

Solid Waste Management Administration and Solicitation Support

NORTH CENTRAL TEXAS COG

08.19.25



Agenda

01 // PROJECT OVERVIEW

02 // WHITE PAPERS

03 // RFP, CONTRACT, & ORDINANCE
GUIDEBOOK



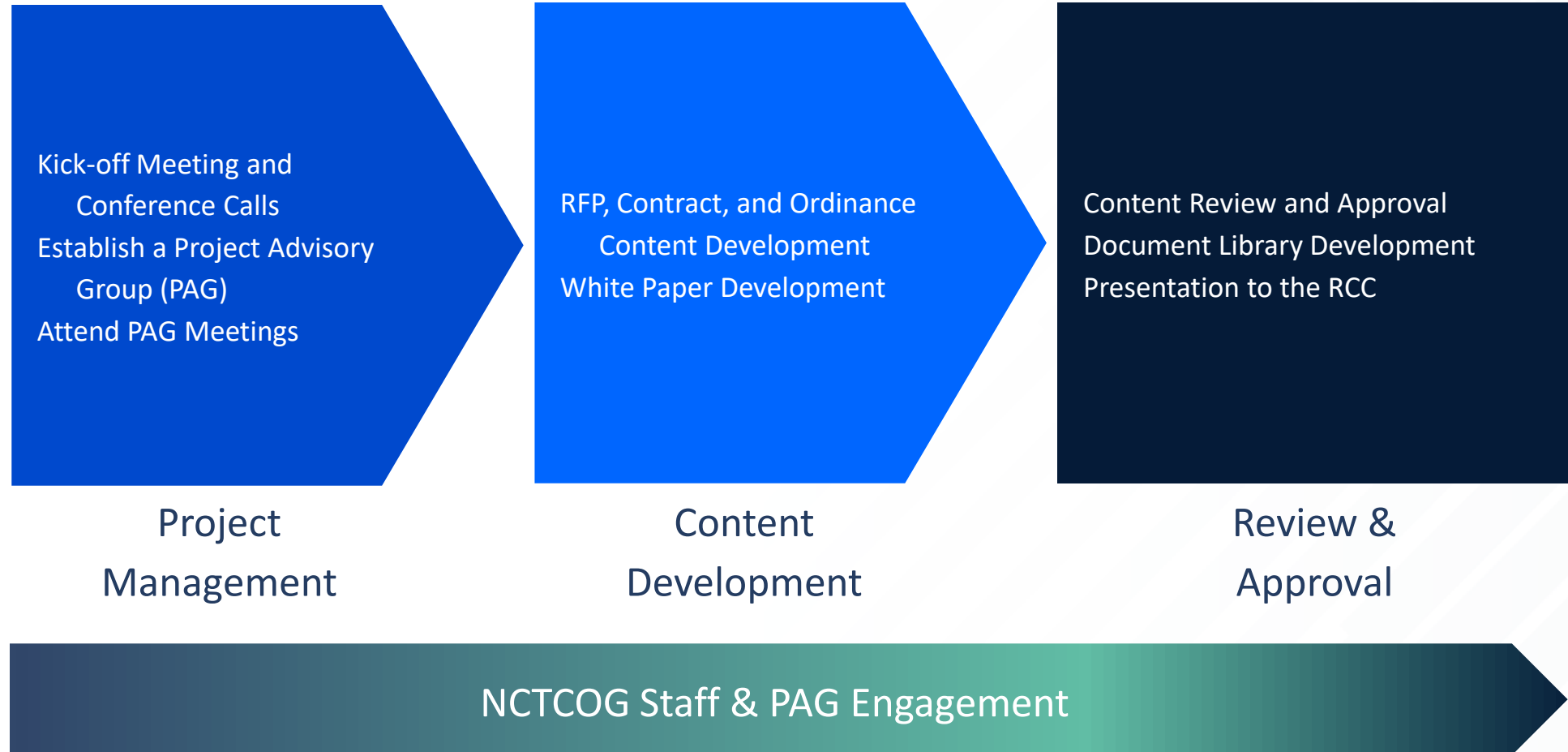
01

PROJECT OVERVIEW

Scope of work



Project Scope





White Papers

Conceptual discussion of landfill diversion topics

Guidebook

Detailed information on RFP, contract, and ordinance development

Templates

RFP, contract, and ordinance sample templates designed for user customization

Process Flow

Contract procured through RFP. Ordinance updated to reflect contract terms.

