinsdale [City Council](#), made up of a Mayor and 4 Council Members. Each Council Member represents a specific area (“Ward”) of the city. The City Council formulates the city policy. The City Manager is responsible for city administration.

Purpose

The City is soliciting proposals from qualified firms for the organized collection of refuse, recycling, yard waste, and organics for residential dwelling units including duplexes, triplexes, fourplexes, townhomes – in total, roughly 5,100 stops.

Currently, residential dwellings receive collection service from the alley side **and** street side of their houses. All but a few alleys in Robbinsdale are a paved surface, ranging from 10’ to 14’ in width, and have differing geometric layouts including straight through, T-shaped (3), L-shaped (4) (most with right angles, a few with acute angles), and dead-ends (8). There are a few unique collection needs where one dwelling receives alley side collection while the adjacent dwelling receives street side collection due to being near the alley but having no access to it. Additionally, the City provides occasional walk-up accounts. The current service contract expires April 1, 2025.

The City of Robbinsdale staff will review and evaluate all proposals, and may request additional information, clarification, or presentations. Vendors should provide specific and pertinent information and submit all information requested.

RFP Administrator

The Request for proposals is being issued by

City of Robbinsdale, MN
4100 Lakeview Ave N
Robbinsdale, MN 55422

Instructions for Submitting a Proposal

Review the entire description of the City's collection needs, then complete the Application Form (attached). Proposals are accepted in hard copy form, or via email to the City Manager – tsandvik@ci.robbinsdale.mn.us.

Robbinsdale City Hall, 4100 Lakeview Avenue North, Robbinsdale, MN 55422-4534, **no later than September 16, 2024.**

Any questions regarding the proposal should be e-mailed or faxed to City Manager, at (763) 531-1258 or tsandvik@ci.robbinsdale.mn.us.

Once the proposal has been received by the City, we may request that a representative from your firm meet with city staff to present your proposal and answer any questions.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the contract, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

Description of Services

The Contractor will supply the labor, materials, and equipment necessary to make a complete collection of refuse, recyclables, yard waste, and organics from all residences in the City during the term of the contract. Such collections will include all residential dwelling units, as defined in this proposal and be accomplished by use of individual containers. The Contractor will provide the personnel, equipment, and facilities necessary to fulfill the terms and conditions of the contract. The Contractor will provide the services in compliance with all applicable laws and charge for the services on a volume-based schedule.

The collection services contract would include:

- Weekly residential refuse collection and disposal for single family and up to 4-unit multi-family
- Additional collection service available to residents (in excess of containers)
- Weekly yard waste collection and disposal between April and November
- Bi-weekly single sort recycling collection & conveyance
- Collection of bulk items and appliances for an additional fee
- Walk-up accounts- reasonable collection exceptions for seniors or disabled
- Weekly collection of refuse and recycling from City facilities
- Recording of customer service communications, requests and complaints
- Reporting of tonnage, end market, storage, and recycling participation
- Assisting the City with public education through articles, handouts, other media, or events
- Informing the public and City of timely changes in service and other changes
- Working with the City to maintain excellent service to the residents of Robbinsdale
- Special clean up projects- work with code enforcement staff



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Term of Contract

It is the City's preference to enter into a service contract lasting five (5) years. Services may be extended by agreement of both parties providing extension is agreed upon by a mutually agreed upon date.

Definitions

For purposes of the contract, the terms defined in this section have the meanings given them:

- a) **Additional Collection Service.** Bagged, boxed, or bundled refuse in excess of the designated volume-base per residential dwelling unit.
- b) **Bulky items.** Large household items including carpeting and padding (less than three feet and under 50 lbs), mattresses, chairs, couches, tables, and other such items of furniture that are too large for one person to pick up.
- c) **City of Robbinsdale Solid Waste Sticker.** A sticker purchased directly from the City to be affixed to any Additional Collection Service item (i.e. extra bags). The number of stickers required per item is to be established by the City and enforced by the Contractor.
- d) **Collection Service.** A private operation engaged in collection and transportation of refuse, yard waste and recyclables.
- e) **Independent Contractor.** A person authorized by the Contractor to perform refuse collection services within the City.
- f) **Multi-Family Dwelling Unit.** A Multi-Family Dwelling Unit is any dwelling unit designed for multiple housekeeping units that does not qualify for regular garbage service under this Contract.
- g) **Single Sort Recycling.** The commingled collection of all recyclables in a single 30-36, 60-66, or 90-96 gallon wheeled cart.
- h) **Recyclables.** Items such as, but not limited to, newspaper, plastics with a neck, catalogs, magazines, phone books, junk mail, corrugated cardboard, 4C's boxboard, ledger paper, bi-metal cans, aluminum, and glass.
- i) **Refuse.** Putrescible and non-putrescible solid waste from residences including garbage and rubbish, and specifically excluding yard waste, recyclables, and toxic and hazardous wastes. Refuse further excludes industrial, commercial, agricultural, and construction garbage or rubbish and wastes. Includes garbage- organic waste, including discarded material resulting from the handling, processing, storage, preparation, serving, and consumption of food. Includes rubbish-solid waste, including ashes consisting of both combustible and noncombustible wastes, such as wood, bedding, crockery, and other non-reusable waste: the term also includes non-recyclable types of glass, paper, cardboard, and metal cans.

