

# REQUEST FOR PROPOSAL

## City of Wayne, Nebraska

### Residential Trash & Recycling Collection Service

1. **Request for Proposal (RFP):** This request for proposal seeks pricing and service information from companies (a Hauler) that wish to provide residential trash and recycling collection in the City of Wayne (City). The City intends to prescribe the parameters of such collection service via ordinance passed by the Wayne City Council. One or more Haulers may comply with the ordinance to provide the service in Wayne.
2. **City Goals:** As part of its Comprehensive Plan, the City of Wayne adopted a chapter on the environment focused on community sustainability in 2015 (see Ch. 10 at <http://www.cityofwayne.org/DocumentCenter/View/623>) with intent to create less waste, reduce overall costs to residents, and give financial incentives to recycle by charging for trash service based on volume, much like a utility. This is known as a Pay-As-You-Throw (“PAYT”) pricing model because it uses a multi-cart system for trash priced on volume. Recycling is automatically provided to all residents and the cost is embedded into the total cost of service.
3. **Service Requested:** The City requests a proposal for pricing and service information of residential curbside collection of trash and recyclables in the City of Wayne using the following parameters under a PAYT model.
  - a. **Customers:** Residential customers shall include single-family residences (including mobile home park residents) and multi-family residences with less than four units in the City of Wayne. The City estimates there are 1,424 residential customers that fit this description.
  - b. **Carts:** Hauler shall provide trash and recycling carts with attached lids. Recycling carts shall be easily identified and distinguished from trash carts. Information must be on the inside of the lid (e.g., a sticker) of the recycling carts as to what can and cannot be placed inside the container. Each household shall be provided with a recycling cart of at least 64 gallon in size.
  - c. **Multi-Cart System:** Hauler shall propose pricing and service information for one or more of the following options. Note, when starting a new system, it is preferred to use a 96-gallon recycling cart as this encourages residents to create less trash and more recycling.
    - i. **Option #1: Cart System with 3 Trash Size Options**
      1. **Trash:** a single cart based on the customer’s selection from three sizes: 32 to 35 gallon, 64 gallon or 96 gallon
      2. **Recycling:** one recycling cart at least 64 gallon in size or larger
    - ii. **Option #2: Cart System with 2 Trash Size Options**
      1. **Trash:** a single cart based on the customer’s selection from two sizes: 32 to 35 gallon or 96 gallon
      2. **Recycling:** one recycling cart at least 64 gallon in size or larger
  - d. **Pricing:** Hauler shall include the combined cost to collect trash and recycling in its monthly pricing for any cart system offered. The price structure shall be unit-based pricing to encourage customer’s reduction in trash removal while maximizing the volume of recyclables processed (a PAYT pricing model). Pricing shall start with the base

unit of a 32 to 35 gallon cart for trash then add an incremental increase of **80%** more of the base unit for each additional cart size offered. Hauler shall list the cost for an additional trash cart per month if the customer chooses to pay for additional trash carts (or bags if Hauler provides instead of an additional cart).

i. **Option #1 Pricing: Cart System with 3 Trash Size Options:** As an example, if the base trash unit is 32 gallon and costs \$10 for the monthly service, then the price of the 64-gallon trash cart shall be \$18, and the price of the 96-gallon trash cart shall be \$26.

ii. **Option #2 Pricing: Cart System with 2 Trash Size Options:** As an example, if the base trash unit is 32 gallon and costs \$10 for the monthly service, then the price of the 96-gallon trash cart shall be \$18.

e. **Frequency:** Hauler shall price its service based on its frequency of collection, and can offer more than one scenario for weekly or biweekly trash combined with weekly or biweekly recycling collection. City shall evaluate all options provided.

f. **Notice of Contamination:** Sometimes a customer may place the wrong items in a recycling cart that causes contamination of the full cart, preventing the Hauler from collecting it for recycling or causing the Hauler to include it with trash. When this occurs, Hauler shall leave a notice of contamination on the recycling cart indicating which items were incorrectly included in the cart. The goal is to educate the customer to learn how and what to recycle properly per the Hauler's guidelines, and to instill confidence in the customer that their efforts to recycle are being carried out by the Hauler. The City will assist Hauler in designing this contamination notice so customers have a consistent and clear message on recycling.

g. **Response Format:** Hauler shall use the Worksheet below to provide its proposal to City and to share pricing information for its current service in Wayne. Hauler shall continue to be responsible for all billing, customer service, cart delivery, and replacement issues.

4. **Promotion and Education:** Hauler will work with the City to provide service-oriented information to customers about the new service options and for developing and executing public education materials to encourage waste reduction and diversion. All materials shall be prepared in both English and Spanish versions. Materials shall be distributed to customers 60 days prior to the start of the new service, 60 days after service, and then once a year.