02

WHITE PAPERS

Conceptual Framework





NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

Material Diversion and Its Benefits

Solid Waste Management Administration and
Solicitation Support

PROJECT NO. 172934

MAY 1, 2025

White Papers

- Material Diversion and Its Benefits
- Illegal Dumping and Prevention
- Household Hazardous Waste Management and Risks
- Brush and Bulky Waste Management Options
- White Goods Recycling and Disposal



4.0 Incorporating Material Diversion into RFPs

In the evolving landscape of municipal waste management, incorporating material diversion strategies into RFPs is becoming increasingly necessary. As cities and communities intensify their focus on sustainability, RFPs that clearly articulate material diversion requirements set a solid foundation for effective waste management partnerships. These RFPs ensure that the waste management services align with community-specific sustainability goals and facilitate significant strides in waste reduction, recycling, and composting initiatives. This section discusses various practical strategies to embed material diversion into RFPs, enhancing the effectiveness of contracting waste management services.

4.1 Defining Service Level Options

Defining service level options within RFPs for waste management services can ensure that the services align with the environmental and operational standards expected by the community. The following provisions should be considered when drafting RFPs.

- *Providing Recycling Carts:* Consider requiring contractors to supply standardized recycling carts for residents. Include details on cart size, durability, maintenance, and replacement policies.
- *Composting Carts and Services:* Offer organics collection services with appropriate food scraps and yard waste containers. Define acceptable materials, collection frequency, and processing methods.
- *Yard Waste Pick-up:* Implement regular or seasonal yard waste collection services. Outline how yard waste will be collected, processed, and whether materials will be composted or mulched.

5.0 Case Studies

The following case studies showcase diverse approaches to material diversion, each tailored to meet the unique needs and resources of its respective area.

5.1 Case Study 1: City of Dallas, Texas

2023 Population (estimate⁵): 1,302,868

A significant amount of waste generated in the City of Dallas originates from organic materials in single-family homes, multi-family residences, and businesses. Since organics constitute a large portion of landfill waste, exploring methods to divert them from landfills is essential. Recycling organic matter is highly advantageous; food waste can be transformed into compost, which can be used to cultivate more food. This process creates a sustainable cycle that reduces waste and enhances food productivity.

Key Strategies Implemented:

- *Public Private Partnership, Pilot Programs, Regional Collaboration, Grants and Public Education Campaign:* The Bishop Arts District Compost Pilot Program, launched in collaboration with the City

White Papers

- Current State
- Best Practices and Strategies
- Incorporating into RFPs
- Case Studies
- Action Steps
- Additional Resources