j) Residential Dwelling Unit. A single family dwelling unit and each unit of a duplex, triplex, fourplex, and townhome: the term does not include apartment buildings.

k) Townhome. Structures containing two or more units that are contiguous to each other governed by a homeowner's or renter's association.

l) Toxic and Hazardous Wastes. Waste materials including, but not limited to, poisons, pesticides, herbicides, acids, caustics, pathological wastes, radioactive materials, flammable or explosive materials, and similar harmful chemicals and wastes that require special handling and must be disposed of in a manner to conserve the environment and protect public health and safety.

m) White Goods. Household appliances including items such as refrigerators, freezers, stoves, dishwashers, washers and dryers, water heaters, microwave ovens, furnaces, air conditioners, dehumidifiers, and trash compactors.

n) Yard Waste. Compostable organic plant material that consists of grass clippings, leaves, and soft garden material, including brush and limbs less than four inches in diameter and four feet in length provided they are bundled with twine.

Scope of Contract

Collection Service Provided by Contractor.

Refuse Collection

Description: Refuse collection service includes the collection of Refuse from Residential Dwelling Units in the City. Included in the cost of this Refuse service is the annual collection of one Christmas tree (not wrapped in a plastic bag and free of decorations) placed at Curb (separate from cart) Collection costs are described in Attachment A.

Exclusions: Refuse collection service does not include the collection of:

- Toxic and Hazardous Waste including items such as batteries, tires, construction material, motor oils, and paint in liquid form;
- Yard Waste;
- Recyclables;
- animal waste and solid waste materials resulting from industrial, commercial, and agricultural operations;
- earthen fill, boulders, rock, and other materials normally handled in construction operations, solids or dissolved materials in domestic sewage or other significant pollutants in waste resources, such as silt, dissolved or suspended solids in industrial wastewater effluent, dissolved materials in irrigation return flows or other common water pollutants.
- White Goods.

Carts: The Contractor must provide a cart for each residential dwelling unit. All replacement carts will be provided by the Contractor at the Contractor's sole expense and maintained by the



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Contractor throughout the life of this Contract. Three sizes of containers have been approved for use:

- a container of 35 gallons;
- a container of 64 gallons;
- a container of 96 gallons.

Location: A residential dwelling unit must have its container at the street curb or alley adjacent to the unit on or before 6:00 a.m. on the designated day of collection. Collection from City owned properties per container location.

Frequency: A residential dwelling unit must have its Refuse collected a minimum of once per week.

Additional Collection Service: Refuse in excess of the provided cart will be picked up by the Contractor when placed in a resident- provided container or bag not exceeding 33 gallons when properly affixed with a City Solid Waste Sticker. Collection service for White Goods must be by prior arrangement with the Contractor for collection and will be billed in accordance with agreed upon pricing.

Reporting: Tonnages of Refuse collected must be reported by Contractor to the City on a monthly basis.

Pick-Up at City-Owned Properties: Contractor will provide service as necessary for the collection and disposal of Refuse and Recyclables from City-owned properties and parks listed in Attachment C at no additional cost to the City.

Disposal: The Contractor will dispose of Refuse collected in Robbinsdale at the Hennepin County Disposal facility. The Contractor must maintain Hennepin County receipts of delivery and shall provide the City with copies of such receipts upon request. Estimated City tonnages must be reported by the Contractor to the City monthly.

