

Request for Proposals

Residential Solid Waste and Recycling Services

**City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025**

Released: Friday, May 31, 2019

Proposals due: Friday, June 28, 2019

Request for Proposals Residential Solid Waste and Recycling Services

SUMMARY

Request for Proposals (RFP)

The City of Forest Lake, Minnesota is soliciting sealed proposals for:

Residential Solid Waste and Recycling Services

RFP contents are inclusive:

Full contents of this RFP includes all attachments incorporated into this RFP by reference. Responders must review and familiarize themselves with the full RFP packet including all attachments and any addenda issued.

Issue and receiving office:

City of Forest Lake,
City Administrator
1408 Lake Street South
Forest Lake, MN 55025

Sole City contact person for all RFP communications:

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

Patrick Casey
City Administrator
Patrick.casey@ci.forest-lake.mn.us

RFP Time Schedule:

RFP released: May 31, 2019
Proposals due: 12:00 Noon on June 28, 2019

RFP Time Schedule is subject to change. Please continue to monitor the City's web page for schedule updates or other instruction amendments.

1 INTRODUCTION AND BACKGROUND INFORMATION

1.1 Service Summary

The City of Forest Lake is seeking bids from qualified companies to provide a comprehensive set of residential solid waste and recycling services.

The list of Contract services include, but are not limited to:

- City-wide, weekly refuse collection service and delivery to disposal facility.
- City-wide, every other week (EOW) recyclables collection service and delivery to materials recovery facility.
- Subscription, weekly seasonal (Apr-Nov) yard waste collection service and delivery to composting facility.
- Subscription “on-call” bulk item collection service and delivery to disposal facility.
- Refuse, and recyclables services from designated City buildings, park facilities, and special events, no charge to the City.
- Bulk item collection and disposal service from **City clean-up day**, offered at no charge.
- Public education services from the Contractor.

Refuse, recycling, and yard waste carts shall be purchased and owned by the Contractor.

The “city-wide” services (i.e., refuse and recyclables) mean that regularly scheduled collections are provided to every residence that sets out refuse or recyclable materials as specified in this request for proposals (RFP). All City residents covered by the Contract are required to pay for these services.

The “subscription” services (i.e., yard waste, and bulk items) mean that these collections shall be made available to every City property, but provided to only those households that sign-up with the Contractor and voluntarily pay the extra fees specified in the Contract for these additional services.

The Contractor shall be responsible for billing Forest Lake residents directly.

The new Contract shall commence operations on December 1, 2019 and continue through December 31, 2024.

1.2 History and Summary of Current Solid Waste and Recycling Services

The City of Forest Lake contracts with a single Contractor to provide comprehensive residential solid waste and recyclables services for all eligible City residents. City Code requires all residential properties within the City limits, consisting of 4 or less dwelling units with individual kitchen and bathroom facilities and separate entrances for each, to use City contracted refuse service. Residents are currently billed by the Contractor as per the terms of the current contract.

1.3 City Goals and Objectives of this RFP

The City intends to maintain its basic organized collection structure for contracting solid waste and recycling services. This RFP has been released to solicit competitive proposals leading to a new Contract for a comprehensive set of solid waste and recycling services with operations beginning **on December 1, 2019**. The City, at its discretion, may decide to award a contract to one hauler servicing the entire community, or award multiple contracts that assign service areas. The City recognizes there are many collection methods, new technologies and facilities available today for separated residential organic materials and is interested in seeing what services are proposed through the RFP.

Many other improvements to the current operations are specified in this RFP. Proposers should read the entire RFP to understand all service specifications and requirements.

1.4 Background Census Information

The City of Forest Lake is a growing metropolitan community. As of 2017 Metropolitan Council Estimates, there were 20,261 people and 7,579 residing in the city. The City is approximately 36 square miles in area.

Table 1-1 below displays Metropolitan Council estimates on the number of housing units by structure. This data provides an approximate description of total housing characteristics in the City, including a rough estimate of the larger apartment buildings that are not served under this residential solid waste and recycling program Contract.

**TABLE 1-1
Year 2018 Housing Units per Structure**

Number of Housing Units Per Structure	Number	Percent
1 unit, single family detached	5,099	67.4%
1 unit, single family attached	1,050	13.8%
2 to 4 units, duplex, triplex, quad	44	.6%
SUBTOTAL OF 1 TO 4 UNITS	6,193	
5 or more units, multifamily	1,322	17.3%
manufactured home	64	.8%
TOTAL	7,579	99.9%

1.5 RFP Service Level Assumptions

Proposers shall use the following assumptions in estimating service levels for purposes of estimating efforts in collection operations. These are best available estimates only, submitted by the current contractor, and do not represent any form of guarantee of minimum service levels.

1.5.1 Estimates of Current Households Served Under This Contract

Table 1-2 below displays the current estimate of refuse and recyclables accounts by service type.

TABLE 1-2
Current Refuse and Recyclables Service Accounts by Service Type

Service Type	Number of Refuse Accounts	Number of Recyclables Accounts
40 -gallon	340	
65-gallon	1,809	
96-gallon	1,044	
105-gallon	1,766	
TOTAL	4,959	4,800

(Source: Current Contractor, September 2018)

1.5.2 Number of Customers with Additional Refuse Carts

- Forty six (46) residents currently utilize an additional refuse cart.

1.5.3 Number of Customers with Additional Recycling Carts

- Twenty (20) residents currently utilize an additional recycling cart for no extra monthly charge.

1.5.4 Number of “Overflow” Refuse Bags Collected

- In 2018, 548 overflow refuse bags were collected curbside.

1.5.5 Refuse and Recyclables Tonnages

- In 2018, the City of Forest Lake generated approximately 44.6 pounds of refuse per stop and 41 pounds of recyclables per cart.

1.5.6 Clean-Up Events and Special Events

The City would like to offer a City Clean-up Day. Materials accepted include refuse, bulk items (e.g., furniture and mattresses), and special wastes (e.g., electronics and appliances). This RFP request that the proposal contains an outline of a spring clean-up program.

