



***Request for Proposals
Residential Solid Waste
and Recycling Services***

**City of St. Anthony
3301 Silver Lake Road
St. Anthony, MN 55418**

Released: July 1, 2022

Proposals due: July 29, 2022; 4 p.m.

1. Table of Contents

SUMMARY.....	1
1. INTRODUCTION AND BACKGROUND INFORMATION	2
1.1 General Scope of Service.....	2
1.2 Background Census Information	3
1.3 RFP Service Level Assumptions	4
1.3.1 Clean-Up Event	4
2. INSTRUCTIONS TO PROPOSERS.....	4
2.1 Deadline.....	4
2.2 Complete Proposals Required	5
2.3 Preparation and Submission of Proposals.....	5
2.4 Proposals Held Confidentially	5
2.5 Restricted Communication.....	6
2.6 City Responses to Questions	6
2.7 Minimum Qualifications of Responsive Proposers	6
2.8 Contract Period/Renewals	6
2.9 Proposal Evaluation Criteria	6
2.10 Proposers May Inspect City Routes and Facilities.....	7
2.11 Amendments to the Scope of Services.....	7
2.12 The City is Providing Best Available Information in this RFP	8
2.12.1 Straight Loads of St. Anthony Refuse and Designated Disposal.....	8
2.12.2 Equipment and Route Description	8
2.12.3 Road Weight Restrictions	8
2.12.4 Cart Ownership, Management, and Administration	8
2.12.5 Public Education Plan	9
2.12.6 Operations Management Plan.....	9
2.13 Price Proposals	9
FORM A: Proposal Content Checklist.....	3
FORM B: Proposer Information Questionnaire.....	4
FORM C: Certification of Binding Signature	11

FORM D: Certification of Independent Proposal Pricing..... 12

FORM E: Price Worksheet 14

FORM F: Itemized Listing of Trucks and Other Collection Equipment..... 19

FORM G: Certification of Acceptance of the Draft Contract or 20

FORM H: Acknowledgement of Receipt of Addenda (If Published)..... 21

2. Tables

Table 1 – Current RFP Schedule iii

Table 2 – Population 3

Table 3 – Current Estimated Refuse and Recycling Accounts by Service Level 4

3. Attachments

- Attachment A: Proposal Forms
- Attachment B: Draft Contract for Residential Solid Waste and Recycling Services

Request for Proposals
Residential Solid Waste and Recycling Services

SUMMARY

Request for Proposals (RFP)

The City of St. Anthony, 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 St. Anthony, City Manager
3301 Silver Lake Road
St. Anthony, MN 55418*

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:

Charlie Yunker, City Manager
charlie.yunker@savmn.com

Schedule

To the best of its ability, the City will implement the following schedule for the release of the RFP as shown in Table 1. These dates may be subject to change as the City deems necessary.

St. Anthony Village

Request for Proposals Residential Solid Waste and Recycling Services

Table 1
 Current RFP Schedule*
 (All dates in 2022)

Event	Date/Time
RFP issued	July 1
Proposers' questions regarding RFP to be submitted to City	July 8 by 4:00 p.m.
City answers to questions	July 15
Proposals due to City	July 29 by 4:00 p.m.
Interviews of finalists	Week of August 22
City Council meeting to authorize Final Contract negotiations	September 27
Final Contract negotiations	September 28 through October 14
City Council to authorize Final Contract	October 25 (approximately)

Note: * These dates are subject to change as the City deems necessary

1. INTRODUCTION AND BACKGROUND INFORMATION

The City of St. Anthony (City) is seeking competitive proposals from qualified companies (referred to as “Proposers”) to provide comprehensive solid waste and recycling services to all residential single-family and multi-family households of three units or less within the City limits. This document, together with all Forms and Exhibits, shall serve as the “Request for Proposal” (RFP) for the services.

The term “Proposer” means a company or team submitting a proposal. The term “Contractor” means a company later contracted with the City of St. Anthony to provide solid waste and recycling services once the new, final Contract is fully executed by both parties. These and all other terms defined for this entire RFP packet are included in Attachment A – Draft Contract for Residential Solid Waste and Recycling Services.

The new Contract shall commence operations on April 1, 2023, and continue through March 31, 2028.

