



## Request for Proposals

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### Trash, Yard Waste, and Recycling Collection and Disposal

#### Introduction and Background Information

The City of Centralia, Missouri is issuing this Request for Proposals (RFP) for solid waste management services for residential and commercial customers to provide the best service and value to the citizens and business owners in Centralia. The City staff plans to submit a proposal for each service and the Board of Aldermen will decide which entity will provide the best option for the City of Centralia.

The City is a fourth-class city located in the northeast corner of Boone County with a very small part in Audrain County. This puts Centralia in Solid Waste Region H which is in the Mid-Missouri Solid Waste Management District's jurisdiction. Centralia is experiencing slow but steady growth, adding slightly less than 1% to its population annually. The population of Centralia was 4,527 in the 2020 US Census. The City of Centralia provides electric, water and wastewater utilities to the residents and businesses in Centralia. The City is run by a six-member Board of Aldermen and a Mayor who appoints a City Administrator to manage and coordinate the City's daily operations. Additional information about the City of Centralia can be found on our web site: <http://www.centraliamo.org/> or our Facebook page: <https://www.facebook.com/citycentraliamo>.

The City of Centralia historically provided residential trash collection service to all residents and all commercial customers unless the City did not have the equipment to provide the necessary service, until 2016 when the City contracted this service to an outside vendor. Standard curbside single-family residential trash is picked up on a five-day schedule and the City will work with any successful contractor on minor adjustments, but the City expects a five-day collection schedule with minimal alterations for all residential customers. Commercial trash collection varies by customer. Some residents and some commercial customers have purchased 96-gallon trash carts. Some commercial customers have purchased two cubic yard refuse containers (dumpsters). The contractor may request a phasing out of the owner-provided containers, but the City and contractor must come to an equitable agreement that honors the citizens'/business owners' investment.

The City offers a reduced rate for seniors. The City will cover that expense in administrative fees. The City has a small number of disabled residents that require special service (at the door). The City will expect that service to continue with the costs absorbed and included in the rate offered by the proposer for the per house residential rate.

There are some special collections as well. For residential customers we have a cleanup week one time per year where citizens are allowed to bring their excess and bulky (non-white good) waste to dumpsters provided for them and placed at the City's property near the old, closed landfill on North Ann Street. The City also arranges for roll-off dumpsters to be brought in by contractors to collect and dispose of waste from the Anchor Fest, the weekend after Memorial Day, and the waste for the annual barbecue contest in the fall. The City expects this service to continue, and firms making proposals should anticipate covering this expense with no direct charge.

The City provides residential customers a drop-off location for white goods at no cost to the resident. Proposals must address white goods collections. In addition to the cleanup week, the city will pick up bulky items (sofas, console TVs, cabinets, or other large items that require two-persons to load) for an additional fee. The City also offers a personal curbside cleanup collection for up to six cubic yards of solid waste. The City requires the Proposal include a cost for these special services unless they are included for

no additional cost. Additional rules can be required. The City does not currently limit residential trash collection; All trash must be generated from the house it is being picked up from and must be bagged. Proposals must include any rules for volume limits placed on the weekly trash collection at the price state in the proposal.

The City currently offers residential customers the one-time-per-year use for a two-yard container for extra trash. Proposals may include such a service. If the City decides to continue this program and it is not included in the Proposal of the eventual contractor, the City will subsidize the service.

All proposals MUST include bids for all the above-described trash collection services. The following services are optional. The City may continue providing curbside recycling by contractor or in-house. The City may or may not decide to offer curbside yard waste collection if the successful bidder does not. There is currently no curbside yard waste collection.

There are six large commercial customers in Centralia for whom we do not collect trash.

The contractor for the City has collected recyclables curbside on the first and third Friday of each month. The recyclables they presently collect are bagged in clear bags and include mixed plastics (#1 - #7), aluminum cans, bi-metal/steel food cans.

Proposals must be for curbside collection. Proposals may require residents to co-mingle recyclables in a different way and at a different frequency.