The City hosts several special events each year. Services required of the Contractor will include, at no charge to the City: refuse collection, recycling collection, portable toilets, rollout carts, and dumpster when necessary at all events.

2 INSTRUCTIONS TO PROPOSERS

2.1 Summary of Instructions

The deadline for submitting proposals is 12:00 Noon on **June 28, 2019**.

Four (4) hard copies of each proposal must be submitted. Envelopes or boxes shall be marked and sealed per the instructions to proposers below.

Facsimile (i.e., "fax") and emailed proposals will not be accepted.

2.2 Complete Proposals Required

Prospective Proposers are invited to submit a proposal for these services. Specifications, terms, conditions and instructions for submitting proposals are contained in this RFP.

All responsive Proposers shall submit a complete proposal by submitting all information required within this RFP. **Failure to submit a complete proposal may result in the City rejecting that incomplete proposal as non-responsive.**

The proposal documents shall be submitted in their entirety before the deadline for submitting proposals. Late proposals will not be considered.

2.3 Preparation and Submission of Proposals

Proposals shall be legibly prepared. Proposals shall be legally signed and the complete address of the Proposer given thereon. All copies must be submitted in sealed envelopes or boxes and plainly marked with the project name: ***"Proposal for Solid Waste and Recycling Services"***.

Four (4) hard copies of each proposal must be delivered to the City at:

City of Forest Lake, City Administrator
City Hall
1408 Lake Street South
Forest Lake, MN 55025

2.4 Proposals Held Confidential

Immediately after the deadline for proposals to be submitted, only the company names of Proposers submitting Proposals will be made public consistent with the Minnesota Government Data Practices Act (M.S. 13.591, subd. 3(b)). All proposal documents shall be held as confidential until a new, final Contract is fully executed.

If a Proposer wants the City to consider a portion of its proposal as confidential (e.g., trade secret or proprietary data) pursuant to the Minnesota Government Data Practices Act, these sections of their proposal must be submitted within a separate envelope and cover letter explaining the reason for the request. The City will review any such request and make a final judgment on whether these sections shall be held by the City as confidential per the Minnesota Government Data Practices Act. Requesting

all or substantially all of the proposal be deemed confidential may result in the proposal being considered non-responsive by the City.

2.5 Restricted Communication

The City intends to provide equal and consistent communications to all prospective Proposers throughout this RFP process. Therefore, it is critical that all communications about this RFP after its release and up through final execution of the new contract be in writing through the City's designated contact person:

Patrick Casey, City Administrator
Patrick.casey@ci.forest-lake.mn.us

2.6 City Responses to Questions

Questions received and responses provided by City staff will be provided, in writing, to all interested proposers.

2.7 Late Proposals Will Be Rejected

Any proposal received at the office designed herein after the exact time specified for receipt, may be rejected and not considered responsive.

2.8 Minimum Qualifications of Responsive Proposers

Proposals will only be considered and reviewed from companies that are engaged in the providing solid waste and recycling services comparable to those described in this RFP packet. **A minimum of three (3) references of current or past customers is required.** Proposers shall possess a Regional MMSW Collection and Transportation License, Washington County Hauler License, and City of Forest Lake Hauler License, or be able to obtain the aforementioned licenses upon being awarded the contract.

2.9 Contract Period/Renewals

The term of the Contract shall be for a period of five (5) years commencing operations on December 1, 2019 and expiring on December 31, 2024. The actual Contract may be executed earlier to allow for any required transition planning. At the sole option of the City of Forest Lake the contract may be renewed for up to two (2) additional 5 year terms.

2.10 Proposal Evaluation Criteria

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.

The following criteria will be used to evaluate proposals:

- **Price schedules**
(Estimated total costs over the five-year Contract period.)
- **Experience and capacity**
(Demonstrated capability, including the company's financial condition.)
- **References**
- **Thoroughness and responsiveness to this RFP**
(Demonstrated understanding of the City's needs, goals, objectives and service specifications and quality standards)

No one (1), 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 in order for the City Council to determine, in its sole discretion, which proposal is in the best interests of the residents of Forest Lake. The City of Forest Lake reserves the right to contract with a solid waste hauler who does not submit the lowest proposal.

2.11 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 and recycling collection work described in this RFP packet.

2.12 Amendments to the Scope of Services

The City may, at its own discretion, add services to or delete services from the scope of work described in this RFP packet. The City will notify prospective Proposers of any such amendments by issuing an addendum to this RFP.

2.13 The City is Providing Best Available Information in this RFP

Throughout this RFP, the City has exerted their best efforts to present information and data applicable to this project that are as current and as accurate as possible. The City is providing the information contained herein as a courtesy to the Proposers. It is the Proposer's responsibility to use and verify this information during the proposal period.

3 SCOPE OF SERVICE

3.1 Refuse Collection and Processing

Refuse collection operations under the new Contract should be very similar to the current system. Refuse collection and disposal system requirements include (but are not limited to):

- **Weekly collection from 35-gallon, 65-gallon, or 95-gallon wheeled refuse carts.**
- The color and labeling of the refuse carts must distinguish them from the recycling carts, and yard waste carts.
- Residents may obtain a second 35-gallon, 65-gallon, or 95-gallon wheeled recycling cart at a reduced cost.
- Residents may set out extra “overflow” bags of refuse at an additional cost.
- Pursuant to Minnesota State Statute 115A.93, Subd. 3, refuse disposal costs shall increase with the volume or weight of the waste collected.
- Pursuant to Minnesota State Statute 115A.9302, the Contractor shall provide a waste disclosure notice to all customers on an annual basis.
- Pursuant to Minnesota State Statutes and Washington County ordinance and policies, the Contractor must arrange for delivery of all refuse collected under this new Contract to be delivered to a Ramsey/Washington County Transfer station in Newport. The Contractor shall not deliver the City’s residential refuse to a landfill, or transfer station that redirects the City’s refuse to a landfill, without prior written permission of the City. This RFP requires Proposers to document their planned arrangements for such refuse processing, either through a transfer station or direct to a mixed MSW resource recovery facility. Proposals must include written certification that adequate processing capacity has been secured.
- This RFP requires that residential refuse collected from Forest Lake under this Contract will be kept separate from other materials. Forest Lake loads of residential refuse shall be weighed on designated truck scales and weights reported to the City. The Contractor shall retain truck scale weight tickets for City inspection upon request.
- Proposers should provide a specific list of resident instructions for preparing and setting out refuse carts and overflow refuse bags.
- Proposers must identify their proposed disposal facility or transfer station.

