

Request for Proposals (RFP)

Residential Waste and Recyclable Material Collection Services

City of Medford, Taylor County, Wisconsin

Section 1: Administrative Overview & Timeline

1.1 Objective

The City of Medford, Wisconsin ("City") is seeking sealed proposals from qualified and licensed waste collection and disposal contractors to provide comprehensive, curbside **Residential Waste and Recyclable Material Collection, Processing, and Disposal Services**.

This RFP is developed following the expiration of the City's previous long-term agreement (effective January 1, 2017, through April 26, 2026). The City intends to award a multi-year contract to a responsible contractor capable of delivering efficient, reliable, and environmentally compliant services in accordance with Wisconsin state laws and City ordinances.

1.2 Anticipated Procurement Timeline

- **RFP Issuance Date:** October 28, 2026
- **Deadline for Written Questions:** November 11, 2026
- **Proposal Submission Deadline:** November 20, 2026, at 4:00 PM
- **City Council Award Approval:** January 25, 2027
- **Contract Execution:** February 12, 2027
- **Service Commencement Date:** May 1, 2027

Section 2: Scope of Services & Operations

2.1 Definitions (Summary)

- **Residential Unit:** A group of rooms within a building forming a single inhabitable unit used for living, sleeping, cooking, and eating. Includes buildings containing **four (4) or less separate or contiguous single-family dwelling units**, each treated separately for billing.
- **Residential Waste:** Refuse and Bulky Waste from a residential unit, excluding appliances, automobile batteries, electronics, construction debris, hazardous waste, yard waste, motor oil, or tires. **Current cart count: 1965**

- **Recyclable Material:** Consumer commingled materials including aluminum cans, container glass (#1 through #7 plastic bottles), tin cans, corrugated cardboard, mixed papers, and newspapers. **Current cart count: 1965**
- **Containers:** 95-gallon wheeled carts provided by and remaining the property of the Contractor.

2.2 Residential Solid Waste Services

- **Frequency & Method:** Curbside collection **one (1) time per week** using automated or semi-automated collection vehicles.
- **Cart Specifications:** One (1) 95-gallon cart per Residential Unit.
- **Volume Management:** Contractor must collect a reasonable amount of waste outside the cart on a limited basis to account for occasional volume spikes. Habitual excess volume must be reported to the City.
- **Special Services:**
 - Curbside collection time begins at **7:00 a.m.** on designated collection days.
 - **Carry-out service** from front/back doors must be provided upon request by the City with proper medical certification.
 - Collection of waste from City parks, municipal buildings, and convenience receptacles must be provided at no additional charge.
 - Provision of up to three (3) thirty cubic-yard containers per year free of charge for temporary use by the City for special projects.

2.3 Recyclable Material Services

- **Frequency & Method:** Curbside collection **once every other week (bi-weekly)** using one (1) 95-gallon recycling cart per Residential Unit.
- **Diverted Materials:** Collected recyclables must not be landfilled (unless unmarketable due to contamination).
- **Reporting:** The Contractor shall provide the City with a quarterly recycling summary detailing the weight of each residential recyclable material collected.

2.4 Facility Requirements (Transfer Station & Recycling Center)

- **Transfer Station:** Contractor must provide and operate a local Transfer Station within City limits. It must accept Residential Waste from City residents **at no charge**, and accept bulky waste, construction debris, and refuse from local businesses, industries, and outside haulers on a fee basis.

- **Recycling Center:** Contractor must provide a Recycling Center accepting City resident recyclables **at no charge**, and commercial/outside sources on a fee basis.
- **Facility Hours:** Normal hours of operation for the Transfer Station and Recycling Center.

OR

- **Large Item Pickup:** An alternative to providing a Transfer station once a year large item Curbside pickup shall be provided for residents receiving Trash and Recycling Collection.

2.5 Operational Standards

- **Hours of Collection:** Normal collection hours are **7:00 a.m. to 4:00 p.m., Monday through Friday.**
- **Holiday Schedule:** Observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Suspension of service on holidays does not relieve the contractor of providing weekly service obligations.
- **Missed Collections:** Missed collections reported to the Contractor or City must be resolved via a special collection within **twenty-four (24) hours.**
- **Equipment:** Fleet must consist of licensed, properly maintained, uniquely numbered automated collection vehicles bearing the Contractor's name and phone number. Each truck must carry a broom and shovel for cleanup of spilled waste.