The City has never provided curbside yard waste collection except to clean up storm debris. However, some residents have learned that they can wait for a storm and drag their yard waste to the curb. Therefore, we will entertain bids to provide curb side yard waste collection. Contractors will only need to transport the yard waste across town to the City's brush pit at the end of North Ann Street.

Proposals may include additional offers or services such as Household Hazardous Waste service, waste tire collection or anything else that your firm believes will add value at a competitive price.

### **General**

1. The City of Centralia is requesting proposal from qualified hauling contractors to provide solid waste services to the residents of the City of Centralia. Required specifications and bid forms are enclosed.
2. Proposals will be received no later than **3:00 p.m., September 29, 2023**, in the City Clerk's office, City of Centralia, 114 S Rollins St., Centralia, MO 65240.
  - a. The proposals will be publicly opened at 3:01 p.m., September 29, 2023. Proposal envelopes must be sealed and clearly marked **"Proposal – Centralia Solid Waste Services"**.
  - b. Any bids received that do not follow specification guidelines may be returned without consideration.
  - c. The solid waste services contract will be for a five-year period commencing November 1, 2023 and terminating October 31, 2028.
3. The City of Centralia (hereafter "the City") reserves the right to:
  - a. reject any and all bids, to waive technicalities and to accept the bid considered to be the most advantageous to the city,
  - b. make investigations as are deemed necessary to determine the ability of the contractor to perform the work, and
  - c. evaluate and select the best bid for the services requested, not necessarily the lowest bid.

4. No subcontracting of services or equipment will be permitted without written authorization of the City.

**5. A pre-bid conference will be held Wednesday, September 6, 2023 in the Council Chambers of City Hall at 10:00 am. (114 S. Rollins St., Centralia, MO 65240)**

6. A proposal may be withdrawn upon notice in writing prior to the time set for opening and evaluation of proposals.

7. Before submitting proposals for this work, each bidder will be expected to examine the area to be served and be satisfied that the work can be accomplished to the satisfaction of the City.

8. Questions should be directed to Tara Strain, City Administrator, email [tara@centraliamo.org](mailto:tara@centraliamo.org) or Matthew Rusch, Public Works & Utilities Director, email [mrusch@centraliamo.org](mailto:mrusch@centraliamo.org) 114 S Rollins St., Centralia, MO 65240. Voice 573-682-2139.

## Specifications

### 1. The proposal shall contain a draft contract:

a. Affirming in writing that the waste hauler is familiar with and capable of performing these specifications and in compliance with the requirements of Missouri state statute; that it will not discriminate against any prospective customer or employee because of race, creed, color, national origin, age, religion or other status protected by applicable federal or state law or regulation; that it has not acted and will not act in collusion with any present officer, agent or employee of the City of Centralia in submitting its bid proposal; and that it is not disqualified from entering into a contract with the city for performance of the duties described herein by reason of the conviction of the waste hauler or an officer, director, or employee of the hauler of any crime referred to in Section 260.208, RSMo.

b. The waste hauler shall comply with all applicable federal and state laws and regulations, and all applicable city ordinances. Responsibility for and assuring compliance with such laws regulations and ordinances and for avoiding violation thereof by customers located with the City of Centralia shall be placed with the waste hauler. The waste hauler shall hold the city harmless from and indemnify the city against any liability, cost, or expense, including legal fees, resulting from any violation thereof or otherwise resulting from or arising out of the performance of the contract by the hauler.

c. The contract may be canceled by either party in the event of substantial breach of any provision thereof by either party, if such breach is not corrected within 30 days after written notice is provided to the party in breach.