3.2 Recyclables Collection and Processing

Recyclables collection operations under the contract should be very similar to the current system. Recyclables collection and processing system requirements include (but are not limited to):

- **Every other week (EOW) recyclables collection** from 35-gallon, 65-gallon, or 95-gallon wheeled recycling carts.
- **The City requests alternative pricing for weekly recycling pick-up.**
- The color and labeling of the recycling carts must distinguish them from the refuse carts, and yard waste carts.
- Customers may obtain a second 35-gallon, 65-gallon, or 95-gallon wheeled recycling cart at no additional collection cost.
- Proposers must identify their proposed recyclables processing facility or transfer station.
- This RFP requires that residential recyclables collected from Forest Lake under this Contract will be kept separate from other materials. Forest Lake loads of residential recyclables shall be weighed on designated truck scales and weights reported to the City. The Contractor shall retain truck scale weight tickets for City inspection upon request.

- Proposers should provide a specific list of resident instructions for sorting recyclable materials and setting out recycling carts.

3.3 Yard Waste Collection and Composting

The City requires a yard waste collection subscription program. Yard waste collection and disposal system requirements include (but are not limited to):

- Subscription, weekly yard waste collection and delivery for composting on a seasonal basis from approximately April through November each year.
- Eligible residents may subscribe for regular yard waste collection service and receive a 95 gallon yard waste cart.
- Proposers must provide proposed prices for yard waste cart service which includes and additional over flow of five (5) compostable yard waste bags. A price per bag for each bag over the five (5) overflow bag limit must be included.
- Proposers must identify their proposed composting facility or yard waste transfer station to be utilized.
- This RFP requires that yard waste collected from Forest Lake under this Contract will be kept separate from other materials. Weight/yardage totals from Forest Lake yard waste loads shall be reported to the City. The Contractor shall retain weight/yardage tickets for City inspection upon request.
- Proposers should provide a specific list of resident instructions for preparing and setting out yard waste carts and compostable yard waste bags.

3.4 Christmas Tree Collection and Composting

Christmas Tree collection and composting system requirements include (but are not limited to):

- **Annual Christmas Tree curbside collection for all residents within the service area, at no charge.**
- Proposers must identify their proposed composting facility or yard waste transfer station to be utilized.
- Proposers should provide a specific list of resident instructions for preparing and setting out Christmas Trees.

3.5 Cart Ownership and Management

This RFP requires that the Contractor shall be responsible and pay for all aspects of cart management and operations including (but not limited to): transportation from the manufacturer, ordering, receiving, assembly, distribution (aka new cart “roll out”), excess cart inventory, spare parts inventory, warranty maintenance and other repairs.

Upon a change in Contractor, this RFP requires that the successful Contractor submit a detailed cart management and transition plan within two (2) months after the new Contract has been fully executed. For example, the Contractor shall include a summary that adequately describes these transition operations (e.g., timing and content of any public notices about cart switches, etc.). The Contractor shall be primarily responsible for all aspects of the transition operations, but shall keep the City fully informed of field operations during the transition period.

3.6 Cart Exchange / Delivery Fee

Residents may elect to change container sizes or add/remove a container once per calendar year without additional charge. After the first exchange, any additional exchange shall be subject to a service charge.

3.7 Fuel Surcharge / Environmental Fee

No fuel surcharge or environmental fee shall be applied to services offered through this RFP. All costs shall be incorporated into the monthly rates.

3.8 Extended Leave / Suspended Collections (aka “Snow Bird” Policy)

A resident that is absent from his/her residence for a period of thirty (30) consecutive days or more may qualify to temporarily stop City contracted refuse and recycling services, including payment obligations. It is the resident’s responsibility to contact the Contractor to request the temporary stop and provide stop and restart dates at the time of the request.

3.9 Other Residents May “Opt In” to City Contracted Service

Other residents consisting of more than 4 dwelling units may elect to “opt in” to the City-contracted services on a voluntary basis. Definitions and other specifications for collection services for residents that “opt in” will be treated the same as other properties within the service area. Rates for the opt in will be negotiated with the successful bidder during contract negotiations.

3.10 Walk-Up (Valet) Service

For an additional charge, residents may subscribe to a walk-up (valet) service. For these stops, the Contractor actually walks the cart(s) down to the curb, empties the cart(s) and walks it back to its original location.

3.11 No-Out Fee

The Contractor may charge a “no-out fee” for returning to service a customer’s containers that were not placed at the curb at the time of service.

3.12 Bulk Items and Other Special Collections

The Contractor shall provide bulk item collection, processing and marketing or disposal services on an “on-call” basis. This may include other “on-call” special collections of other problem materials.

Proposers should provide a specific list of resident instructions (including notifying the Contractor) for preparing bulky items and other problem materials requiring special collections.

3.13 Refuse and Recyclables Collection from City Buildings and Park Facilities

Collection operations from City buildings and City park facilities under the Contract shall be at no charge. A detailed listing of specified City buildings and City park facilities, is **included in Attachment A.** The City reserves the right to add other similar future facilities after consultation with the Contractor. High quality service to these City facilities is expected, including collections and customer service communications. **The contractor shall provide, at no cost to the City of Forest Lake, portable toilets at**

each park site identified by the City. In some circumstances this may be more than one portable toilet unit per park.