03

RFP, CONTRACT, & ORDINANCE GUIDEBOOK

Technical guidance and templates



Solid Waste Collection RFP, Contract, and Ordinance Development Guidebook

PROJECT NO. 172934
REVISION 1
MAY 30, 2025

Guidebook Structure

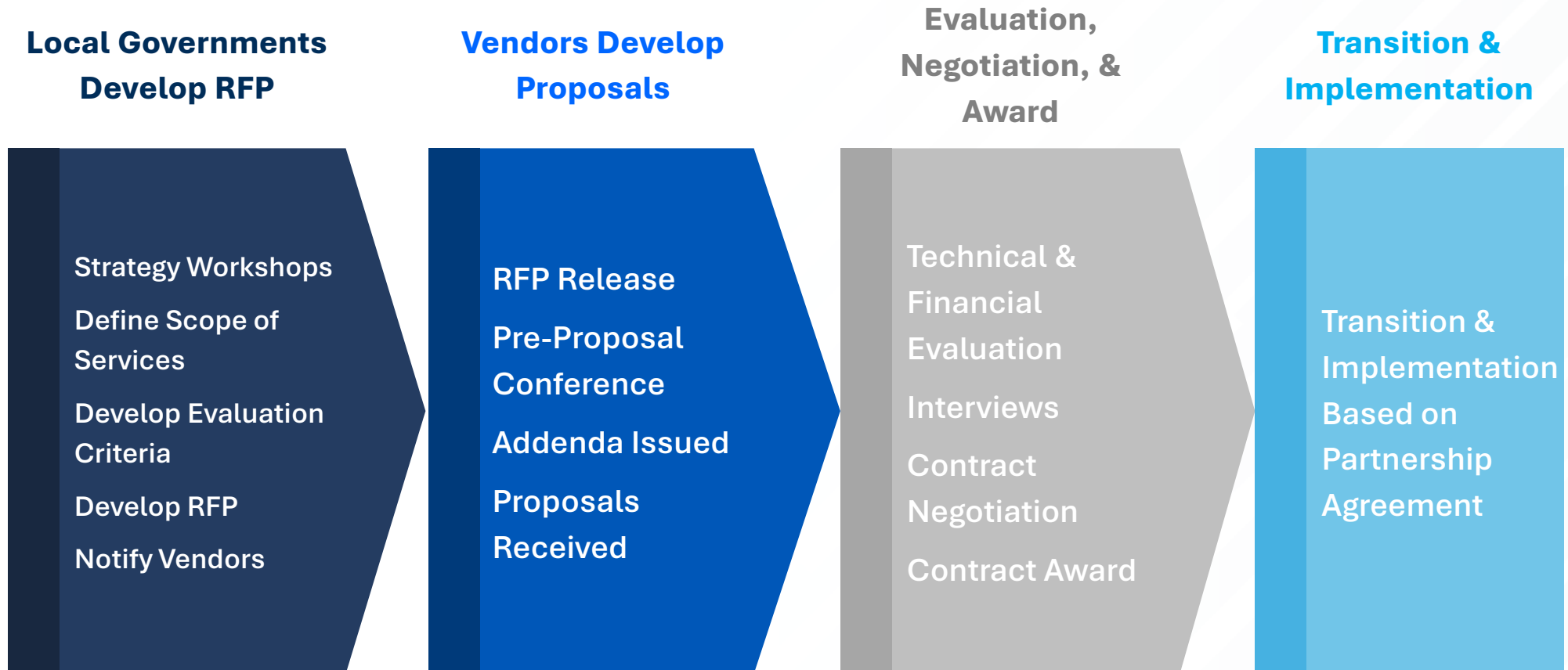
- Overview
- RFP and Contract Development
- Ordinance Development
- Templates

Contents

1.0 GUIDEBOOK OVERVIEW	2
1.1 Introduction	2
1.2 Solid Waste Collection Statutory Authority	2
1.3 How to Use the Guidebook	3
2.0 RFP AND CONTRACTING DEVELOPMENT	6
2.1 RFP and Contracting Overview	6
2.2 Type of Procurement Process	6
2.3 Selecting the Procurement Team	9
2.4 Schedule	10
2.5 Contract Length	11
2.6 Developing the Scope of Services	12
2.7 RFP and Contract Document Development	13
2.7.1 RFP Use Case	13
2.7.2 Introduction	13
2.7.3 Overview	13
2.7.4 RFP 2.1	13
2.7.5 RFP 2.2	13
2.7.6 RFP 2.3	13
2.7.7 RFP 2.4	13
2.7.8 RFP 2.5	13
2.7.9 RFP 2.6	13
2.7.10 RFP 2.7	13
2.7.11 RFP 2.8	13
2.7.12 RFP 2.9	13
2.7.13 RFP 2.10	13
2.7.14 RFP 2.11	13
2.7.15 RFP 2.12	13
2.7.16 RFP 2.13	13
2.7.17 RFP 2.14	13
2.7.18 RFP 2.15	13
2.7.19 RFP 2.16	13
2.7.20 RFP 2.17	13
2.7.21 RFP 2.18	13
2.7.22 RFP 2.19	13
2.7.23 RFP 2.20	13
2.7.24 RFP 2.21	13
2.7.25 RFP 2.22	13
2.7.26 RFP 2.23	13
2.7.27 RFP 2.24	13
2.7.28 RFP 2.25	13
2.7.29 RFP 2.26	13
2.7.30 RFP 2.27	13
2.7.31 RFP 2.28	13
2.7.32 RFP 2.29	13
2.7.33 RFP 2.30	13
2.7.34 RFP 2.31	13
2.7.35 RFP 2.32	13
2.7.36 RFP 2.33	13
2.7.37 RFP 2.34	13
2.7.38 RFP 2.35	13
2.7.39 RFP 2.36	13
2.7.40 RFP 2.37	13
2.7.41 RFP 2.38	13
2.7.42 RFP 2.39	13
2.7.43 RFP 2.40	13
2.7.44 RFP 2.41	13
2.7.45 RFP 2.42	13
2.7.46 RFP 2.43	13
2.7.47 RFP 2.44	13
2.7.48 RFP 2.45	13
2.7.49 RFP 2.46	13
2.7.50 RFP 2.47	13
2.7.51 RFP 2.48	13
2.7.52 RFP 2.49	13
2.7.53 RFP 2.50	13
2.7.54 RFP 2.51	13
2.7.55 RFP 2.52	13
2.7.56 RFP 2.53	13
2.7.57 RFP 2.54	13
2.7.58 RFP 2.55	13
2.7.59 RFP 2.56	13
2.7.60 RFP 2.57	13
2.7.61 RFP 2.58	13
2.7.62 RFP 2.59	13
2.7.63 RFP 2.60	13
2.7.64 RFP 2.61	13
2.7.65 RFP 2.62	13
2.7.66 RFP 2.63	13
2.7.67 RFP 2.64	13
2.7.68 RFP 2.65	13
2.7.69 RFP 2.66	13
2.7.70 RFP 2.67	13
2.7.71 RFP 2.68	13
2.7.72 RFP 2.69	13
2.7.73 RFP 2.70	13
2.7.74 RFP 2.71	13
2.7.75 RFP 2.72	13
2.7.76 RFP 2.73	13
2.7.77 RFP 2.74	13
2.7.78 RFP 2.75	13
2.7.79 RFP 2.76	13
2.7.80 RFP 2.77	13
2.7.81 RFP 2.78	13
2.7.82 RFP 2.79	13
2.7.83 RFP 2.80	13
2.7.84 RFP 2.81	13
2.7.85 RFP 2.82	13
2.7.86 RFP 2.83	13
2.7.87 RFP 2.84	13
2.7.88 RFP 2.85	13
2.7.89 RFP 2.86	13
2.7.90 RFP 2.87	13
2.7.91 RFP 2.88	13
2.7.92 RFP 2.89	13
2.7.93 RFP 2.90	13
2.7.94 RFP 2.91	13
2.7.95 RFP 2.92	13
2.7.96 RFP 2.93	13
2.7.97 RFP 2.94	13
2.7.98 RFP 2.95	13
2.7.99 RFP 2.96	13
2.7.100 RFP 2.97	13