Section 3: Contract Terms & Conditions

3.1 Term of Contract

The base term of the contract shall be for **ten (10) years**, with an option to extend for additional periods of **three (3) years** upon mutual written consent of both parties.

3.2 Assignment & Change of Ownership

- No contract assignment is permitted without express written consent from the City.
- In the event of a business asset sale or change of ownership, the City reserves the right to hold original ownership liable or evaluate new ownership capabilities before executing an assumption amendment.

3.3 Indemnification & Insurance

- **Indemnification:** The Contractor shall indemnify, defend, and hold harmless the City, its officers, agents, and employees from all claims, damages, losses, and

expenses arising out of the negligent or willful acts or omissions of the Contractor.

- **Minimum Insurance Coverage Limits:**
 - **Workmen's Compensation:** Statutory
 - **General Liability (Bodily Injury & Property Damage):** \$2,000,000 per occurrence
 - **Automobile Liability:** \$5,000,000 combined single limit
 - **Umbrella Liability:** \$15,000,000 aggregate
 - **Pollution Liability:** \$25,000,000 aggregate
 - Note: The City must be named as an additional insured on general and automobile liability policies.

Section 4: Pricing, Billing, & Cost Adjustments

4.1 Basis of Bidding

Proposers must submit a structured pricing matrix detailing per-unit, per-month costs for both **Residential Waste Services** and **Recyclable Material Services** across a multi-year schedule (e.g., 10-year projection).

- **Recyclable Revenue:** Contractors should state how market revenues from recycled materials are factored into the baseline service fees (historically, contractors retained sales revenue).
- **Billing:** Contractor will submit one statement per month to the City on the last day of the month. Unit counts will be adjusted annually in January via actual count or City Clerk records.

4.2 Cost Adjustments & Petitions

- **Disposal / Regulatory Cost Changes:** The Contractor may petition to pass on actual increases in disposal costs, taxes, environmental fees, or legislative changes immediately upon occurrence, calculated at a rate not to exceed **\$0.05 per unit per month for each \$1.00 per ton increase**, subject to independent audit verification.
- **Fuel Surcharge Mechanism:**
 - The baseline price must incorporate diesel fuel costs up to a base rate of **\$4.50 per gallon** (Ultra Low Sulfur No. 2 Diesel Fuel, Midwest Region baseline).

- If the average monthly fuel price exceeds \$4.50/gallon, a surcharge of **1/2%** may be added for every **\$0.10 increase** above the base rate.
- The fuel base rate shall be escalated by **1.5% annually** to adjust for inflation.

Section 5: Proposal Submission Requirements

Proposals must include the following components to be deemed responsive:

1. **Company Background & Experience:** Overview of firm, corporate structure, years in operation, and references from at least three (3) comparable municipal accounts.
2. **Operational Plan:** Detailed collection schedules, vehicle fleet descriptions (demonstrating automated capabilities), routing strategies, and personnel management policies.
3. **Facility Operations Plan:** Standard operating procedures for the local Transfer Station and Recycling Center, including staffing, hours, and fee structures.
4. **Large Item Pickup Plan:** If the proposer offers large-item curbside pickup as an alternative to operating a transfer station, the proposal shall describe how the service will be provided once each calendar year. At a minimum, the plan shall identify the proposed collection period or method for scheduling the annual pickup, resident eligibility, and participation procedures; advance notice and public communication methods; accepted and excluded materials, quantity, size, weight, and preparation limits; procedures for handling non-compliant items; and the timeframe for completing collection throughout the City.
5. **Cost Proposal / Fee Schedule:** Completed pricing tables for waste and recycling services across the 10-year term, along with explicit documentation of fuel surcharge and cost-adjustment calculations.
6. **Insurance & Compliance Certificates:** Proof of ability to meet all required insurance limits, licenses, and permits.