3.14 Collections from Special Events

The City participates in special events throughout the year (e.g., 4th of July, Spring Fling). **The Contractor shall provide refuse, and recyclable containers and collections at these special events.** All containers shall be clearly labeled. The City will work with the Contractor to plan and schedule these special events. The detailed listing of specified City events is included in Attachment A – List of City Buildings, Parks and Events to be served by the Contractor”. **The contractor shall provide, at no cost to the City of Forest Lake, portable toilets at each special event identified by the City. In some circumstances this will be more than one portable toilet unit per event.**

3.15 Organic Waste Collection

Proposers should describe any experience they have with residential organic waste collection programs. Proposers should briefly summarize how they will approach the process of developing of an organic waste collection plan for the City of Forest Lake. Finalization of organic waste collection operations and service fees will be a separate negotiation between the City and the Contractor and will not begin until 2021. The City reserves the right to discontinue planning for organic waste collection at any time. The City currently envisions this to be a new carted, subscription service similar to yard waste collection, but provided twelve (12) months per year, not seasonally. Starting the organic waste collection service on a subscription basis will provide a voluntary means to evaluate resident interest and compliance with program instructions before consideration of city-wide service. Separate organic waste collection will be partially dependent on the proposals received in response to this RFP and the innovations proposed by the selected Contractor.

3.16 Collections from Clean- Up Day

The City of Forest Lake desires to conduct a spring clean-up day each year. Materials accepted include refuse, bulk items (e.g., furniture and mattresses), and special wastes (e.g., electronics and appliances). City cleanup day shall include a free one-day “curbside” bulk item collection for all residents within the service area. The Contractor will be responsible for the collection and disposal of all bulky items. The City will work with the Contractor each year to plan and schedule this clean-up day event. Finalization of a clean-up day collection operations and service fees will be a separate negotiation between the City and the Contractor.

3.17 Public Education

The City intends to enhance public education efforts as a part of this Contract for solid waste and recycling services. This RFP specifies minimum public education requirements for the Contractor.

3.18.1 Contractor Public Education Tools (Required Minimums)

The Contractor shall provide a series of minimum public education tools to resident customers in Forest Lake. This Section provides for specific Contractor public education requirements below. The following are public education products required of the Contractor:

- **“Annual Calendar”** – The Contractor shall produce and direct mail an annual calendar specific to the City of Forest Lake refuse and recycling program. Multiple versions shall be produced customized by collection day / route. The calendar shall specify the days of collection for refuse and recyclables for that route. The calendar shall also clearly itemize all acceptable and prohibited items in a manner that is consistent with this RFP and the Contract terms. This annual calendar shall be sent to all Forest Lake residents / customers under this Contract by December 20 of each year.
- **“Quarterly Newsletter”** – The Contractor shall produce a quarterly newsletter that provides updates on important and current news items about the City’s solid waste and recycling program. The newsletter may be electronic form (e.g., sent via email or available on the Contractor’s website), in hard-copy written form (e.g., as a direct mail piece as an enclosure with quarterly invoices), or both. Proposers shall clearly specify how they intend to produce and distribute their quarterly newsletter in their proposals.
- **“Recycling Cart Hang Tags”** – The Contractor shall produce and attach single-stream recycling education hang tags to the new recycling carts at time of cart distribution. The content of these hang tags shall include:
 - A full list of all recyclable items with images.
 - Cart set out and care instructions (e.g., where and how to place the carts; periodic washing of carts; etc.).

3.18.2 City Public Education Activities

The City will also have a series of public education responsibilities including such activities as:

- With advice from the Contractor, adopting clear and reasonable standards for residents to comply with solid waste and recycling program requirements (e.g., How and when to set out carts for Contractor pickup; Types of materials that are acceptable vs. prohibited; Sorting and preparation instructions; etc.).
- Maintaining and updating the City’s refuse and recycling website page including the residents’ compliance standards and the Contract rates and fees.
- Customer service complaint assistance for residents who are not satisfied with the Contractor’s service. (Residents must first contact the Contractor before contacting the City.)
- **“Leave behind education tags”** – If the resident sets out a prohibited item that cannot be collected, the Contractor’s collection crew leaves behind a reminder card / notice for the resident that is left with or attached to the prohibited item. Proposers may propose this or a substantially equivalent tool for educating residents when they set out prohibited items.

Other City public education tasks may be proposed. Any other City tasks must be agreed to by both parties as part of the final Contract negotiations.

3.18.3 Other Contractor-Provided Public Education Tools (Optional)

The City encourages Proposers to be creative and assertive in proposing other public education tools. Examples of other, optional Contractor-provided public education tools could include (but are not limited to):

- Contractor’s own web page specific to Forest Lake.
- Other electronic/social media (e.g., email blasts, blogs, etc.).
- Residential recycling awards as additional incentives to participate in the City’s recycling program.

The City will review all proposals for their public education plans as part of its evaluation.

3.18.4 The City Shall Approve All Public Education Materials

The Contractor shall submit “camera ready” draft versions of any and all public education materials for review and approval by the City at least two (2) weeks prior to going to print or release.

3.19 Customer Service and Communications

Proposers shall summarize customer service and resident communications plans. The Contractor shall maintain throughout the duration of the Contract a designated single contact person who is located in the Twin Cities area and who has sufficient authority to resolve issues when officially notified by City staff.

3.20 Annual Report

The Contractor shall submit an annual progress report to the City by February 1 of each year for the prior calendar year. This annual report shall include:

Program results (year to date): Performance statistics including:

- Number of refuse accounts by service level
- Number of refuse overflow bags
- Number of accounts with multiple refuse carts
- Refuse tonnage from residents
- Number of recycling accounts by service level
- Number of accounts with multiple recycling carts
- Recycling tonnage from residents
- Recyclables composition estimates based on actual sorts from Forest Lake recyclables
- Recycling set-outs and participation rates
- Number of yard waste cart subscriptions
- Number of yard waste “on-call” or overflow bags set-outs
- Number of organic materials recycling subscriptions
- Number of bulky item “on-call” collections
- Number of accounts with walk-up “valet” service
- Refuse tonnages from City buildings, parks facilities, and events
- Recyclables tonnages from City buildings, parks facilities, and events
- Organics tonnages from City buildings, parks facilities, and events

- Any recycling rewards or other recognitions

Summary of customer service complaints (e.g., counts of customer calls by type of complaint, summary of how these were resolved, etc.)