1.1 General Scope of Service

The City intends to maintain its basic organized Collection structure for contracting solid waste and Recycling services. But the City also intends to transition to a one hauler system through this RFP process. The list of contract services includes but is not limited to the following:

- ◆ City-wide, weekly Refuse Collection service and delivery to a disposal facility.
- ◆ City-wide, every-other-week (EOW) Recycling Collection service and delivery to a materials recovery facility. As an alternate proposal, weekly Recycling Collection frequency pricing is also requested in this RFP packet.
- ◆ Subscription, weekly seasonal (April through November) Yard Waste Collection service and delivery to a Composting Facility.
- ◆ Ownership and management of all Refuse, Recycling, and Yard Waste Carts.
- ◆ Subscription “on-call” Bulky Waste Collection service and delivery to a disposal facility.
- ◆ Refuse and Recycling services from designated City buildings, and park facilities at no charge to the City.
- ◆ Drop-off collection event for annual spring City Clean-Up Day.
- ◆ Public education services from the Contractor.

- ◆ Planning for curbside Organics Recycling.

The “city-wide” services (i.e., Refuse and Recycling) means regularly scheduled Collections that are provided to every Customer that sets out Refuse or Recyclable materials as specified in this RFP.

The “subscription” services (i.e., Yard Waste and Bulky Waste) mean that these Collections shall be made available to every Customer, 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, optional services.

The City's curbside Recycling service is currently collected every other week. This RFP requests pricing for both EOW Recycling Collection and weekly Recycling Collection (as an alternate proposal).

The Contractor is responsible for billing St. Anthony Customers directly. Customers are required to pay for solid waste and Recycling services to the Contractor. The City recognizes there are many Collection methods, new technologies, and facilities available today for residential collection of Source Separated Organic Materials. The City intends to continue planning for curbside organics recycling services and may elect to implement such a system during the term of the new Contract. Proposers should include their proposed curbside organics collection method. Other improvements to the current operations are specified in this RFP. Proposers should read the entire RFP to understand all service specifications and requirements.

1.2 Background Census Information

The City of St. Anthony is a fully-developed metropolitan community that spans Hennepin and Ramsey Counties. The City is approximately 2.36 square miles in area. Table 2 displays the population and households estimates by County reported by the Metropolitan Council. The Metropolitan Council estimates of households do not represent the actual number of Refuse or Recycling accounts.

Table 2
Population
(Metropolitan Council Estimates)

Metropolitan Council Initial Results from the 2020 Census



Published August 2021

City or Township	Population, 2010 Census	Population, 2020 Census	2010-2020 Population Change	Households, 2010 Census	Households, 2020 Census	2010-2020 Household Change
St. Anthony (Hennepin)	5,156	5,612	456	2,210	2,248	38
St. Anthony (Ramsey)	3,070	3,645	575	1,638	1,844	206

Source: Metropolitan Council

1.3 RFP Service Level Assumptions

Proposers shall use the following assumptions to estimate service levels for purposes of estimating efforts in Collection operations. Table 3 displays the current number of Refuse accounts by service level. These are best available estimates only, submitted by the current contractors, and do not represent any form of guarantee of minimum accounts. The City makes no guarantee of the number of Customers under this RFP. The Contract requires the Contractor to provide annual Customer counts by type of material and service level.

Table 3
Current Estimated Refuse Accounts by Service Level

Service Level (Approximate cart size)	Number of Estimated Refuse Accounts
Small, weekly (30-gallon)	347
Medium, weekly (65-gallon)	808
Large, weekly (96-gallon)	745
TOTAL	1,900

The City estimates from current contractor data that about 54 customers have additional Refuse carts and about 60 customers have additional Recycling carts. Also, there are to approximately 1,182 households that subscribe to optional seasonal Yard Waste service.

1.3.1 Clean-Up Event

The City offers an annual City Clean-Up Day typically held on the first Saturday in May. Materials accepted include Refuse, Bulky Waste (e.g., furniture and mattresses), and special wastes (e.g., Electronics and Appliances). See Draft Contract (Attachment B) and City website for additional details.

2. INSTRUCTIONS TO PROPOSERS

2.1 Deadline

The deadline for submitting proposals is 4:00 p.m. on July 29, 2022. Late proposals will not be considered.