Notification: If a resident of the City places an item out for pickup and the item is not taken by the Contractor, the Contractor must provide immediate written notification to the resident of reason for refusal to pick up the item. Notification must be left on the cart.

Walk up Service: The Contractor shall provide walk up service for residents who have a disability and who have been deemed by the City to be eligible for such service.

Snowbirds: Although residents may indicate to the Contractor that they will be away for an extended period of time, this Contract anticipates that the refuse container will be checked at every home, every week.

Yard Waste Collection

Description: Yard Waste collection service includes the collection of yard waste from Residential Dwelling Units in the City. Cost for this service is described in Attachment A.

Location: A Residential Dwelling Unit must have its Yard Waste segregated from other refuse in an approved Yard Waste bag or a container clearly identified as "Yard Waste" located at the boulevard adjoining the street curb or alley or other designated pick-up location on or before 6:00 a.m. on the designated day of collection. Twigs and small branches will be collected at no extra charge as long as the branches are less than three inches in diameter and less than five feet long. Branches and twigs must be placed in a customer-owned container, compostable bag or tied into bundles.

Frequency: Yard Waste Collection Service will be provided from April through November each year. A Residential Dwelling Unit must have its Yard Waste collected a minimum of once per week on the same day as Refuse collection service.

Reporting: Tonnages or yards of Yard Waste collected must be reported by the Contractor to the City on a monthly basis.

Conveyance of Yard Waste: The Contractor will transport the Yard Waste to a compost site as approved by the City. The Resident may not mix Refuse or inorganic materials with the Yard Waste or take any action so as to make the Yard Waste material unacceptable to the operators of the compost site.

Notification: If a resident places Yard Waste out for pickup and the material is not taken by the Contractor, the Contractor will provide immediate written notification to the resident of reason for refusal to pick up the item. Notification must be left on the cart or item in question. The Contractor must make reasonable accommodations as required by state and federal law, including but not limited to the manner of pickup for individuals with a disability.

Education: The Contractor will assist the City in the education of residents on how to properly prepare Yard Waste. Contractor will work with City staff on a seasonal and as needed basis to prepare educational materials for residents.

Single Sort Recycling Collection

Description: Recyclable collections service includes the collection of Recyclables, from Residential Dwelling Units. Cost for this service is described in Attachment A.

Containers: Each residential dwelling unit will be supplied with a recycling container by the Contractor of 35, 64, or 96-gallon size as requested by owner or renter. The containers are to be owned and maintained by the Contractor. Commencing with the signing of this Contract, all new and replacement containers will be provided by the Contractor at the Contractor's expense and maintained by the Contractor throughout the life of this Contract. Residents are allowed to have an additional recycling container at no additional fee.



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Location: Residential Dwelling Units must have their Recyclables in approved containers located at the boulevard adjoining the street curb or alley or other designated pick-up location by 6:00 a.m. on the scheduled pick up day.

Frequency: Each residential dwelling unit and City owned property will have its Recyclables collected by the Contractor every other week on the same day as Refuse collection service.

Reporting: Tonnages of Recyclables collected must be reported by the Contractor to the City on a monthly basis. These tonnages must be reported by individual materials collected and the place where the Recyclables are delivered must be disclosed. If the tonnages are estimates, the method of estimation must also be disclosed and Contractor will do everything possible to ensure the accuracy of estimates.

Conveyance of Recyclables: The Contractor must convey the Recyclables to a recycling center, which assures these materials will not be land filled. The Resident may not mix other types of Refuse or inorganic materials with the Recyclables or take any action to make the Recyclables unacceptable to the operators of the recycling center.

Education: The Contractor will assist the City in the education of residents on a monthly and as needed basis on types of recyclable materials and how to properly prepare materials for recycling, including single-sort recycling.

Promotions: Contractor will work with City staff on an as needed basis to create and conduct promotions to encourage additional recycling participation and tonnage.

Materials: The Contractor may discontinue the collection of approved materials in the event they are no longer accepted as recyclable in the marketplace after prior thirty days' written notice to the City. Contractor shall also continually add all newly-approved materials to collection as they become accepted as recyclable in the marketplace.

Material Preparation/Notification: The Contractor must promptly inform owners and occupants of Residential Dwelling Units of how to properly prepare Recyclables for collection. If the Contractor fails to pick up a recyclable at a residential dwelling unit because it was improperly prepared, it is the Contractor's responsibility to immediately inform in writing the Residential Dwelling Unit how to properly prepare the Recyclables to make the Recyclables acceptable for pick up. Contractor shall assist the City for notifying residents of changes in Recyclables accepted for collection.