Any other notable issues or happenings over the past year (e.g., changes in service standards)

Recommended public education plan for the next year including:

- Production and City approval schedules for annual calendar and quarterly newsletter
- Other recycling public education action steps for the next year

4 PAYMENT TERMS

The Contractor shall be responsible for billing Forest Lake residents directly and offer residents the ability to pay and receive bills electronically. The final Service Agreement (Contract) shall govern the terms and conditions of unit pricing, billing procedures, and other customer service administration based on the successful proposal.

Any and all rate or fee increases must first be proposed by Contractor and then must be approved by City Council before they can become effective. Any attempt by the Contractor to increase any rate or fee, without City Council approval, shall be null and void, and may subject the Contractor to the default remedies of the Contract. Also, any proposed request for retroactive City approval of any rate or fee increase already imposed on residents may be denied by the City. Fee decreases can be implemented by Contractor without City approval, but must be reported to the City Administrator at least two (2) weeks prior to the decrease.

4.1 Delinquent Accounts

Delinquent accounts shall be defined as those residents who have not paid and are 45 days past due. The Contractor will be responsible for collecting all charges from each unit and may not hold the City responsible for any uncollectible charges. The Contractor shall make good-faith efforts to collect all amounts due, including but not limited to: past due notification mailings, phone calls and use of a collection agency. All such efforts shall be documented and paid for by the Contractor. The City will certify to Washington County, on an annual basis, all delinquent accounts. These amounts will be payable with the owners property taxes. The City and the approved vendor will designate a collection/certification process in the final contract document.

4.2 Late Fees

The Contractor may impose late fees to accounts that are 30 days past due. A maximum late fee totaling 10% of the balance due may be applied to the account.

4.3 Proposed Price Elements

All proposers shall submit a complete Price Worksheet. If the Proposer is awarded the Contract, this Price Worksheet will be the basis for final terms of the City-approved rate schedule.

All proposed fees shall be exclusive of all other charges and taxes (e.g., State Solid Waste Management

Tax).

No fuel surcharge or environmental fees shall be applied to services offered through this RFP.

5 INSURANCE AND OTHER LEGAL REQUIREMENTS

Proposers shall provide, prior to the effective date of the contract, evidence of adequate liability insurance at \$1,000,000.00 combined single limit for auto and general liability. The City of Forest Lake shall be named as an additional insured. The Proposer shall file a current certificate of insurance with the City during the full term of the contract. Such policies shall provide for a thirty (30) day notice by the insurance company to the City of any changes, cancellations or lapses of such policies. The Proposer, if awarded the contract, agrees to take all precautions to protect the public against injury and to hold the City harmless from all damages and claims that may arise by reasons of any negligence of the service by Proposer's agents or employees while engaged in the performance of the contract. The Proposer, if awarded the contract, agrees to indemnify the City against all claims arising from intentional or negligent actions by the Proposer/Contractor or persons hired by the Contractor. Proposer/Contractor shall provide Workers Compensation insurance for its employees as required by Minnesota Statutes.

5.1 Anti-Discrimination

The Contract to be awarded will require the Contractor to agree:

1. That, in the hiring, pay or promotion of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall discriminate against any persons protected by Minnesota Statutes Section 363A.08 subd. 2 who are legally eligible to work in the United States and who are qualified and available to perform the work to which the employment relates;
2. That no Contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment or performance of work of any person or persons identified in clause one (1) of this section.
3. That a violation of this section is a misdemeanor.
4. That this Contract may be canceled or terminated by the city, and all money due, or to become due, under the Contract may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

5.2 Certificate of Non-Barred Proposing

The undersigned firm certifies that it is not barred from proposing on this contract as a result of a conviction for the violation of State laws prohibiting "proposal" rigging or "proposal" rotating.

5.3 Data Practices Act

The Contract to be awarded will be subject to the Minnesota Government Data Practices Act and will include the following provision:

Pursuant to Minnesota Statutes § 13.05, Subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes § 13.08 apply to the Contractor. The Contractor does not have a duty to provide access to public data to the public if the public data are available from the City, except as required by the terms of this contract.

5.4 Record Keeping / Audits

The Contract to be awarded will be subject to record keeping and audit requirements and will include the following provision:

Pursuant to Minnesota Statutes § 16C.05, Subd. 5, Contractor agrees that the books, records, documents, and accounting procedures and practices of the Contractor, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six (6) years. Contractor shall maintain such records for a minimum of six (6) years after final payment.

5.5 Compliance with State and Federal Employment Laws and Regulations

Proposer/Contractor agrees to make best efforts to comply with applicable State of Minnesota and federal employment laws including but not limited to FLSA, Minnesota Statutes Chapters 177 and 181, OSHA , immigration and Equal Pay laws.

5.6 Legal Interpretation and Venue

The Contract to be awarded, shall be interpreted according to State of Minnesota law. Any action between the City and the Contractor shall be located in Washington County, Minnesota.

6 PROPOSAL CONTENT

6.1 Qualifications Section

All Proposers must submit a Qualifications Section within their proposals. The Qualifications Section must include information in the following three areas:

- General management ability;
- Financial stability and strength; and
- Solid waste collection experience; including refuse, yard waste, recycling, and bulky waste collections. This RFP requires Proposers to document their planned arrangements for refuse processing, either through a transfer station or direct to a mixed MSW resource recovery facility. Proposals must include written certification that adequate processing capacity has been secured. The Qualifications Section of each proposal must include the following subsections:

6.1.1 General Management

Proposers will be evaluated on the basis of their demonstrated overall management and experience, as reflected in the successful implementation of previous and/or current materials collection projects. Each Proposer shall demonstrate the ability to perform all required tasks successfully, and must demonstrate the requisite management skills and experience in integrating the performance of such tasks. Information submitted by each Proposer shall define both technical and managerial capabilities in terms of past performance.

A clear statement of the management structure of the Proposer's company must be supplied.

Other management evaluation criteria will include, but will not be limited to the following factors:

- Demonstrated successful working relationships with municipalities and/or public solid waste agencies;
- Number of similar collection projects within the greater Twin Cities metropolitan area; and
- Past and anticipated approach to customer service.

