



Curbside Collection and Disposal of Residential Waste and Recycling  
Information Packet

Submissions are due by October 31<sup>st</sup>, 2023, at 2:00 pm

City of Pevely, MO  
401 Main Street  
Pevely, MO 63070

## **Introduction and General Information**

Thank you for your interest in submitting a proposal for the curbside collection and disposal of residential waste and recycling in the City of Pevely, MO (“City”). This packet is intended to provide you with useful information and specifications of the desired scope of work.

Submissions will be received by Andy Hixson, City Administrator, at 401 Main St., Pevely MO 63070 until October 31<sup>st</sup>, 2023 at 2:00 pm at which time they will be publicly opened and read. Please note “Residential Waste and Recycling Proposal” on the sealed, opaque envelope. Submissions shall not be withdrawn, modified, or altered after the bid opening.

Interested firms shall submit two (2) complete copies of their submission. One (1) of the copies shall be a signed original and the rest can be copies of the signed original.

It is the sole responsibility of the submitter to ensure that the proposal is received on or before the submission deadline. Emailed submissions will not be considered. Paper bids need to be submitted either via mail or in person. If mailing your bid, please allow ample time for receipt.

Submissions received after the deadline will not be considered. All costs directly or indirectly related to submitting a response will be borne by the submitter. The City is not obligated to accept any submitted response or negotiate with any persons of firms submitting a response. Minority- and women-owned firms are encouraged to submit a proposal. The City reserves the right to reject any and all submissions and to waive informalities and minor irregularities.

The City will assess each submitted proposal and will select the company or firm who, under its sole and complete discretion, will provide the highest quality product and lowest and best price. The City is not obligated to accept a proposal simply because it is the lowest price.

By submitting a proposal, the submitter acknowledges the contents and expectations as described herein, and in any provided addenda, and is agreeable to the stated terms and expectations. Discovery is the responsibility of the submitter. Interest companies or firms who do not agree with the terms and expectations are encouraged to refrain from submitting a response as proposals cannot be withdrawn after the deadline.

Questions, comments, or concerns about this informational packet should be directed to Andy Hixson, City Administrator, using the email address listed below.

### **Contact Information**

Andy Hixson, City Administrator  
636-475-4452 x103  
[ahixson@cityofpevely.org](mailto:ahixson@cityofpevely.org)

### Desired Scope of Services

The City is soliciting proposals from qualified companies or firms for collecting, processing, hauling, and disposing of residential solid waste, recyclables, and bulk items. The City will enter into an Agreement with the selected company or firm that will detail the terms thereof.

Listed below are details of the desired scope of service. The selected company or firm shall furnish the labor, equipment, licenses, permits, and all other requirements necessary to perform the scope of services as detailed in the Agreement. The final Scope of Services is subject to change following the selection process and negotiations with the selected company or firm.

#### A. Term of Agreement

- a. The City wishes to enter into an Agreement with the selected company or firm.
- b. The specific terms of the Agreement shall be discussed and negotiated between the City and the selected company or firm, but the desired term length for the Agreement shall be no less than three (3) years and no greater than five (5) years.

#### B. Cart Supply

- a. The selected company or firm shall provide one 96-gallon cart for waste and a separate 64-gallon cart for recyclables to each residential unit located within the Pevely City Limits.
- b. The selected company or firm shall provide new residential units with one cart for waste and one cart for recycling upon notification of the existence of the new residential units from City personnel.
- c. The carts and equipment provided to Pevely residents shall remain property of the selected company or firm.

#### C. Collection Frequency, Days, and Times

- a. Acceptable waste and recyclables shall be collected from the curbside once per week from each residential unit on a weekday or weekdays as agreed by the selected company or firm and the City.
- b. Each residential unit is currently allowed to place one bulky item out for pickup each week on the same day the regular waste is collected. The City would like this to continue to be available for our residents.
- c. Collection of waste and recyclables may occur on different days of the week.
- d. Collection of waste, recyclables, and bulky items shall occur during normal hours, but shall not occur earlier than 6:00 am.