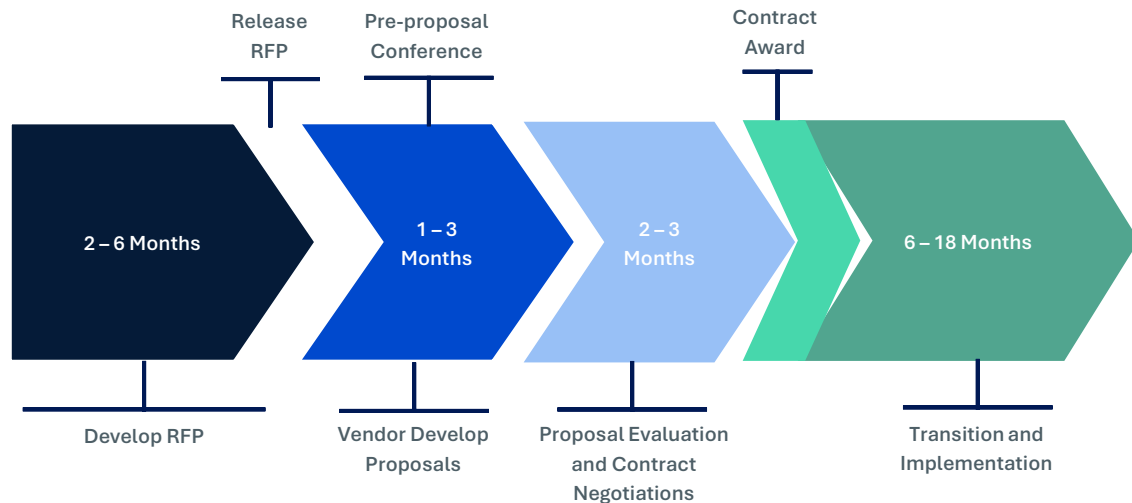
Overview

- Statutory Authority
- How to Use the Guidebook



RFP and Contract Development

- Procurement types
- Schedule
- Contract Length
- Scope of Services



RFP 7.15 Residential Recycling Collection Services

What is it? This section includes residential recycling collection service details such as:

- Collection frequency. Recycling can be done once per week or every other week. Proposers can be asked to price both options. Residents prefer recycling collection to occur on the same collection day as trash, but cities can consider collecting these materials on different days as a potential cost-saving option.
- Collection method. Fully automated collection in carts is preferred for recycling since recyclable materials fit easily in a cart, leaving no reason to use manual collection
- Any city-approved alternative collection locations, such as alleys and modified collection locations for disabled residents, at no additional cost to the City.
- Requirement to collect program recyclable materials.
- Basic service cart deployment, typically one cart per residential service unit, and additional fees for additional carts.
- A statement that recycling collection pricing includes the cost of collection, haul, and processing at the proposer's recyclable material facility.

