



## City of Weyauwega

109 E. Main Street \* P.O. Box 578  
Weyauwega, Wisconsin 54983  
Phone: 920.867.2630 \* Fax: 920.867.2635

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Dear Solid Waste / Recycling Contractor,

The City of Weyauwega's current refuse/recycling contract will expire on December 31, 2017. We are soliciting proposals for a replacement contract. This request for proposal is a summary of our requirements, and is not meant to be an all-inclusive list of standards/requirements. The selected contractor shall enter into a more formal written agreement with the City, which substantially conforms to the terms of this Request for Proposals.

Proposals are due by Friday, September 8, 2017 at 12:00pm and shall be addressed to:

City of Weyauwega  
Attn: Garbage/Recycling RFP  
PO Box 578  
109 E. Main Street  
Weyauwega, WI 5498

Proposals can also be submitted via email to: [jfoss@cityofweyauwega-wi.gov](mailto:jfoss@cityofweyauwega-wi.gov)

The City reserves the right to reject any or all proposals and to award the contract to the contractor who in the judgment of the City will best serve the interest of the City. In selecting a contractor, the City will take into consideration fees, experience, qualifications, familiarity with the City, and familiarity with the City's existing program.

Please contact me at (920) 867-2630 with any questions.

Sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned below the word "Sincerely,".

John J. Foss  
City Administrator

# CITY OF WEYAUWEGA REFUSE & RECYCLING REQUEST FOR PROPOSALS

## I. SCOPE OF PROJECT

This contract will be administered by the City Administrator – John J. Foss.

The contractor shall provide quotes for weekly curbside refuse and multiple options (weekly, bi-weekly and monthly) for recycling collection for single family homes (one or two units) and mobile homes. The contractor may also be requested to collect garbage from dumpsters at Weyauwega Community Park (seasonal) and garbage/recyclables at City Hall and the Weyauwega Public Library (weekly), for an additional cost.

The contract price will be based on the number of residences being serviced, with a lump sum included for municipal locations. The City currently has roughly 646 residential properties to be serviced by garbage and recycling services. Quotes should also include for the implementation and provision of garbage and recycling containers.

The proposal should include a line item for material disposal fees, if applicable. The City will have the contractor pay these fees, and include these costs in the monthly rate for garbage/recycling.

## II. SERVICE DETAILS

All industrial and commercial businesses, except home occupations, will be expected to arrange and pay for service directly with the garbage/recycling provider of their choice—this will not be part of the City contract. Apartment buildings will be considered a commercial business and will not be included in the contract.

Items to be picked up include refuse and recyclable materials. An aggressive recycling program is encouraged and will be considered when issuing this contract.

The City of Weyauwega currently allows residents to place roughly 2 cubic yards of garbage at the curb in bags or in various containers. Recyclables are combined as a “single stream” pickup, and residents place items at the curb in various containers. Quotes need to include the development of standard containers to be provided to each customer at the City’s or the Contractor’s cost. Please include quotes for both small and large containers to fit each residential property’s needs.

Larger item garbage/rubbish collection will have to be coordinated by individual property owners with the contractor. The contractor may require special notice and a fee from the property owner for picking up these items. This contract will not include the collection of engine oil, automobile batteries, paint cans that have not been cleaned and dried, or any other hazardous materials.

The contractor will be required to prepare an annual report reflecting the amount of refuse and recycling collected.

The contractor shall establish a reasonable policy for receiving and responding to complaints.

### III. PROPOSALS

All proposals shall include a description of the contractor's qualifications and experience, and three municipal references.

The following fees shall be included in the proposal:

**Garbage:** Cost per residential unit (weekly pickup): \$\_\_\_\_\_/month  
Disposal/Landfill Fees (if not included above): \$\_\_\_\_\_

**Recycling:** Cost per unit (weekly pickup) \$\_\_\_\_\_/month  
Cost per unit (bi-weekly pickup) \$\_\_\_\_\_/month  
Cost per unit (monthly pickup) \$\_\_\_\_\_/month

**Refuse Containers:** Cost per unit (Large) \$\_\_\_\_\_/month OR one-time fee  
Cost per unit (Small) \$\_\_\_\_\_/month OR one-time fee

**Recycling Containers:** Cost per unit (Large) \$\_\_\_\_\_/month OR one-time fee  
Cost per unit (Small) \$\_\_\_\_\_/month OR one-time fee

**Fuel Surcharges and/or Other Misc. Charges:** \$\_\_\_\_\_

The City does not currently require standard containers for garbage/recycling collection, but is interested in their provision with the new contract. Please quote prices for a program where the City is responsible for costs of containers as well as for a program where contractor supplies containers at their cost. If options exist to rent containers, please identify applicable rates/conditions for a rental program.

The contractor will be required to establish its own program and financial management, follow labor standards, obtain all required permits, carry adequate insurance coverage, and follow all laws relevant to refuse and recycling collection and disposal. The contractor may also be required to provide a performance bond related to the total contract cost. The contractor should be prepared to issue proper receipts and paperwork for any hazardous materials handled or if proof is required that materials have been disposed of properly.