2.2 Complete Proposals Required

Proposers are invited to submit a proposal for these services. Specifications, terms, conditions, and instructions for submitting proposals are contained in this RFP, including all Forms (Attachment A) and the Draft Contract (Attachment B).

All responsive Proposers shall submit a complete proposal by submitting all the information required within this RFP, including all Forms, before the deadline. Failure to submit a complete proposal may result in the City rejecting that incomplete proposal as non-responsive. Proposers may also submit an alternate proposal that has value-add to the City.

2.3 Preparation and Submission of Proposals

Proposals shall be legibly prepared, provide the complete address of the Proposer, and be legally signed. All copies must be submitted in sealed envelopes or boxes and plainly marked with the project name: "Proposal for Solid Waste and Recycling Services". Facsimile (i.e., "fax") and emailed proposals will not be accepted.

One (1), unbound copy; three (3), bound hard copies of each proposal; and one (1) electronic copy via USB thumb drive must be submitted and delivered to the following address:

*City of St. Anthony
City Manager
3301 Silver Lake Road
St. Anthony, MN 55418*

2.4 Proposals Held Confidentially

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 pursuant to the Minnesota Government Data Practices Act. Requesting all or substantially the entire 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 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:

Charlie Yunker, City Manager
charlie.yunker@savmn.com

2.6 City Responses to Questions

Questions received and responses provided by City staff will be provided, in writing on the City's website: <http://savmn.com/563/RFPs> available to all interested Proposers.

2.7 Minimum Qualifications of Responsive Proposers

Proposals will only be considered and reviewed from companies that have relevant experience in providing solid waste and Recycling services comparable to those described in this RFP packet. **A minimum of three (3) references for current or past governmental agency (cities, counties, school districts, housing authorities, etc.) customers is required.** Proposers shall possess a mixed municipal solid waste collection and transportation license from the county in which they are based.

2.8 Contract Period/Renewals

The term of the Contract shall be for a period of five years, commencing operations on April 1, 2023, and expiring on March 31, 2028. At the conclusion of the initial five-year term, the parties may renew this Agreement for an additional three (3) one-year terms, upon the parties' mutual agreement as to terms for said renewal. Negotiations for said renewal term shall begin by January 1 of each year, the first date being January 1, 2028.

2.9 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. The City will also consider any additional, proposed services that add value for City Customers.

◆ **Disruption of Service**

Disruption to Customers as a result of any necessary service changes that may occur as a result of the final Contract.

◆ **Experience and Capacity**

Demonstrated capability, including the company's financial condition.

◆ **Thoroughness and Responsiveness to this RFP**

Demonstrated understanding of the City's needs, goals, objectives, service specifications, and quality standards, specific to the "City Priorities" identified in the "Draft Contract for Residential Solid Waste and Recycling Services" provided as Attachment B to this RFP.

◆ **References**

A minimum of three (3) governmental agency (cities, counties, school districts, housing authorities, etc.) references for current or past customers is required.

No single criterion will be determinative of the best proposal, and the foregoing list is not exhaustive. All complete proposals received prior to the deadline in accordance with this RFP 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 St. Anthony. The City of St. Anthony reserves the right to contract with a solid waste hauler who does not submit the lowest cost proposal.

2.10 **Proposers May Inspect City Routes and Facilities**

Prospective Proposers are encouraged to tour the City's residential routes and specified City buildings and City parks to become familiar with the solid waste and Recycling Collection work described in this RFP packet.

2.11 **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 post amendments to this RFP on the City's RFP website.

2.12 The City is Providing Best Available Information in this RFP

Throughout this RFP, the City has exerted its best efforts to present information and data applicable to this project that is 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.

2.12.1 **Straight Loads of St. Anthony Refuse and Designated Disposal**

This RFP requires that residential Refuse collected from St. Anthony under this Contract will be kept separate from other materials. The Contractor must comply with appropriate county solid waste designation ordinances and other solid waste requirements. All Refuse must be delivered to the appropriate resource recovery facility.

2.12.2 **Equipment and Route Description**

The Proposer shall submit equipment specifications of all the equipment to be used. The City prefers alternative fuel vehicles that lessen impacts to the environment. This may be proposed as a "value added" option. The Itemized Listing of Trucks and Other Collection Equipment (Form F) is to be used for this purpose.

2.12.3 **Road Weight Restrictions**

The Proposer shall state 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 trucks proposed to be used.