### 2. Each proposal shall submit prices based on the following:

- a. Five-year contract term commencing November 1, 2023 and terminating October 31, 2028.
- b. No collection may be made on Sundays, except by expressed authorization of the Board of Aldermen. Refuse collectors shall perform their duties in a quiet, orderly, and sanitary manner.
- c. No residential service collection may be made before 5:00 a.m., Monday – Friday.
- d. For the purposes of evaluation, the proposal must indicate any variances from the specifications, terms and/or conditions. If variations are not stated in the bid, it will be assumed the product or service fully complies with our terms, conditions, and specifications.
- e. Bidders must use the form provided when submitting bids. The bid form must be signed and returned with any additional items in a sealed envelope. All entries on the bid form must be in ink or typed. The officer authorized to enter a contract for the organization must sign all bids. Signatory shall initial all erasures or corrections on bids.
- f. All solid waste must be disposed of at a permitted sanitary landfill, solid waste processing facility, transfer station or other solid waste disposal areas authorized by law.
- g. Contractor shall provide the city with the name, address, and phone number of a responsible representative to receive complaints regarding services. The contractor shall promptly respond to all complaints and shall arrange for collection of any missed collections within twenty-four (24) hours of notification.
- h. Contractors shall provide a list of all solid waste disposal areas and recycling facilities utilized by the contractor.
- i. Contractor will provide dumpsters and special pick-ups for customers who request them and bill the individual making the special request, except as noted under requested services.
- j. The ability to provide reasonable assistance to individuals who cannot place the container at the curb.

3. Billing: Each bid proposal shall state a monthly charge per customer. All customer billing and bill collection conducted by the City of Centralia, with remittance of the contract amount by the City to the waste hauler by the last day of the month when the invoice is received by the first day of the month,

otherwise payment will be made by the end of the following month. Fuel surcharges must be made part of the Proposal, or they will not be part of the contract. Fuel surcharges must set a price per gallon of diesel fuel as a base and that base may not be lower than \$2.50/gallon. The surcharge must only be charged in months when at least three of the Lundberg weekly "Blue Sheet" reports or the monthly "Diesel Retail Price Report" for Columbia, Missouri show a higher average rate in the State of Missouri than the proposed base rate.

4. Insurance, Bond, and License Requirements:

- a. Certificates of insurance for the following categories, or a written statement guaranteeing that these certificates will be submitted at the time the contract is executed, must be submitted with the bid document:
- b. Workers' Compensation coverage in the statutory amounts for all employees of the waste hauler.
- c. Comprehensive general liability insurance, with the city named as an additional insured, with policy limits of not less than \$2,000,000 per person and \$2,000,000 per occurrence for personal injury to or death of any individual and not less than \$2,000,000 for damage, including economic loss, to the property of any person as the result of any occurrence, resulting from or arising out of the performance of the contract.
- d. Comprehensive motor vehicle liability insurance, wherein the city is named as an additional insured, with policy limits of not less than \$2,000,000 for damage, including economic loss, to the property of any person because of any occurrence, resulting from the operation of any motor vehicle by any person, officer, employee, or agent of the waste hauler in the performance of the contract.
- e. Furthermore, the contractor will be required to provide the city with 10 days written notice of any change or cancellation in the above listed insurance policies.
- f. The waste hauler shall always obtain and keep in force during the term of the contract, a general business license issued by the City of Centralia, subject to the requirements established by city ordinance.
- g. The waste hauler shall also provide proof at the beginning of the contract and annually thereafter of all applicable insurance policies, licenses and permits required by federal, state, county, or other governmental entities relative to the performance of the contract.
- h. The waste hauler/contractor shall provide the City with a performance bond of \$50,000 to assure the City that there will be sufficient guarantee that the City will be able to acquire the necessary service in the event of a breach of contract.

