

**A REQUEST FOR PROPOSALS**

**THE FOLLOWING DOCUMENT IS A  
REQUEST FOR PROPOSALS TO PROVIDE  
SOLID WASTE COLLECTION AND DISPOSAL SERVICES  
FOR THE CITY OF RED LODGE, MONTANA**

**SUBMITTED January 30, 2020**

**City of Red Lodge, January 30, 2020**

**Contact Information for Communication Regarding This Proposal:**

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January 30, 2020

## REQUEST FOR PROPOSALS

### CITY OF RED LODGE RECYCLING, SOLID WASTE COLLECTION AND DISPOSAL

The City of Red Lodge is requesting proposals (RFP) from licensed and qualified firms for the collection and disposal of residential solid waste within the City limits of the City of Red Lodge, for a period of five (5) years commencing on July 1, 2020 and terminating on June 30, 2025.

#### I. SOLID WASTE MANAGEMENT

- A. Residential solid waste collection for the City of Red Lodge is based upon a current weekly pick-up of 1,363 residential units using bear resistant containers with a minimum capacity of 95 gallons and a maximum capacity of 100 gallons, to be supplied by the Contractor.

The City is concerned that solid waste is a large component in the attraction of large and potentially dangerous animals into the community. Any proposal for the collection and disposal of solid waste must, as required by State Law, incorporate bear resistant containers in addition to other contractor initiated passive, non-lethal measures to mitigate, reduce or eliminate the bears enticements into the urban environment.

- B. Solid waste collection for the City of Red Lodge shall also include waste collection and removal for up to four (4) City-sponsored, special events to include ten (10) residential containers set along main street one day prior to the event beginning, emptied daily and removed the following business day after the event concludes.
- C. The collection and removal for City facilities and parks to include sixteen (16) residential size units and seven (7) dumpsters 2-3 cu yards in size at varying dumping frequencies per week.
- D. An annual Fall and Spring Clean Up, which will require the use of at minimum two (2) 30-yard dumpsters per day of the event.

#### II. RECYCLING PROGRAM

- A. The City encourages participation in the current recycling center to reduce solid waste sent to the landfill. The City currently leases the recycling center to Recycle Red Lodge (Recycle RL), a registered 501 3 (c) non-profit organization. Recycle RL relies heavily on donations, memberships, and drop-off fees for operation. Proposals that proactively encourage and provide a potential collaboration to decrease recycling rates and/or transportation avenues for Recycling RL is favorable. The main components of the recycling program are: Kitchen Waste

Composting, Aluminum, Tin, plastics #1 and #2, Paper, Cardboard, and Glass.

- B. The City sponsors an annual electronic waste recycling event. It has helped divert 27,891 pounds of electronic waste annually from the landfill. Proposers are strongly encouraged to include a section on the services that would help the City maintain access to the recycling of electronic waste.

#### Terms and Conditions of Proposal

The normal schedule of collections shall be arranged so that the collection at any site will be on the same day of the week in each succeeding week and must be serviced after 7:00 am, with the exception of holidays. The City shall provide the Contractor with a list of addresses for container placement. This list will be updated annually and provided to the Contractor for reconciliation of accounts. A map and schedule of collections must then be provided to the City so that staff can communicate the schedule to residents as needed.

This schedule may be amended from time to time to reflect changes in the City's requirements and will become part of the agreement for this service thereafter. The above request reflects current needs, but the City reserves the right to increase or decrease the number and/or size of units or frequency of pick-ups according to the City's needs. Fees for services shall be equitably adjusted to reflect these changes.

Due to the special attention needed to deter large and potentially dangerous animals into the community, assistance with tagging and documenting residents who place solid waste outside of trash receptacles will be required, with the exclusion of yard waste. The Contractor shall provide options for residents to pay for an additional unit for excess household waste and removal of large/bulky items.

For special events and park services, the City will notify the contractor of the beginning and ending date of the event. Months which contain special events and park services will be prorated accordingly.