6.1.2 Financial Stability and Strength

The Proposer must demonstrate sufficient financial resources to carry out its responsibilities as outlined in this RFP and to back-up its contractual obligations. Proposers will be evaluated on the basis of their credit references, demonstrated ability to finance the required equipment, and ability to provide a performance bond.

A specific letter from a surety company or a guarantor indicating the intent to provide the Proposer's performance bond must be provided in the proposal. Proposers must submit at least three (3) credit references.

Proposers must submit evidence of the ability to finance the equipment needed by submitting a financing plan for necessary equipment. Where the Proposer is a corporation, submit evidence that the Proposer is in good standing under the laws of the state of incorporation.

The Proposer must submit the litigation history (with explanation) for the last five (5) years regarding any company, partner, subcontractor(s), or subsidiary involved in this venture, and/of any corporate officer.

6.1.3 Refuse and Recyclables Collection Experience

Proposers will be evaluated on the basis of their demonstrated experience in the collection of refuse, recyclables, yard waste, organic materials, bulky waste and other special collection of other waste materials. Proposers are encouraged to submit references for existing residential collection services, especially under contract to municipalities, to demonstrate their experience and success. The City may give particular attention to the performance data provided for these reference projects.

The Proposer must demonstrate the following:

- Overall experience in the solid waste industry; and
- Experience in the successful operation of the type of residential refuse, recyclables, yard waste, organic materials, bulky waste and other special collection services solicited in this RFP.

6.2 Hiring of Drivers and Staff

If the selected contractor is not the current service provider. The selected contractor will agree to hire all drivers and mechanics employed by the former service provider if those employees are laid-off as a result of the change in providers. Each employee must meet the employment qualifications of the selected contractor.

6.3 Overview of Services

The Proposer shall describe services proposed in response to this RFP. This Overview shall provide sufficient information to demonstrate the Proposer's clear understanding of the services requested by the City through this RFP.

6.3.1 Collection Proposal

The proposal shall describe the proposed collection service. The document shall provide sufficient information to demonstrate that the proposed service will, at a minimum, satisfy all of the performance objectives provided in this RFP and handle the quantity and composition of materials to be collected. The information should include, at a minimum, equipment descriptions and identification of and schedule for obtaining necessary permits.

6.3.2 Proposed Refuse Processing Plan

All refuse collected under this Contract, must be processed according to Minnesota Statutes (M.S. 115A.471 and M.S. 473A.848) All Proposers must have secured adequate capacity for processing refuse under this Contract and proposals must fully describe their refuse processing plan including explicitly listing all resource recovery facilities and/or transfer stations to be used. Proposals must also include a dated and signed letter of intent from a resource recovery processing facility that states this facility has adequate processing capacity to handle the City's refuse. If a transfer station is also to be used, proposals must also include a dated and signed letter of intent from this transfer station owner.

6.3.3 Equipment and Route Description

The Proposer shall submit equipment specifications of all the equipment to be used. Form G, Itemized Listing of Trucks and Other Collection Equipment, is to be used for this purpose.

6.3.4 Road Weight Restrictions

The Proposer shall state in his list of truck equipment how the vehicle design and operation will meet all city, county and state load weight limits. The fully loaded gross vehicle weight and weight per axle shall be listed for each of the proposed trucks. The Proposer must acknowledge the City's required switch from alley side to curbside collection during the spring road restriction season.

6.3.5 Cart Management and Administration

The Proposer shall describe a plan for receipt, assembly, distribution, storage, maintenance, and replacement of carts.

6.3.6 Public Education Plan

The proposal must describe the public education services as specified in this RFP.

6.3.7 Operations Management Plan

The Operations Management Plan must include a description of the proposed management structure and approach, as well as a statement of the problems that the Proposer believes are likely to arise during collection, start-up, and for ongoing operations and the methods proposed to deal with them. This should include, at a minimum, such problems as: employee absenteeism; equipment breakdowns; and capability to provide collection of optional/additional materials.

The Management Plan must address specifically how the Proposer will work with the City to identify and resolve consistent sources of problems. A Staffing Plan indicating number of employees and how they will be staffed to ensure collections capacity and customer service must also be included in the Operations Management Plan.

6.3.8 Clean-up Day Plan and Special Events

The Proposer shall submit a description of the intended approach to provide a clean-up day collection service. Describe proposed equipment and labor and how the Contractor will coordinate the event with the City. Describe a City – Contractor planning process and schedule that will more fully detail the work plan for the bulky item clean-up day.

Also, the City participates in several special events each year. Proposers shall describe their proposed equipment and labor and how they will coordinate special events with the City. Proposers shall also describe a City – Contractor planning process that will result in a successful City special event.

6.4 Price Proposals

All proposed prices shall be submitted on the attached forms and executed by an authorized official.

PROPOSAL FORMS

Responsive proposers must submit all of the following forms as an integral part of their proposals:

- Proposal Cover Letter
- Form A: Proposal Content Checklist
- Form B: Proposer Information Questionnaire (including references)
- Form C: Certification of Binding Signature
- Form D: Certification of Independent Proposal Pricing
- Form E: Price Worksheet
- Form F: Listing of Proposed Prices for Special Collection of Bulky Items
- Form G: Itemized Listing of Trucks and Other Collection Equipment
- Form H: Acknowledgement of Receipt of Addenda

All forms must be completed and submitted for the proposal to be deemed responsive. The Proposer must indicate clearly on the form(s) if any information is not applicable. All forms must be executed by an official authorized to bind the Proposer, and must be submitted as part of the proposal.

City of Forest Lake
RFP for Residential Solid Waste and Recycling Services

PROPOSAL FORMS:
RFP FORMS A THROUGH H

Instructions:

Please use this Word document to enter your responses to the RFP questions. When you're done, please print and sign the final forms for submittal with your proposal.

You may also print out this document, fill in your numeric answers by hand, attach additional sheets for typed narrative answers, and then sign the forms. All forms completed manually must be clear and legible.