5. Requested Services:

- a. Residential Trash Collection –
  - i. The contractor shall be responsible for collection and disposal of all household trash. The city is soliciting proposals for once per week service from the curb. The contractor shall have exclusive right and obligation to collect and dispose of all residential solid waste generated within the city limits.
  - ii. The contractor shall furnish all the labor, equipment, materials, and supplies for the collection of residential solid waste at each residential unit within the corporate limits of the City of Centralia. There are currently an estimated 1,602 standard residential customers and 194 senior rate residential customers located within the city limits.
  - iii. Collection shall be performed once per week at each residence on a regular schedule. It is recognized that weeks containing holidays and unforeseen emergencies will require alteration of the schedule for those situations only; a make-up day must be provided.
  - iv. Customers will be responsible for setting containers at curbside in front of the residence. In unusual cases, the city may direct a resident to place his material elsewhere and notify the contractor. Containers and collection vehicles shall conform to city ordinance and state guidelines. Contractor may be expected to aid, when requested by the City, to individuals not capable of setting containers at curbside at no additional charge.

- v. The contractor will maintain a toll-free (or local) number for residents to arrange for pickup of bulky waste and to lodge complaints concerning collection.
  - vi. Bulky materials will be collected by the contractor for a set fee. White goods collection service may be offered, with billing arrangements to be negotiated between the contractor and the City.
  - vii. Names of supervisory personnel that will oversee the collection in Centralia.
- b. Commercial Trash Collection.
- i. The contractor is responsible for providing trash collection as arranged by the contractor and the customer. A detailed list of commercial accounts is included in this proposal packet.
  - ii. The contractor shall furnish all the labor, equipment, materials, and supplies for the collection of commercial solid waste at each business unit within the corporate limits of the City of Centralia. A detailed list of commercial accounts is included in this proposal packet.
  - iii. The contractor will maintain a toll-free (or local) number for customers to arrange for pickup of bulky waste and to lodge complaints concerning collection.
  - iv. The commercial customer is responsible for giving access to containers and for putting only allowed waste in the containers.
- c. City Facilities.
- i. The contractor will provide three special pick-ups per year at no charge to the City for one city-wide cleanup, the annual Anchor Fest event which is held the first weekend after Memorial Day, and the Anchor City BBQ Contest that is held the second weekend in October. Items not included in these pickups will include items prohibited by the Department of Natural Resources. These pickups will be coordinated with the City staff. Historically, Anchor Fest has required two 40-yard containers or four 20-yard containers.
  - ii. Dumpsters placed at city owned buildings/sites will be provided at no charge to the City (a list is attached).
  - iii. The City has three trash barrels at the City Cemetery and about a dozen trash barrels for pedestrian traffic downtown to be collected.
- d. Residential Recycling Services.
- i. Contractor shall provide to all residences in the city collection of recyclables. The bid will include a city-wide curbside pickup once per week on the same day.
  - ii. It shall be a breach of contract for the hauler to dispose of any properly sorted recyclable item collected through the recycling program in a sanitary landfill. Residential participation in the program shall be voluntary. The city will require periodic reports on the level of participation by residents and the amounts of materials recovered.
  - iii. The bid for this service shall be based upon all residences.
  - iv. The contractor shall inform the City where the materials are taken for initial sorting.
  - v. Names of supervisory personnel that will oversee the collection of recyclables in Centralia.
- e. Residential curbside yard waste collection (optional)
- i. Contractor shall provide to all residences in the city collection of properly bagged or bundled yard waste materials. The bid will include a city-wide curbside pickup once per week on the same day for one week each month except twice per month in May and October.
  - ii. Contractor shall haul the material to the City of Centralia's brush pit at the old landfill area.

f. Contractor assumes full responsibility of all wastes and other materials collected. Any spilled or leaked material will be retrieved and cleaned by the contractor at their expense within 24-hours. Failure to do so will result in a penalty of \$500 per occurrence, deducted from the monthly bill.

g. Contractor agrees to provide data on total tons collected of trash and recyclables with each monthly bill including proof that trash was hauled to a properly licensed landfill or transfer station.

### **Evaluation**

Proposals will be evaluated according to this formula:

- Price – 50%
- Customer service record (based on recommendations of cities served) – 30%
- Service delivery (based on the options offered) – 15%
- DBE status, or Centralia – based business - 5%

### **Timeline**

Proposals due – September 29, 2023 @ 3:00 p.m.