#### D. Yard Waste Collection

- a. The City does not currently contract for yard waste, but the City is requesting prices for this option.
- b. Yard waste collection would be optional and should be serviced monthly.
- c. Residents should be allowed to place yard waste in paper bags, trash cans, or carts as provided by the selected company or firm.

E. Disposal

- a. The selected company or firm shall dispose or arrange to dispose of the waste, recyclables, and bulky items only at facilities that are licensed and permitted to accept such waste.
- b. The City shall have the authority to request information regarding the location, permit status, and other pertinent information about the disposal facilities at any time during the Agreement.

F. Holiday Schedule

- a. The City expects the selected company or firm to be closed on certain holidays throughout the year. The specific holidays shall be identified in the Agreement.
- b. If a holiday falls on a regularly scheduled service day, the selected company or firm shall collect the items on the following weekday, unless an alternative day is agreed upon by the City and the selected company or firm.

G. Cart Replacement

- a. The selected company or firm shall replace, at no charge to the City or to the individual residential unit, any cart that becomes damaged, destroyed, or otherwise unusable due to ordinary wear and tear throughout the duration of the Agreement.
- b. If a residential unit is found to be lost, cause to be stolen, damaged, or destroyed the provided cart, the selected company or firm may bill the residential unit for replacement of said cart.
- c. In instances identified in Paragraph B above, the selected company or firm shall bill the residential unit separately and directly.

H. Residential Customer Count

- a. The City currently has approximately one thousand eight hundred seventy-seven (1,877) residential customers.
- b. The selected company or firm shall be authorized to adjust residential customer counts from time to time and adjust the City's monthly billing thereafter.
- c. All current and future residential customers shall be covered throughout the entire duration of the Agreement.

Proposal Submission Requirements

1. Cover Letter

- a. The cover letter should be written on the company or firm's official letterhead.
- b. The cover letter shall be signed by an official of the company or firm who has the authority to submit bids on behalf of the company or firm.
- c. The cover letter should clearly indicate the company or firm is submitting a bid in response to this Request for Proposals.
- d. The cover letter should clearly identify the employee who will serve as the City's main point of contact with the company or firm.

2. Bid Submittal Sheet

- a. Each submission shall include a completed Bid Submittal Sheet as included herein.
- b. As detailed on the Bid Submittal Sheet, the submitted costs for service shall be provided as a per-residential unit cost.

- c. Interested companies or firms are encouraged to submit prices for each of the listed and described options.
3. Proposal Security aka Bid Bond
  - a. Each submission shall include a bond, certified check, or bank cashier's check in the amount of five thousand dollars (\$5,000).
  - b. The proposal security shall serve as a guarantee that the company or firm will, if called upon to do so, enter into an Agreement with the City to perform the work as described herein.
  - c. The proposal security shall be returned promptly after the City and the selected company or firm have executed the Agreement.
4. References
  - a. Each submission should include a list of municipalities or local governments with whom the company or firm currently or previously provided a similar scope of work as detailed herein.
  - b. In addition to the name of the entity, the reference shall also include the name, address, and phone number of an employee who could provide feedback regarding the company of firm's abilities.
5. List of Disposal and Processing Sites
  - a. Each submission should include a list of the disposal and processing sites the company or firm intends to use throughout the duration of the Agreement.
  - b. The presented information should include the name and location of the facility.
6. Proof of Liability Insurance
  - a. Each submission should include proof of the company or firm's insurance coverages.
  - b. The selected company or firm will be expected to maintain the following insurance coverages throughout the duration of the Agreement: workers' compensation, comprehensive and general public liability, property damage, comprehensive auto liability – bodily injury, comprehensive auto liability – property damage, and umbrella.

#### Expectations and Requirements of the Selected Company or Firm

The selected company or firm will be expected to comply with all federal, state, and local laws, permitting requirements, rules, and regulations. This shall include, but shall not be limited to, those established by the State of Missouri, Jefferson County, and the City of Pevely as applicable.

The Expectations and Requirements listed in this section are subject to agreement between the City and the selected company or firm. It is the City's intent to enter an Agreement with the selected company or firm and the final Scope of Services, Expectations and Requirements, term length, and costs will be discussed at the time when the Agreement is being negotiated.

