

REQUEST FOR PROPOSAL (RFP)

CURBSIDE ORGANICS COLLECTION AGREEMENT

Date Issued:

Proposal Deadline:

Proposal Submission Instructions:

Proposals must be submitted electronically to _____ or in hard copy to:

Proposals must be received no later than _____.

1. Introduction

The _____ (“Municipality”) is seeking proposals from qualified and experienced contractors to provide curbside organics collection services. This service will be a key part in the Municipality’s ongoing efforts to reduce waste, promote sustainability, and meet local waste diversion and recycling goals.

This Request for Proposal (“RFP”) outlines the requirements, scope of work, and proposal submission instructions for interested contractors.

2. Objective

The goal of this project is to establish a comprehensive curbside organics collection and recycling program that will allow residential households to separate organic waste (e.g., food scraps, yard waste, food soiled paper) from regular trash, thus diverting it from landfills and enabling the Municipality to enhance its sustainability initiatives.

3. Scope of Work

The selected contractor will be responsible for the following tasks:

- **Collection Services:**

- Provide curbside pickup of organic waste from residential households.
- Ensure that pickups occur _____ on a scheduled basis.
- Offer separate collection bins or carts for organics waste, and/or implement any necessary measures to facilitate proper waste separation by residents.
- Provide residents the opportunity to select between different container sizes under a Pay-As-You-Throw (“PAYT”) pricing system.
- Provide assistance with any bin exchange, delivery, or maintenance as required.

- **Public Education & Outreach:**
 - Develop and implement an outreach program to educate residents about acceptable materials, proper separation of organics, and program participation.
 - Develop and implement a contamination monitoring program that incorporates an educational component to inform and guide non-compliant participants.
 - Distribute educational materials, such as brochures, flyers, and online resources.
 - Offer multilingual support if needed to ensure inclusivity.
- **Material Processing & Diversion:**
 - Transport collected organic materials to a certified composting or organic waste processing facility.
 - Provide data on the volume of waste collected and diverted from the landfill (e.g., tons per month).
- **End-Product Procurement:**
 - Develop and implement a program to provide finished compost, either through sales or free giveaways, for use by residents and in Municipal operations.
- **Compliance and Reporting:**
 - Ensure the program complies with all local, state, and federal environmental regulations.
 - Submit reports detailing program progress, including collection and diversion statistics, contamination rates, customer satisfaction, and any issues or concerns.
- **Customer Support:**
 - Provide customer service support for residents, including a hotline and online help system for program-related inquiries, issues, or complaints.

4. Proposal Requirements

Proposals must include the following:

1. **Company Information:**
 - a. Full legal name of the company.
 - b. Contact information for the primary point of contact.
 - c. A brief company history, including experience in providing curbside collection services.
 - d. Description of experience working with similar municipalities or jurisdictions.
2. **Approach to Scope of Work:**
 - a. A detailed plan on how the contractor will meet the requirements in the scope of work, including service frequency, collection methodology, customer outreach, etc.
 - b. Proposed solutions to handle contamination and ensure proper separation of materials.

3. Schedule:

- a. Proposed schedule for implementing the program, including timelines for bin distribution, program launch, and educational outreach.

4. Pricing Proposal:

- a. Detailed cost breakdown for all services, including initial setup, ongoing collection, education efforts, and any additional costs for residents (e.g., bin fees).
- b. A proposed per-household cost dependent on container size, consistent with a PAYT pricing system or an alternative pricing structure.
- c. Any anticipated price adjustments or escalations over time (e.g., annual inflationary increases).

5. References:

- a. At least three (3) references from municipalities or other similar entities where the contractor has provided comparable services.

6. Compliance with Regulations:

- a. A statement confirming compliance with all applicable federal, state, and local regulations regarding waste diversion, composting, and environmental standards.

7. Insurance & Bonding:

- a. Proof of liability insurance and any required bonding necessary for this type of contract.

8. Additional Information:

- a. Any other information or value-added services that the contractor believes will contribute to the success of the program.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications (30%)

- a. Proven experience in providing curbside organics collection services, particularly with municipalities of similar size and scope.

2. Approach and Methodology (25%)

- a. The effectiveness and feasibility of the proposed approach to the scope of work, including the ability to meet program objectives and timelines.

3. Cost Proposal (20%)

- a. Overall cost efficiency and value for money.

4. Customer Service and Community Engagement (15%)

- a. Quality of the proposed public education, outreach, and customer support services.

5. Compliance and Sustainability Practices (10%)

- a. Demonstrated ability to comply with environmental regulations and best practices for waste diversion.

6. Proposal Submission Guidelines

All proposals must be received by _____ by _____. Late proposals will not be considered. Proposals may be submitted electronically or in hard copy to the following addresses:

- **Electronic Submissions:**
Email:
- **Hard Copy Submissions:**
Address:

7. Terms and Conditions

1. **Contract Term:**
 - a. The term of the agreement is anticipated to be _____, with an option to renew for additional periods based on performance.
2. **Municipality's Right to Reject:**
 - a. The Municipality reserves the right to reject any and all proposals at its sole discretion.
3. **Public Records:**
 - a. All proposals submitted are subject to the Texas Public Information Act (PIA), which may require the Municipality to disclose proposal details upon request.
4. **Insurance and Bonding Requirements:**
 - a. Contractors must maintain appropriate insurance coverage and bonding, as outlined in the Municipality's standard contract.
5. **Payment Terms:**
 - a. Payment for services will be based on the contract agreement, with payments issued on a _____ basis. Details will be finalized in the contract negotiation phase.

8. Questions and Clarifications

Any questions regarding this RFP must be submitted in writing to _____ by _____. Answers to all questions will be posted on the Municipality's website.

9. Proposal Submission Checklist

- Company Information
- Approach to Scope of Work
- Schedule
- Pricing Proposal
- Sample Outreach Material

- References
- Compliance with Regulations
- Insurance & Bonding
- Additional Information

Thank you for your interest in providing curbside organics collection services for the
. We look forward to reviewing your proposal.

Sincerely,