5. **Monthly Reporting:** Hauler shall provide data on the number of customers and their selected service so the City can measure the effectiveness of the PAYT program and waste reduction.

Hauler shall also provide monthly data on:

a. Total tonnage of trash collected

b. Total tonnage of single stream recycling collected

c. A break down of the number of carts by size for trash service

6. **Response Deadline:** Hauler shall provide a written response addressed to the City Administrator within 30 days of the date of this RFP. Delivery via electronic email is acceptable.

# WORKSHEET

Service Proposal for Residential Curbside Collection of Trash & Recyclables in City of Wayne, Nebraska

Submitted by Hauler: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Instructions:

1. Provide your current pricing and service information for the residential trash and recycling collection services presently available in Wayne.
2. Submit your pricing proposal by checking the level of frequency for your offered service (can be more than one), then provide pricing for the cart system options you wish to make available as part of your service.

## Hauler's Current Pricing and Description of Services Offered

Include cart size, frequency of collection, additional carts or bags, and other information necessary to understand your current service offering to customers.

## Hauler's Proposal for Service with PAYT Model

____ Weekly Collection of Trash & Recycling
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### Option #1: Cart System with 3 Trash Size Options

- 32 to 35-Gallon weekly trash service and weekly recycling \$\_\_\_\_\_ per month per household
- 64-Gallon weekly trash service and weekly recycling \$\_\_\_\_\_ per month per household
- 96-Gallon weekly trash service and weekly recycling \$\_\_\_\_\_ per month per household

Size of recycling cart included with service:

- 64-Gallon recycling cart
- 96-Gallon recycling cart

If offered:

- Additional second 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional third 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional bag for trash \$\_\_\_\_\_ per bag per household

### Option #2: Cart System with 2 Trash Size Options

- 32 to 35-Gallon weekly trash service and weekly recycling \$\_\_\_\_\_ per month per household
- 96-Gallon weekly trash service and weekly recycling \$\_\_\_\_\_ per month per household

Size of recycling cart included with service:

- 64-Gallon recycling cart
- 96-Gallon recycling cart

If offered:

- Additional second 96-Gallon trash cart \$\_\_\_\_\_ per month per household

- Additional third 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional bag for trash \$\_\_\_\_\_ per bag per household

**\_\_\_\_ Weekly Collection of Trash with Biweekly Collection of Recycling**

**Option #1: Cart System with 3 Trash Size Options**

- 32 to 35-Gallon weekly trash service and biweekly recycling \$\_\_\_\_\_ per month per household
- 64-Gallon weekly trash service and biweekly recycling \$\_\_\_\_\_ per month per household
- 96-Gallon weekly trash service and biweekly recycling \$\_\_\_\_\_ per month per household

Size of recycling cart included with service:

- 64-Gallon recycling cart
- 96-Gallon recycling cart

If offered:

- Additional second 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional third 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional bag for trash \$\_\_\_\_\_ per bag per household

**Option #2: Cart System with 2 Trash Size Options**

- 32 to 35-Gallon weekly trash service and biweekly recycling \$\_\_\_\_\_ per month per household
- 96-Gallon weekly trash service and biweekly recycling \$\_\_\_\_\_ per month per household

Size of recycling cart included with service:

- 64-Gallon recycling cart
- 96-Gallon recycling cart

If offered:

- Additional second 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional third 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional bag for trash \$\_\_\_\_\_ per bag per household

**\_\_\_\_ Biweekly Collection of Trash & Biweekly Collection of Recycling**

**Option #1: Cart System with 3 Trash Size Options**

- 32 to 35-Gallon biweekly trash and recycling service \$\_\_\_\_\_ per month per household
- 64-Gallon biweekly trash and recycling service \$\_\_\_\_\_ per month per household
- 96-Gallon biweekly trash and recycling service \$\_\_\_\_\_ per month per household

Size of recycling cart included with service:

- 64-Gallon recycling cart
- 96-Gallon recycling cart

If offered:

- Additional second 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional third 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional bag for trash \$\_\_\_\_\_ per bag per household

**Option #2: Cart System with 2 Trash Size Options**

- 32 to 35-Gallon biweekly trash and recycling service \$\_\_\_\_\_ per month per household
- 96-Gallon biweekly trash and recycling service \$\_\_\_\_\_ per month per household

Size of recycling cart included with service:

- 64-Gallon recycling cart
- 96-Gallon recycling cart

If offered:

- Additional second 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional third 96-Gallon trash cart \$\_\_\_\_\_ per month per household
- Additional bag for trash \$\_\_\_\_\_ per bag per household