FORM A: Proposal Content Checklist

Instructions: Please check off the forms and other proposal sections to assure that your proposal is complete and all forms are signed:

- Proposal Cover Letter
- Form A: Proposal Content Checklist
- Form B: Proposer Information Questionnaire (including references)
- Form C: Certification of Binding Signature
- Form D: Certification of Independent Proposal Pricing
- Form E: Price Worksheet
- Form F: Listing of Proposed Prices for Special Collection of Bulky Items
- Form G: Itemized Listing of Trucks and Route Planning
- Form H: Acknowledgement of Receipt of Addenda

FORM B: Proposer Information Questionnaire

General Contact Information

Name of Company Proposing: _____

Name of Parent Company: _____

Address: _____

Telephone: _____

Email: _____

Website: _____

Name of contact person: _____

References: **Please provide on separate page(s)** collection references (provide municipality, capacity [number of households per day], contract structure between the organization and the municipality or public agency being serviced, type and frequency of service provided, etc.).

FORM B: Proposer Information Questionnaire

- General Management (6.1.1)
- Financial Stability and Strength (6.1.2)
- Refuse and Recyclables Collection Experience (6.1.3)
- **Hiring of Drivers and Staff (6.2)**

FORM B: Proposer Information Questionnaire

Business Information

- State the length of time you have been in business under your present name.

- Within the past five (5) years, has the Company submitting this proposal failed to complete a contract?
Yes No
 - If so, state name of parties to the contract, the date of the contract and the reason for non- completion. If a bond was posted, state the contact information for the bond company.

- Within the past five (5) years has the Company submitting this proposal or any facility or property owned or operated by this Company failed to perform any of its contract obligations with any municipality, county or other public entity? Yes No
 - If so, state the nature of the failure?

- Within the last five (5) years, has the Company submitting this Proposal, or any facility or property owned or operated by your Company ever been the subject of administrative or judicial action for alleged violation of the conditions of a permit issued by a governmental entity; or alleged violations of employment, environmental, zoning, or public health laws or regulations? Yes No
 - If so, state the details and disposition.

FORM B: Proposer Information Questionnaire

- Has the Company submitting this proposal or any of its subsidiaries been a party to any lawsuits within the last five (5) years that may affect its ability to perform the obligations described in the Proposal?
 - Yes No
 - If so, list these lawsuits.

- List names and business address of all individuals financially associated with the Company that is submitting this Proposal.

- **Overview of Services (6.3)**

- **Collection Proposal (6.3.1)**

FORM B: Proposer Information Questionnaire

- **What is your refuse processing plan, including resource recovery facility selected and/or any transfer station? (6.3.2)**

- Have you secured a dated and signed letter of intent from a Resource Recovery Facility and/or transfer station (if one is to be used) to Provide Refuse Processing Services and is this letter of intent attached? Yes No

- **Transition and Cart Management Plan (6.3.5)**

- **Impacts on Roads (6.3.4)**

The City will require that all refuse collection vehicles are in full compliance with City, County and State road weight restrictions. What are your plans for reducing impacts on roads and means to comply with road weight restrictions?

- **The City and the Contractor will plan for an education campaign as specified. (6.3.6)**

- **What education efforts you have used in the past that are directly relevant to this scope of service? (6.3.6)**

- **What are your plans for additional public education efforts? (6.3.6)**

FORM B: Proposer Information Questionnaire

- **Clean-Up Day Plan (6.3.8)**

Do you propose a curbside bulk item collection day or a one-day bulk item drop-off? What is your collection and disposal plan for this event?

- **Special Events (6.3.8)**

FORM B: Proposer Information Questionnaire

- Organic Waste Collection (Summarize experience and how you will approach the process of developing of an organic waste collection plan for the City of Forest Lake.

- List of proposed facilities to be utilized for refuse, recyclables, yard waste, Christmas trees

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

FORM C: Certification of Binding Signature

Instructions: All forms provided in this RFP are required to be completed and be executed by an official authorized to bind the Proposal offer. All completed forms shall be made a part of the Respondent’s proposal. All proposal forms must be signed by the same authorized person.

The undersigned Respondent further certifies that he/she has read the information submitted by the Proposer and has personal knowledge that the information submitted is true and correct.

I, _____
(Name of Authorized Officer)

_____ of _____
(Title) (Proposer Firm name)

(Date)

I swear that I am authorized to execute all Proposal forms included in this Proposal response to the RFP and to bind the company to these agreements; and swear that I have read the information contained in this Proposal and that I have personal knowledge that it is true and correct.

FORM D: Certification of Independent Proposal Pricing

Instructions: This form shall be executed by the authorized official to bind the company.

The Proposer makes the following representations and certifications as part of this proposal:

The undersigned respondent certifies that the Proposer has not directly or indirectly entered into any agreement, express or implied, with any other Proposer(s) for any of the following:

- A. Controlling of the price of such proposal(s);
- B. Limiting of the number of proposals or Proposers; or
- C. Parceling or farming out to any Proposer(s) or other persons of any part of the Contract or any part of the subject matter of the proposal(s) or of the profits.

The undersigned respondent certifies that they have not and will not divulge the sealed proposal to any person except those as a part of a legitimate Team as per the specifications of this RFP or having a partnership or other financial interest with them in said proposal or proposals until after the Contract is fully executed or until the City publicly releases this sealed information.

The undersigned respondent further certifies that the Proposer has not been a party to any collusion including, but not limited to, actions such as:

- A. Proposers restraining the freedom of competition by agreement to make a proposal at a fixed price or pre-arranged price limit;
- B. Refraining from submitting a proposal at a fixed or pre-arranged price limit; or
- C. Refraining from submitting a proposal.

The undersigned respondent further certifies that the Proposer has not engaged in any prohibited contact or conflict of interest with any City official or its agents such as, but not limited to:

- A. Discussion of service quantity, quality, or price in the prospective Contract or any other terms of said prospective Contract; or
- B. Any other prohibited discussions between the Proposers and City officials or agents concerning exchange of money or other things of value for special consideration in the letting of a Contract.