2.12.4 **Cart Ownership, Management, and Administration**

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 inventory, spare parts inventory, warranty maintenance, other repairs, and, if applicable, removal at the termination and/or end of the Contract.

This RFP requires that Proposers submit a Cart management and transition plan as specified in the Questionnaire Form (Form B). For example, Proposers shall include a summary that adequately describes a plan for the receipt, assembly, distribution, storage, maintenance, and replacement of new Carts. The Contractor shall be responsible for all aspects of the transition operations but shall keep the City fully informed of field operations during the transition period.

2.12.5 Public Education Plan

The proposal must describe public education services as specified in this RFP. 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 St. Anthony, other electronic/social media (e.g., email blasts, blogs, mobile device applications, etc.), and/or residential Recycling awards as additional incentives to participate in the City's Recycling program.

2.12.6 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 those problems. This should include, at a minimum, such problems as employee absenteeism, equipment breakdowns, and capability to provide Collection of optional/additional materials.

The operations 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.

2.13 Price Proposals

All proposed prices shall be submitted on the Price Worksheet (Form E) and executed by an authorized official.

ATTACHMENT A

PROPOSAL FORMS

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.

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.

Table of Contents

Form A: Proposal Content Checklist	F-2
Form B: Proposer Information Questionnaire	F-4
Form C: Certification Of Binding Signature	F-11
Form D: Certification Of Independent Proposal Pricing.....	F-12
Form E: Price Worksheet	F-14
Form F: Itemized Listing Of Trucks And Other Collection Equipment	F-19
Form G: Certification Of Acceptance Of The Draft Contract Or Notification Of Proposed Exceptions ...	F-20
Form H: Acknowledgement Of Receipt Of Addenda (If Published)	F-21

FORM A: Proposal Content Checklist

Instructions: Please check off the forms and other proposal sections to assure 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: Itemized Listing of Trucks and Other Collection Equipment
- Form G: Certification of Acceptance of the Draft Contract or Notification of Proposed Exceptions
- Form H: Acknowledgement of Receipt of Addenda

FORM B: Proposer Information Questionnaire
(Including references)

Instructions: Use this form (available in Word format) and attach additional pages as necessary to respond to each of the following questions.

GENERAL CONTACT INFORMATION

Name of Company Proposing: _____

Name of Parent Company (if applicable): _____

Address: _____

Telephone: _____

Email: _____

Website: _____

Name of Contact Person: _____

Title: _____

Authorized Signature: _____

Date: _____

REFERENCES

On separate page(s), provide a minimum of three collection references for current or past government agency customers (cities, counties, school districts, housing authorities, etc.). References should include municipality, capacity (total number of households served), contract

structure between the organization and the municipality or public agency being serviced, type and frequency of service provided, etc.

BUSINESS INFORMATION

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

◆ Within the past five years, has the company submitting this proposal failed to complete a contract?

Yes No

- If yes, 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 years has the company submitting this proposal, or any facility or property owned or operated by this company, failed to perform any of its contractual obligations to any municipality, county, or other public entity?

Yes No

- If yes, state the nature of the failure to perform and the contractual obligation that was not performed.

◆ Within the last five years, has the company submitting this proposal, or any facility or property owned or operated by this company, ever been the subject of administrative, judicial, or other legal action for (1) alleged violations of the conditions of a permit issued by a governmental entity, or (2) alleged violation(s) of any employment, environmental, zoning, or public health laws or regulations?

Yes No

- If yes, state the details and disposition of the action.

- ◆ Has the company submitting this proposal or any of its subsidiaries been a party to any lawsuits within the last five years that may affect its ability to perform the obligations described in the proposal?
 - Yes No

 - If yes, list these lawsuits and how each may affect the ability to perform.

- ◆ List names and business addresses of all individuals financially associated with the company (including subcontractors) that is submitting this proposal.

QUALIFICATIONS AND PROPOSAL ELEMENTS

1. **General Management.** *What is the proposing company's management structure? At a minimum, describe successful working relationships with municipalities and/or public solid waste agencies as well as past and anticipated approaches to customer service.*

2. **Financial Stability and Strength.** *Demonstrate sufficient financial resources to carry out the responsibilities as outlined in this RFP. Include the following:*
 - ◆ 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 credit references.
 - ◆ 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.
 - ◆ Any litigation history (with explanation) for the last five years regarding any company, partner, subcontractor(s), or subsidiary involved in this venture, and/or any corporate officer.