The selected company or firm shall furnish, at its own cost and expense, all labor, tools, equipment, materials, and insurance required to satisfactorily perform the full scope of services except as provided in the Agreement. When working in the City, the selected company or firm will be expected to operate using the highest levels of professionalism.

BID SUBMITTAL SHEET

Curbside Collection and Disposal of Residential Waste and Recycling

City of Pevely

Submitter Information

Name of Submitter: \_\_\_\_\_

Name of Company or Firm: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

The submitter acknowledges that the submitted prices include all labor, materials, insurance, coverage, and other associated costs to provide the listed services. The submitter further acknowledges and understands that the City of Pevely reserves the right to reject any and all bids and to waive informalities and minor irregularities.

By submitting this bid, the submitter acknowledges that he/she has the authority to submit bids on behalf of his/her company or firm. By submitting this bid, the submitter acknowledges and agrees to the terms listed in the specification packet without exception.

There are three Base Options and two Additional Options listed on the next two pages. Please read each description carefully. If our company or firm cannot or does not offer the services as described in the description, please write "N/A" on the provided line. If there are any additional unlisted services that your company or firm can provide, please provide pricing information for those services.

*Places to indicate submitted prices and lines for the submitter's signature and written name follow on the next two pages.*

**Base Option No. 1:** Once weekly curbside solid waste collection (containerized and adjacent non-containerized items) and disposal. Once weekly curbside recycling collection (containerized) and disposal.

- 2024: \$ \_\_\_\_\_ per residential unit per month
- 2025: \$ \_\_\_\_\_ per residential unit per month
- 2026: \$ \_\_\_\_\_ per residential unit per month
- 2027: \$ \_\_\_\_\_ per residential unit per month
- 2028: \$ \_\_\_\_\_ per residential unit per month

**Base Option No. 2:** Once weekly curbside solid waste collection (containerized only) and disposal. Once weekly curbside recycling collection (containerized) and disposal.

- 2024: \$ \_\_\_\_\_ per residential unit per month
- 2025: \$ \_\_\_\_\_ per residential unit per month
- 2026: \$ \_\_\_\_\_ per residential unit per month
- 2027: \$ \_\_\_\_\_ per residential unit per month
- 2028: \$ \_\_\_\_\_ per residential unit per month

**Base Option No. 3:** Once weekly curbside solid waste collection (containerized, adjacent non-containerized items, and one bulk item) and disposal. Once weekly curbside recycling collection (containerized) and disposal.

- 2024: \$ \_\_\_\_\_ per residential unit per month
- 2025: \$ \_\_\_\_\_ per residential unit per month
- 2026: \$ \_\_\_\_\_ per residential unit per month
- 2027: \$ \_\_\_\_\_ per residential unit per month
- 2028: \$ \_\_\_\_\_ per residential unit per month

**Additional Option No. 1:** Once monthly curbside yard waste collection. Prices listed below will be in addition to the Base Options listed above. Yard waste shall be placed in paper bags, trash cans, or carts as provided by the selected company or firm.

2024: \$ \_\_\_\_\_ per residential unit per month

2025: \$ \_\_\_\_\_ per residential unit per month

2026: \$ \_\_\_\_\_ per residential unit per month

2027: \$ \_\_\_\_\_ per residential unit per month

2028: \$ \_\_\_\_\_ per residential unit per month

**Additional Option No. 2:** Additional residential cart. This price should be the cost for one (1) additional waste cart. If available, the additional waste cart would be available to only those residential units interested in having two (2) carts. Not all residential units would receive a second cart. Prices listed below will be in addition to the Base Options listed above.

2024: \$ \_\_\_\_\_ per residential unit per month

2025: \$ \_\_\_\_\_ per residential unit per month

2026: \$ \_\_\_\_\_ per residential unit per month

2027: \$ \_\_\_\_\_ per residential unit per month

2028: \$ \_\_\_\_\_ per residential unit per month

Submitted to the City of Pevely on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Printed Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_