Organics Collection

Description: Organics collections service includes the collection of Organics from Residential Dwelling Units.

Containers: Residential dwelling units who register for this service will be supplied with a container by the Contractor. The containers are to be owned and maintained by the Contractor.

Commencing with the signing of a Contract, all new and replacement containers will be provided by the Contractor at the Contractor's expense and maintained by the Contractor throughout the life of this Contract.

Location: Residential Dwelling Units must have their Recyclables in approved containers located at the boulevard adjoining the street curb or alley or other designated pick-up location by 6:00 a.m. on the scheduled pick up day.

Frequency: Each Residential Dwelling Unit and City owned property will have its Organics collected by the Contractor every week on the same day as Refuse collection service.

Reporting: Tonnages of Organics collected must be reported by the Contractor to the City on a monthly basis. These tonnages must be reported by individual materials collected and the place where the Organics are delivered must be disclosed. If the tonnages are estimates, the method of estimation must also be disclosed and Contractor will do everything possible to ensure the accuracy of estimates.

Conveyance of Organics: The Contractor must convey the Organics to a place, which assures these materials will not be land filled.

Education: The Contractor will assist the City in the education of residents on a monthly and as needed basis on types of Organics and how to properly prepare materials.

Promotions: Contractor will work with City staff on an as needed basis to create and conduct promotions.

Multi-Family Recycling Collection.

The Contractor is required to provide recycling services similar in nature to Residential Dwelling Units for those Multi-Family Dwelling Units that have elected to use the City's provider. A list of properties participating is included in Attachment D. This list will be updated as needed during the term of this Contract.

Service Schedule.

- Hours: The Contractor will perform collection services between the hours of 6:00 a.m. and 6:00 p.m., on Monday through Friday, except when an emergency exists, at which time the Contractor must notify the City of such emergency. The Contractor may perform collection services on Saturday when a holiday falls on a weekday.
- Holidays: The Contractor will observe the following legal holidays on which its offices and operations will be closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When holidays fall on a weekday, the collection for each day of that week after the holiday will be made one day later.
- Authorized Pickups: Only pickups authorized by this Contract may be made. The Contractor is not entitled to payment for any pickups not authorized by this Contract.
- Street Improvements: The Contractor will reasonably adjust its collection route to accommodate street improvement projects.



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

- Administration: Contractor must maintain an office equipped with electronic communication equipment and staffed with sufficient personnel to handle complaints, orders for special service, or to receive instructions.

The office must be staffed from 8:00 a.m. to 4:30 p.m., Monday through Friday (except holidays). The Contractor will maintain a written log of all complaints, the date thereof and the action taken pursuant thereto or the reason for non-action. Complaints must be responded to within 24 hours of their receipt. The log of complaints must be made available for inspection by an authorized City representative upon request.

Performance Standards: The Contractor will supply the labor, material, and equipment necessary for the performance of this Contract.

As a part of considering services, the City will propose additional language on Legal Compliance, Payment Methods, Additional Collection services, Disposal fees, Insurance/Indemnification, Applicability of Appropriate federal/state/local Laws and Regulations, Limiting Transfer or Sale, Termination clause(s), and other considerations.

The Contractor is required to be familiar with and comply with all federal, state, and local laws, statutes, regulations, ordinances, and policies. Contractor is required to provide a performance bond and payment bond in compliance with Minnesota Statutes, sections 574.26 – 574.32. The value of each bond must equal 100% of the annual value of the services to be provided, or \$175,000, whichever is greater. The bonds must meet terms and conditions, as outlined in the contract with the City and as approved by the City Attorney

City-Owned Properties

The following is a list of City-Owned Properties that the Contractor will provide refuse and recycling collection services.

| | |
|--|---------------------------------|
| City Hall – 4100 Lakeview Ave N. | 1-3 yd, 1x/wk |
| Police & Fire Station – 4101 Hubbard Ave N. | 1-4 yd, 1x/wk & 1-2 yd cardbrd |
| Public Works Facility – 4601 Toledo Ave. N. | 1-6 yd, 3x/wk & 1-30 yd cardbrd |
| Robbinsdale Historic Library Building – 4915 42 nd Ave N. | 1-2 yd, 3x/wk |
| RC Liquors – 4130 Hwy 81. | 1- 2 yd, 1x/wk & 1-6 yd cardbrd |
| Whiz Bang Days- Lakeview Terrace Park | 2-20 yd, on-call |
| Twin Lakes Rest Area- Lakeland Ave & 43 rd Ave | 1-8 yd, 1x/wk |

The Public Works Facility includes the following services:

- Weekly pickup of recyclables
- Pickup of scrap metal containers 2-3 pulls/month. The City will contact Contractor when containers need to be picked-up.