3. **Refuse and Recyclables Collection Experience.** Describe the Proposer's overall experience in the solid waste industry and experience in the successful operation of the type of services solicited in this RFP.

4. **Understanding of Proposed Services.** Provide sufficient information to demonstrate the Proposer's clear understanding of the services requested by the City through this RFP, including, but not limited to the following items.
 - ◆ Collection proposal
 - ◆ Proposed Refuse processing plan (e.g., straight loads to HERC and R&E Center collected from households in each county)
 - ◆ Equipment and route description
 - ◆ Road weight restrictions - What are your plans for reducing impacts on roads and means to comply with road weight restrictions?
 - ◆ Transition to new Contract (e.g., switching to city-wide coverage by one hauler)
 - ◆ Transition to weekly Recycling service if proposed and accepted by the City.
 - ◆ Cart management plan (including switching out with new carts, etc.)
 - ◆ Public education plan
 - ◆ Frequency of customer invoices for Refuse, Recycling, Yard Waste, and other solid waste Collection services
 - ◆ Operations management plan

5. **Curbside Organics Recycling.** Summarize your experience with Organics Recycling. Also, summarize your proposed collection method (e.g., dedicated organics Carts, durable compostable bags, or commingled with yard waste) for curbside Organics Recycling if the City elects to implement such a program during the term of this Contract.

6. **Provide the name of the material recovery facility (MRF) where you will take Recyclables.**

7. **Diversity, equity and inclusion (DEI) plans.** Does your organization have your own DEI action plan?
 Yes No. If yes, please summarize your DEI action plan here.

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

Authorized Signature

Print 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 Proposer. All completed forms shall be made a part of the Proposer's proposal. All proposal forms must be signed by the same authorized person.

The undersigned Proposer 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 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 as of the date of this proposal.

Signature of Authorized Person

Printed Name of Authorized Person

Title

Proposer Company Name

Date

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 Proposer 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:

1. Controlling of the price of such proposal(s);
2. Limiting of the number of proposals or Proposers; or
3. 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 Proposer certifies that they have not and will not divulge the sealed proposal to any person except those as a part of their identified team (subcontractors) 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. If using subcontractors, the prime contractor assumes all responsibility for their subcontractors and the prime contractor will serve as the primary contact for all City communications.

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

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

The undersigned Proposer 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:

1. Discussion of service quantity, quality, or price in the prospective Contract or any other terms of said prospective Contract; or
2. Any other prohibited discussions between the Proposers and City officials or agents concerning the 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:

Authorized Signature

Print Name

Date

FORM E: Price Worksheet

Instructions: All Proposers must fully complete this form in order for the proposal to be considered.

All proposed Refuse prices listed on this form shall exclude the State Solid Waste Management Tax and county environmental charges. County charges and State taxes are to be billed to residents by the Contractor and itemized separately in invoices as required by law. No other administrative fees, fuel surcharges, environmental fees or other charges are allowed.

Refuse Collection Prices

In Form E, the proposed Refuse collection prices must be itemized separately from the proposed refuse disposal price for each service level (i.e., by container size and collection frequency) shown in the worksheet below. There will be annual adjustments to the Refuse collection prices calculated proportionally to the annual consumer price index (CPI) change. The specific CPI index used shall be the Bureau of Labor Statistics Consumer Price Index Calculator for All Urban Consumers, U.S. City Average Area, Garbage and Trash Collection (Series ID CUUR0000SEHG02).

Refuse Disposal Prices

Refuse disposal prices will be adjusted each year after 2023 proportional to the change in the tipping fees at the respective County resource recovery facility. For Ramsey County Customers, the disposal price will be adjusted proportionally to the change in the R&E Center tipping fees (net cost after any County rebates). For Hennepin County Customers, the disposal price will be adjusted proportionally to the change in the HERC tipping fees (net cost after any County rebates).

Recycling Prices

The proposed Recycling prices shall be inclusive of the costs of Collection, processing, and marketing of Recyclables.

The City encourages Proposers to submit an alternate price for weekly Recycling. A price for every-other-week Recycling is required. The City will discuss this with Proposers during any interviews, but retains the right to make the final decision on Recycling Collection frequency.