Board of Aldermen (acting as the Board or in a Standing Committee) select first choice of firm to offer contract – October 9, 2023.

Contract approved by Board of Aldermen in an ordinance – October 16, 2023.

Service delivery begins (target) – November 1, 2023. Contract will be for a five-year period.

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## Proposal Form

### Trash, yard waste, and recyclable collection for the City of Centralia

In compliance with the request for proposals, the undersigned proposes to furnish all labor, equipment, and material necessary to perform the work for collection, removal, disposal of residential solid waste and recyclables within the City of Centralia.

- Regular residential and commercial trash collection at the price listed below.
- All other required trash collection service at the price listed below.
- Other services as noted in the proposal below.

The undersigned has examined the area to be served, read, and understood the RFP documents, and is satisfied that the work can be accomplished to the satisfaction of the City. The undersigned also agrees to cooperate with employees of the City or other parties that may be engaged in this work from time to time during the contract period. The undersigned also certifies that he/she is empowered by the business listed below to act on behalf of said company to submit this proposal and further that the company is prepared to meet all the conditions of the contract.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Address City State Zip Code

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

Residential Trash rate for curbside collection (per residence/per month) \$ \_\_\_\_\_

Fuel surcharge \$ \_\_\_\_\_ per additional \$ \_\_\_\_\_ over \$2.50/gallon

Primary landfill/transfer station for disposal \_\_\_\_\_

Rate for curbside collection of bulky items (per item) \$ \_\_\_\_\_

Fuel surcharge \$ \_\_\_\_\_ per additional \$ \_\_\_\_\_ over \$2.50/gallon

Primary landfill/transfer station for disposal \_\_\_\_\_

Other notes \_\_\_\_\_

Residential Recycling

Residential rates (cont.)

(bi-weekly) rate for curbside collection (per residence/per month) \$ \_\_\_\_\_

Fuel surcharge \$ \_\_\_\_\_ per additional \$ \_\_\_\_\_ over \$2.50/gallon

Primary recovery facility for recycling \_\_\_\_\_

Residential Yard Waste (optional)

Rate for curbside collection (per residence/per month) \$ \_\_\_\_\_

Fuel surcharge \$ \_\_\_\_\_ per additional \$ \_\_\_\_\_ over \$2.50/gallon

Number of weeks you would offer the service per year \_\_\_\_\_

Other requirements \_\_\_\_\_

**Other offers, conditions, comments:**

Include information about annual price increases for years 2 -5, price for senior accounts, etc.

**Chart for Commercial trash collection:**

Please enter the price in dollars and cents for each collection or simply write N/A if the service is not offered. A list of commercial accounts is included as Appendix A

| Container/Collections per week | 1 | 2 | 3 | 4 | 5 | 6 |
|--------------------------------|---|---|---|---|---|---|
| Trash bags                     |   |   |   |   |   |   |
| 96-gallon cart                 |   |   |   |   |   |   |
| 2 cu. yd. container            |   |   |   |   |   |   |
| 4 cu. yd. container            |   |   |   |   |   |   |
| 6 cu. yd. container            |   |   |   |   |   |   |
| 8 cu. yd. container            |   |   |   |   |   |   |

Additional fuel surcharge: \_\_\_\_\_

If you wish offer roll-off service (optional) please complete the following:

| Container size        | Haul fee | Rent/month | Cost/ton | Other notes |
|-----------------------|----------|------------|----------|-------------|
| 20 cu. yd. container  |          |            |          |             |
| 30 cu. yd. container  |          |            |          |             |
| ___ cu. yd. container |          |            |          |             |

Additional fuel surcharge per haul/tip per additional \$\_\_\_\_\_ over \$2.50/gallon: \$\_\_\_\_\_