Why is it important? Recyclable processing must be priced into the contract cost.

Key Decisions. The city must decide whether to collect recycling once a week or every other week. Generally, every other week provides sufficient service levels, allows fuller collection containers, reduces truck traffic, and lowers collection costs.

Table 2-5 summarizes the differences between every-other-week and once-a-week recycling collection.

Key Decisions

Recycling collection typically occurs weekly or every other week. Weekly service may increase set-out rates with residents setting out trash and recycling at the same time. Every other week service decreases service costs by increasing the amount of recycling set-out per cart and reducing route frequency.

Ordinance Development

- Service Implementation
- Accepted and Unaccepted Materials
- Collection Frequency and Service Levels
- Enforcement Mechanisms
- Ordinance Development

ORD 4.0 Residential Waste Services

What is it? Residential waste services refer to the collection, storage, and disposal of household waste, ensuring a clean, safe, and sanitary environment for residents. Residential waste services typically include the collection of household trash, recycling, yard and food waste, brush and bulky items, and, in some cases, household hazardous waste. The specific guidelines for these services—such as how waste must be stored, when and where it should be placed for collection, and who provides the service—are established in this ordinance section.

Why is it important? This section of an ordinance is essential because it establishes clear rules and expectations for how household waste is managed within the city. This section ensures that all residents follow uniform waste storage, placement, and collection guidelines, preventing nuisances such as overflowing trash, scattered debris, and improper disposal. It also clarifies the roles and responsibilities of waste collection providers, whether through city forces or contracted services. By including key details such as collection schedules, cart placement rules, and maintenance responsibilities, this section ensures that residential waste services operate efficiently, benefiting both the community and the environment.

Key Decisions. The residential services section of an ordinance establishes the rules and requirements for solid waste collection at residential properties. Several key decisions must be made to ensure effective waste management, promote public health, and maintain community aesthetics. These decisions help define service expectations, clarify responsibilities, and ensure compliance with local policies.

- **Applicability:** Consider which residential properties are covered and determine whether any exemptions or special cases exist where certain ordinance sections do not apply.
- **Accumulation and Storage:** Define how Solid Waste, Program Recyclables, Yard and Food Waste, Brush and Bulky Waste, and Household Hazardous Waste can be accumulated and stored on a property, such as in bags or carts with lids that can completely close.
- **Prohibited Waste:** Clearly define what types of waste and materials are prohibited from being placed in a cart or at the curb for collection. This often includes household hazardous and high-density waste such as bricks, rocks, and concrete.
- **Collection Provider:** One of the city's most critical decisions is determining the waste collection service delivery method. Cities must decide whether to manage collection services in-house using municipal forces or outsource them to a private hauler through a contractual agreement. They must also determine whether self-hauling waste is acceptable.
- **Schedule for Collection:** Several key decisions must be made to determine collection services' frequency, timing, and flexibility while accounting for operational challenges and public expectations. Define how often Solid Waste, Recyclables, Yard and Food Waste, Brush and Bulk Waste, and Household Hazardous Waste will be collected.
- **Location for Collection:** The location for collection section of an ordinance defines where residents must place waste carts and other materials for collection. Several key decisions must be made to address placement rules for different waste types, accessibility considerations, and potential conflicts with pedestrian and vehicular traffic.