There will be annual adjustments to the Recycling price calculated proportionally to the annual CPI change. The specific CPI index used shall be the Bureau of Labor Statistics Consumer Price Index Calculator for All Urban Consumers, U.S. City Average Area, Garbage and Trash Collection (Series ID CUUR0000SEHG02).

The City intends that there will be no risk/revenue sharing provision in the final Contract. Proposers may submit an alternate proposal for Recycling with a risk/revenue sharing provision. If so, the proposed Recycling prices must be clearly itemized, and the risk/revenue sharing formula explicitly explained in detail. The alternate proposal with a risk/revenue sharing provision should be in addition to the base proposal without risk/revenue sharing.

Yard Waste Prices

The proposed Yard Waste prices shall be inclusive of all costs of collection and composting of Yard Waste. The Yard Waste service levels options are specified in the worksheet below. There will be annual adjustments to the Yard Waste price calculated proportionally to the annual CPI change. The specific CPI index used shall be the Bureau of Labor Statistics Consumer Price Index Calculator for All Urban Consumers, U.S. City Average Area, Garbage and Trash Collection (Series ID CUUR0000SEHG02).

Bulky Waste Prices

The proposed Bulky Waste prices shall be inclusive of all costs of collection and disposal. The Contractor will provide a comprehensive list of the items to be collected and a standard per pick up cost for the Customer.

Price Worksheet

Refuse:

(Proposed prices before taxes or environmental fees)

Service Level (Approximate cart size)	Collection Frequency	Collection Fee Only	Disposal Fee Only	Units
Small cart (35-gallon)	Every other week	\$	\$	per household per month
Small cart (35- gallon)	Weekly	\$	\$	per household per month
Medium cart (65- gallon)	Weekly	\$	\$	per household per month
Large cart (95- gallon)	Weekly	\$	\$	per household per month
Additional large Refuse cart	Weekly	\$	\$	per household per month

Recyclables:

(Including collection, processing and marketing. No risk/revenue sharing.)

Collection Frequency	Recycling Fee	Units
Every other week	\$	per household per month
Weekly (alternate)	\$	per household per month

Yard Waste:

(Includes collection and processing at a composting facility)

Service Level	Collection Frequency	Yard Waste Fee	Units
Full season subscription with a cart (Up to five extra bags included per week)	Weekly	\$	per household per year
Overflow yard waste bags (On-call, or subscription with over five bags per week)	As needed (on call)	\$	per bag
	Weekly (subscription)		

Bulky Waste:

(On call service. Submit a separate sheet with comprehensive list of proposed prices per item.)

Service Level	Collection Frequency	Bulky Waste Fee	Units
Bulky waste items	As needed (on call)	\$	average price per item

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

Authorized Signature

Print Name

Date

FORM F: Itemized Listing of Trucks and Other Collection Equipment

<i>Make</i>	<i>Model</i>	<i>Year</i>	<i>Capacity/Cubic Yards</i>	<i>Loading Method</i>	<i>Fully Loaded Gross Vehicle Weight</i>	<i>Axles</i>	<i>Currently Owned/New Purchase</i>	<i>Fuel Source</i>

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

Authorized Signature

Print Name

Date

FORM G: Certification of Acceptance of the Draft Contract or **Notification of Proposed Exceptions**

[Proposer's Company Name]

has reviewed the draft City of St. Anthony Contract in the RFP (Attachment B).

- We have no changes to request to the Draft Contract and no exceptions to the proposed Contract language. We hereby certify legal counsel for our company has reviewed Draft Contract and accepts language "as is". If awarded the Contract by the City, we hereby certify we will execute the final Contract without any changes.

Or

- We have exceptions to the Draft Contract language. We have proposed changes to the Draft Contract. We have attached a redlined ("tracked changes") version of the Draft Contract that itemizes our changes or exceptions. We hereby certify legal counsel for our company has reviewed the Draft Contract and accepts language with proposed changes. No other exceptions or changes are or will be proposed. If awarded the Contract, we hereby certify we will execute the final Contract if our proposed changes are accepted by the City.

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

Authorized Signature

Print 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 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 B

**DRAFT CONTRACT FOR RESIDENTIAL SOLID WASTE AND
RECYCLING SERVICES**