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Printed Name

Authorized Signature

Date

E: Price Worksheet

All fees listed on this form shall exclude state solid waste management tax. No fuel surcharge or environmental fees shall be applied to services offered through this RFP.

Proposed Monthly Refuse Collection Fee

Proposed Trash Collection Fee price. Price must exclude Trash Disposal tipping fees and should not include taxes or other charges.

Service Level	Jan 1 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
35-gallon weekly					
65-gallon weekly					
95-gallon weekly					

Disposal Cost for Trash Collection.

Disposal Charges related to the cost of trash tipping fees at the R&E Center shall be itemized on the resident's bills as a separate item from collection charges. In the table below propose your Trash disposal prices for service through December 2020 assuming the R&E service fees are set at \$79.00 per ton (without any hauler rebate). Trash disposal prices for subsequent years will be adjusted proportional to the change (up or down) of the actual R&E Center tipping fees minus any applicable rebates for each future year.

Service Level	December 1, 2019 to December 31, 2020
35-gallon weekly	
65-gallon weekly	
95-gallon weekly	

Proposed Monthly Refuse Collection Fees for Additional Cart(s)

Please provide per month cost for an additional refuse cart

Service Level	Jan 1 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
35-gallon					
65-gallon					
95-gallon					

Proposed Overflow Bag of Refuse Fee

Please state cost to the customer for a per bag overflow charge.

Service Level	Jan 1 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
Overflow Bag of Refuse					

Proposed Every Other Week Recycling Collection Fees

Please provide per month cost to the customer for every other week recycling service, based on one cart. If cart size is different please strike out and indicate proposed cart size.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
35-gallon EOW					
65-gallon EOW					
95-gallon EOW					

*EOW – Every other week

Proposed Weekly Recycling Collection Fees

Please provide per month cost to the customer for every- week recycling service, based on one cart. If cart size is different please strike out and indicate proposed cart size.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
35-gallon					
65-gallon					
95-gallon					

Proposed Monthly Yard Waste Collection Fee

Please provide per month cost to the customer for yard waste service, April to November, based on one cart and up to five (5) additional compostable bags. Please indicate cost for each compostable bag over five (5)

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
95-gallon weekly					
For each additional compostable bag weekly (over 5 bags)					

Proposed Cart Exchange/Replacement Delivery Fee

If your firm will charge to exchange or replace cans please provide the level of the surcharge.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
Per Delivery					

Proposed Monthly Walk-Up (Valet) Fee

Please provide month cost to provide walk up (valet) service. If this service is not offered please indicate.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
Walk-Up (Valet)					

Proposed No-Out Fee

Please provide cost per occurrence to return to a customer's address to pick up refuse and recycling. If this service is not offered please indicate.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
Per Occurrence					

Proposed Additional Monthly Cost to Include Refuse and Recycling Pick Up at City Buildings and Parks at No Charge.

Please provide additional cost per month, if any, to include City Buildings and Parks at no charge to the City.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
Per Occurrence					

Proposed Additional Monthly Cost to Include Refuse and Recycling Pick Up at City Special Events

Please provide additional cost per month, if any, to include City Special Events, at no charge to the City.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
Per Occurrence					

Proposed Additional Monthly Cost to Include Portable Toilets at Parks, (May through October) and Special Events (please see attached list.)

Please provide additional cost per month, if any, to include portable toilets at City Parks and City Special Events, at no charge to the City.

Service Level	December 1, 2019 - Dec 31 2020	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024
Per Occurrence					

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

FORM F: Proposed Prices for Special Collection of Bulky Item Categories

Proposed prices of bulky items that do not fit in the regular refuse collection truck and require special pick up collection service. Proposers shall specify items accepted and proposed item collection rates:

Item	Cost/Item

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

FORM G: Itemized Listing of Trucks and Route Planning

Instructions: This form shall be executed by the authorized official to bind the company. Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service the specified residential units in the City.

Technical Description of Collection Equipment

Make	Model	Year	Capacity/ Cubic Yards	Loading Method	Fully Loaded Gross Vehicle Weight	Axels	Currently Owned/New Purchase

Route Planning Assumptions

Type of Service	Number of Routes	Average Stops Per Load	Average Stops Per Day	Collection Hours Per Full Load	Cubic Yards Per Load	Crew Size	Total Operating Hours Per Day
Refuse							
Recycling							

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

FORM H: Acknowledgement of Receipt of Addenda (If published)

Please acknowledge receipt of addenda to the City’s RFP for Solid Waste and Recycling Services with your signature. An opportunity to acknowledge up to five (5) addenda is included in this form but does not necessarily mean that any addenda will be provided.

- Addendum 1
- Addendum 2
- Addendum 3
- Addendum 4
- Addendum 5

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

Attachment A

List of City Buildings, Parks, and Events to Be Served at no cost by the Contractor

Facility	Address	Garbage	Recycling	Portables Toilets (April through October)
City of Forest Lake	1408 Lake Street South	X	X	
Public Works Shop	843 SW 4th Street	X	X	
Bayview Park	1499 Bay Dr. SE			X
Beltz Park *	720 11th Ave. SE			Year Round
Cedar Park	2nd Ave NW & 7th St NW			X
Fenway Park	5530 206th St. N	X	X	X
Forest Land Nursery	20001 Forest Blvd. N			X
Kulenkamp Park	8200 230th Street			X
Lakeside Memorial Park	95 E. Broadway St	X	X	
Schilling Park	743 Schilling Circle NW			X
Summerfield Park	206th St. N & Everton Ave. N.			X
Tower Park *	843 4th St SW			Year Round

- Portable toilets year round

Collections from Special Events

- Fourth of July Celebration and Parade Route
 - Portables Toilets, Dumpster, 25 to 30 rollout carts, and Recycling Bins
- Arts in the Park Community Corn Feed – Extra Event Garbage and Recycling Bins
- Tree Lighting Ceremony – Portables
- Any other similar future facilities, parks, or events as designated by the City Administrator.

Additional Requirements

- Public Works Facility 30 Yard Dumpster
- Seasonal collection is estimated to be April 1 – October 31; dates subject to change by the City.