Templates

- RFP
- Contract
- Ordinance
- Color Coding

Table 4-1: RFP, Contract, and Ordinance Template Stylization Guide

Stylization	Customization
[BLUE]	City customizes content
Highlighted Yellow	City needs to make a general decision
Residential Trash Collection Service	City needs to make a service decision
Residential Recycling Collection Service	City needs to make a service decision
Residential Yard Waste Collection Service	City needs to make a service decision
Residential Brush and Bulky Waste Collection Service	City needs to make a service decision
Household Hazardous Waste Collection Service	City needs to make a service decision
Commercial Trash Collection Service	City needs to make a service decision
Commercial Recycling Collection Service	City needs to make a service decision
Cart Purchase Service	City needs to make a service decision
City Service	City needs to make a service decision
Residential Collection Services	City needs to make a service decision
Commercial Collection Services	City needs to make a service decision
Yard Waste Services	
City Services	City needs to make a service decision
Cart Purchase Service	City needs to make a service decision

7.15 Residential Recycling Collection Services

The Contractor shall Collect [weekly/every other week] from each Residential Service Unit, on the same scheduled Collection Day as Trash and Yard Waste, all Program Recyclable Materials placed at the Curbside in Carts and haul it to a Recyclable Material Facility provided by the Contractor for Processing. The Contractor shall also Collect Program Recyclable Materials from City-approved Alley Service Units and Modified Collection Locations for disabled residents at no additional cost to the City. Basic service shall include one (1) Recycling Cart per Residential Service Unit with additional Recycling Carts available for a fee. The Contractor's per-Cart fees for Recycling Collection, which shall include the cost of Collection, hauling and Processing at the Contractor's Recyclable Material Facility. Proposers shall enter their Proposed Contract Rates for Residential Recycling Collection Services on Form 3B.

[Reference: Section 8.1.2 of the Agreement]



8.1 Residential Collection Services Scope

8.1.1 Residential Trash Collection Services Scope

The Contractor shall collect one (1) time per week, on a scheduled Collection Day, all Trash contained in Trash Carts. Each Residential Service Unit shall have a minimum of one (1) Trash Cart. A Trash Cart Set-Out shall not weigh more than 150 pounds, inclusive of the Cart and contents. A Resident may request that the Contractor increase the number of Trash Carts at their Residential Service Unit for an additional charge. Upon the Contractor's receipt of a Resident's request to increase the number of Trash Carts at their Residential Service Unit, the Contractor shall collect, once per week on the same scheduled day as the first Trash Cart, all Trash contained in the number of Trash Cart(s) specified by the Resident.

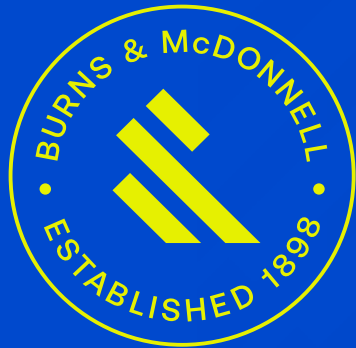
8.1.2 Residential Recycling Collection Services

The Contractor shall collect one (1) time per week, on the same scheduled Collection Day of that week as Contractor Collects Trash, all Recyclable Materials in one (1) Recycling Cart. Each Residential Service Unit shall have a minimum of one (1) Recycling Cart. A Resident may request that the Contractor increase the number of Recycling Carts at their Residential Service Unit for an additional charge. Upon the Contractor's receipt of a Resident's request to increase the number of Recycling Carts at their Residential Unit, Contractor shall collect, one (1) time per week on the same scheduled day as the first Recycling Cart, all Recyclable Materials contained in the number of Recycling Cart(s) specified by the Resident. Residential Service Units shall not be required to separate Recyclable Materials by type prior to Collection.

4.4 Schedule for Collection

Residential Property Units shall, at a minimum, receive the following collection, on day(s) designated by the City:

1. **Solid Waste.** Unless prevented by weather conditions, labor disputes, or other circumstances beyond its control, the City or the City's contractor shall collect Solid Waste [FREQUENCY] from each Residential Service Unit.
2. **Program Recyclables.** Unless prevented by weather conditions, labor disputes, or other circumstances beyond its control, the City or the City's contractor shall collect Program Recyclables [FREQUENCY] from each Residential Service Unit.
3. **Yard and Food Waste.** Unless prevented by weather conditions, labor disputes, or other circumstances beyond its control, the City or the City's contractor shall collect Yard and Food Waste [FREQUENCY] from each Residential Service Unit.
4. **Brush and Bulky Waste.** Unless prevented by weather conditions, labor disputes, or other circumstances beyond its control, the City or the City's contractor shall collect Brush and Bulky Waste [FREQUENCY] from each Residential Service Unit.
5. **Household Hazardous Waste.** Unless prevented by weather conditions, labor disputes, or other circumstances beyond its control, the City or the City's contractor shall Household Hazardous Waste [FREQUENCY] from each Residential Service Unit.



Thank You