Selection Criteria

Responses to this RFP will be evaluated by a selection committee based upon the consultant’s proposal and information submitted. The Committee will review all proposals, and make a recommendation to the City Council as necessary. Proposals will be considered on the following:

- Monthly service cost to residents.
- Cost of service for public facilities.
- Reputation of provider.
- Customer service.
- Professional references.
- Availability for special events.
- Legal compliance.

Tentative Timeline

| Event | Date |
|-----------------------------|--------------------|
| Issue Request for Proposals | August 15, 2024 |
| Consultant Questions Due | September 2, 2024 |
| Submissions Due | September 16, 2024 |
| Consultant Approval | Fall 2024 |

Disclosure

All information in the Consultant’s proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 – Minnesota Government Data Practices Act.



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

CITY OF ROBBINSDALE, MINNESOTA

**PROPOSAL APPLICATION FORM
CONTRACTOR QUALIFICATIONS**

**REFUSE, RECYCLING, ORGANICS AND
YARD WASTE COLLECTION SERVICES**

Proposal Application Instructions:

All questions must be answered completely. Please submit answers on separate sheets. The proposal must be notarized. The Contractor may submit any additional information to support its qualifications.

1. Name of Contractor (including legal and business name):

2. Permanent & main office address, including City, State, and Zip Code, Telephone, and E-mail:

3. When organized:

4. If a corporation, where incorporated:

5. How many years have you been engaged in refuse, recycling, and yard waste collection services under your present firm or trade name?

6. List any municipal contracts: (include name of municipality and contract dates):

8. Has your company failed to initiate any contract awarded to you? If yes, state when, for whom, and why:

9. Has your company ever failed to fulfil a contract after starting collection services? If yes, state when, for whom, and the reasons why:

10. List your major equipment available for this contract and whether it is owned or leased:

11. Describe your company's experience related to municipal waste collection:

12. Describe your company's customer service capabilities and how you would respond to customer service situations:

13. How would your company handle resident education and what type of plan would be most effective both at the beginning of the contract and over the term of the contract?

14. Describe your company's understanding of environmental stewardship and how it is integrated into your collection services:

15. Providing a cost effective collection service to residents is important to the City. How does your company define cost effectiveness and what does your company do to ensure its rates are cost effective to your customers?

16. Was there anything in this Request for Proposal that your company would be unable to meet? If yes, why?

17. Provide contact information for three references for which your company has performed contracted work (include name, contact name, and phone number):

- 1.
- 2.
- 3.

18. Please list three credit references, at least one bank reference, include company name, contact name, and telephone number:

- 1.
- 2.
- 3.

19. Will you, if requested, provide financial statements that may be required by the City for purposes of confirming your qualifications for the contract?



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

BID RATE INFORMATION

List your monthly rates for Year 1 as described below for each service. This rate also includes the cost of new containers for all refuse and recycling purposes and delivery of such to residents.

30-36 gallon service \$ _____, list actual size: _____

60-66 gallon service \$ _____, list actual size: _____

90-96 gallon service \$ _____, list actual size: _____

Organics Collection \$ _____

Yard waste \$ _____
weekly, mid-April to mid-November

Single family recycling \$ _____
bi-weekly

Multi family recycling \$ _____
bi-weekly

Appliances \$ _____

Walk up accounts \$ _____
accommodations for handicap &
disabled

All other city buildings \$ _____

Cost of new container \$ _____ 30 gallon include
delivery to resident

Cost of new container \$ _____ 60gallon include
delivery to resident

Cost of new container \$ _____ 90 gallon include
delivery to resident

List the monthly per household Refuse, Recycling, and Yard Waste Rates for years 2 – 5.

| | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|--------|--------|--------|--------|
| 30-36 gallon | | | | |
| 60-66 gallon | | | | |
| 90-96 gallon | | | | |
| Recycling | | | | |
| Yard Waste | | | | |
| Organics | | | | |