#### CHECKLIST OF REQUIRED ELEMENTS

- \_\_\_ We can meet the insurance requirements before the start date of the contract.
- \_\_\_ We are willing to sign the Affidavit of Work Authorization to comply with Section 285.525, RSMo.
- \_\_\_ We DO believe that we can meet the November 1, 2023, start date.
- \_\_\_ We DO NOT believe that we can meet the November 1, 2023, start date. We can begin service by \_\_\_\_\_.
- \_\_\_ We are recognized as a Disadvantaged Business Enterprise and the documentation is included.
- \_\_\_ A copy of all the cities that we are currently serving and contact information for those cities is attached. (Additional references made be provided.)
- \_\_\_ We are prepared to obtain a performance bond of \$50,000 if we are the successful proposer.
- \_\_\_ Additional services or information is offered as described (addition pages may be attached or entered on reverse side).

Include information about annual price increases for years 2 -5, any additional information for commercial customers.

## AFFIDAVIT OF WORK AUTHORIZATION ANNUAL RENEWAL DOCUMENT

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization Annual Renewal Document.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as  
 \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm  
 \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.

City owned dumpsters – all 2-cu. yd. (except Animal Shelter)

1. City Hall/Police Station, 114, S. Rollins St. 1 dumpster, dumped 1 time per week.
2. City Fire Station, 208 W. Sneed, 1 dumpster, dumped 1 time per week.
3. Electric barn, 1 dumpster, dumped 1 time per week.
4. Water barn, 1191 Booth St. 1, 6-yd dumpster dumped 3 times a week during the summer and, 2 time a week during winter (serves the pool also) - rented.
5. Recreation Center, 802 W. Lakeview St. 1 dumpster, dumped 1 time a week.
6. Bicentennial Park, 612 S. Adams St. 2 dumpsters, dumped 3 times per week during summer, and not much during winter - rented.
7. Street barn, 727 South St. 1 dumpster, dumped 1 time a week.
8. Animal Shelter, 511 N. Ann St. 1, 96-gallon trash cart dumped 1 time per week.
9. City Cemetery, 2 barrels and 1, 96-gallong trash cart dumped 1 time per week, one dumpster provided once in March and once about June 16<sup>th</sup>.
10. Downtown trash receptacles, 16 barrels, picked up 1 time per week.

Tons of trash from all City collection. The fiscal year runs from April 1 – March 31.

*Quarter 1 runs from April 1 – June 30; Quarter 2 runs from July – September, Quarter 3 runs from October – December, and Quarter 4 runs from January – March.*

|                                                 | <b>FY16</b>    | <b>FY17</b>    | <b>FY18</b>    | <b>FY19</b>   | <b>FY20</b>   | <b>FY21</b>    | <b>FY22</b>    | <b>FY23</b>    |
|-------------------------------------------------|----------------|----------------|----------------|---------------|---------------|----------------|----------------|----------------|
| 1st Quarter<br>(April, May June)                | 724.75         | 675.37         | 693.59         | 790.05        | 814.75        | 795.99         | 836.19         | 833.87         |
| 2nd Quarter<br>(July, August,<br>September)     | 652.11         | 618.75         | 707.15         | 805.31        | 812.67        | 797.56         | 1623.63        | 878.58         |
| 3rd Quarter<br>(October, November,<br>December) | 649.58         | 625.78         | 755.24         | 796.85        | 769.36        | 749.51         | 1720.26        | 1663.19        |
| 4th Quarter<br>(January, February,<br>March)    | 540.82         | 652.82         | 722.61         | 702.59        | 698.92        | 727.55         | 766.14         | 787.74         |
| <b>Total</b>                                    | <b>2567.26</b> | <b>2572.72</b> | <b>2878.59</b> | <b>3094.8</b> | <b>3095.7</b> | <b>3070.61</b> | <b>4946.22</b> | <b>4163.38</b> |

The City does not provide service to the following private companies, and their business is not part of this RFP or contract,

1. Tractor Supply
2. McDonald's
3. DC's convenience store
4. Jim Butler
5. Ameren UE
6. Hubbell Power Systems