Contractor shall at all times provide sufficient personnel and appropriate equipment to maintain the established schedule of collections.

Bin design and cleanliness shall be in accordance with all applicable rules and regulations of all government agencies. Dumpsters placed at businesses, provided for by the City to alleviate increased trash from tourists, shall be wrapped to be esthetically pleasing. All metal containers supplied by the contractor shall be steam cleaned inside and out, disinfected and deodorized as often as required, but not less than once per year, to assure that all bins are sanitary. Cleaning of bins shall occur off site. The contractor shall replace bins that the City considers unsafe or unsanitary within 24 hours of the City's request. Bins must be leakproof.

The contractor shall be responsible for receiving and responding to customer complaints. The City shall be notified of all complaint resolutions.

At the end of each month, an itemized statement shall be sent to the City of Red Lodge. The City shall act as the collector for services by providing a more guaranteed form of payment through an assessment to tax rolls. Payment will be made monthly by the City on the second Tuesday of each month after receipt of a proper, undisputed invoice, in accordance with the terms set forth in the contract. Deductions will be made for service missed and not made up. The contractor will secure and pay for all necessary licenses, permits taxes, fees, and any other costs which are required by city, county, state and federal government or agencies for the performance of solid waste collection and disposal for the City. Bidders must propose base pricing for five (5) years. Note: Annual rate adjustment for the four (4) additional one-year extension periods may not exceed the annual percentage change in the Producer Price Index (PPI) or 3%, whichever is lower.

Two weeks prior to the start of the contract, contractor shall be allowed to place bins in the required locations, if needed. Bidders may propose alternate sized bins provided that the total volume is met (refer to I. C.).

Responses to this RFQ should include:

1. The firm's legal name, address, and telephone numbers;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to the project;
4. A description of the firm's prior experience, including up to three similar municipal contracts, location, total cost, and name and contact information of a local official knowledgeable regarding the firm's performance.
5. A description of the firm's current work activities and how these would be coordinated with the needs of the City of Red Lodge, as well as the firm's anticipated availability during the term of the contract;
6. The proposed scope of work and schedule of activities to be performed, including but not limited to:
  - Use of Bear Resistant Containers.
  - Recycling Services Provided.
  - Collection and Transportation of Solid Waste.
  - Hours of Collection.
  - Holidays
  - Equipment to be used within the City.
  - Location of the Disposal Site.

Respondents will be evaluated according to the following criteria:

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| 1. Qualifications of professional personnel to be assigned to project | 35% |
| 2. Capability to meet time and project budget requirements            | 10% |

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| 3. Location of local administration               | 5%  |
| 4. Capability to manage projected workloads       | 5%  |
| 5. Related experience on similar projects         | 10% |
| 6. Recent and current work in Carbon County       | 5%  |
| 7. Recycling Program (Including electronic waste) | 20% |
| 8. Use of Bear Resistant containers               | 10% |

The selection of the firm will be based on the evaluation of the written responses. Interviews may be held with short-listed respondents, if deemed necessary by the City. The award will be made to the most qualified firm whose responses to the Request for Proposals are deemed most advantageous to the City; all factors considered. Unsuccessful respondents will be notified as soon as possible.

Questions should be directed to James Caniglia, City of Red Lodge Community Development Director, 1 South Platt Ave., PO BOX 9, Red Lodge, Montana, 59068, (406) 446-1606 Ext. 117. All responses must be received at City Hall no later than 5:00 p.m. on Friday, April 3, 2020. Please state "Response to Request for Proposals – Solid Waste Collection and Disposal" on the outside of the response package. Include five copies of the RFP.

This solicitation is being offered in accordance with State law governing procurement of professional services. Accordingly, the City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate. Bidders are advised that the City reserves the right to amend this RFP at any time. Amendments will be done formally by providing written amendments to all potential Bidders known to have received a copy of the RFP.