



Request for Proposals

Solid Waste Services

Introduction

The City of Olivia is seeking proposals from qualified and experienced waste management companies to provide refuse collection services. This Request for Proposal (RFP) outlines the requirements and expectations for interested parties to submit their proposals.

Not a Competitive Bid Process

This is a request for proposals, not a competitive bid process.

The City Council will determine, in its sole discretion, considering various factors such as (without limitation) those set forth below, which proposer shall be awarded the Contract.

- Pricing
- Experience and capacity
- References
- Thoroughness and responsiveness to this RFP

No one single criterion will be determinative of the best proposal, and the foregoing list is not exhaustive. All responsive proposals will be reviewed and compared with competing proposals for the City Council to determine, in its sole discretion, which proposal is in the best interests of the property owners of Olivia. The City of Olivia reserves the right to contract with a solid waste hauler who does not submit the lowest cost proposal.

Proposers May Inspect City Routes and Facilities

Prospective proposers are encouraged to tour the City's residential routes and the specified City buildings and City parks to become familiar with the solid waste collection work described in this RFP packet. No formal tour is scheduled to be offered. Proposers must inspect routes and facilities from publicly accessible areas.

Background Information

The City of Olivia is committed to maintaining a clean and sustainable environment for its community members. Proper waste management is crucial to achieving this goal, and we are seeking a reliable partner to assist us in efficiently collecting and disposing of refuse within the City.

Current Estimated Volumes

The City has a population of 2,337. This contract will serve approximately 1,055 households and 60 business locations. This is an estimate and not to be guaranteed.

Scope

The selected vendor will be responsible for providing comprehensive refuse collection services within the city limits of Olivia. The scope of work includes, but is not limited to:

1. Regular curbside collection of waste at least once a week between the hours of 7:00am and 6:00pm.

2. Collection of bulk items and special waste upon request or scheduled pickups.
3. Transporting collected waste to appropriate disposal facilities in compliance with local and state regulations.
4. Providing necessary containers, bins and equipment for waste collection.
5. Ensuring timely and reliable service to all residents and businesses within City limits.
6. Refuse service from designated city buildings, park facilities and special events at no charge to the city
7. The Contractor shall at all times during the contract maintain in full force and effect employer's liability, worker's compensation, public liability and property damage insurance, including contractual liability. All insurance shall be for policy limits acceptable to the City and before commencement of work thereunder the Contractor agrees to furnish the City certificates of insurance listing the City as an additional insured.
8. The Contractor will bill households and commercial refuse generators for services provided.

Proposal Requirements

Interested parties are required to submit a comprehensive proposal that includes the following:

1. Company Overview: Provide background information on your company, including experience in providing refuse collection services
2. Approach: Describe your approach for refuse collection, including details on scheduling, routing and handling of different types of waste.
3. Service Plan: Outline your proposed service plan, including frequency of collection, available container sizes and any additional services offered.
4. References: Provide references from previous clients who can attest to the quality and reliability of your services.

Contact for RFP Communications

All communications about this RFP after its release and up through the due date shall be in writing, via email, through the City's designated contact person:

Elizabeth Torkelson
City Administrator
etorkelson@olivia.mn.us

Instructions for Submission

The Deadline for submitting proposals is 4:30 P.M. on May 3, 2024. Late proposals will not be accepted. Proposals must be emailed to etorkelson@olivia.mn.us. PDF Format is required. Hard copies are not required.

Schedule

All dates and times in the following schedule are subject to change.

- April 16, 2024 – RFP Released
- May 3, 2024 – Responses due
- May 6, 2024 - Council will review proposals at 5:30 P.M. during the regular City Council meeting

We thank all interested parties for their participation and look forward to receiving your proposals.

Sincerely,

Elizabeth Torkelson
City Administrator
City of Olivia