



**SOLICITATION OF PROPOSALS -
RESIDENTIAL REFUSE COLLECTION
FOR CITY OF NORTHFIELD
January 1, 2026 through December 31, 2030**

The City of Northfield ("City") located in Rice County, Minnesota, and has previously established residential refuse organized collection pursuant to Minnesota Statutes, section 115A.94. The City is now accepting proposals for residential refuse organized collection.

BASIC PROPOSAL SUBMISSION REQUIREMENTS.

All proposals should be submitted in writing mail or courier service to: **City Engineer's Office, Northfield City Hall, 2nd Floor, 801 Washington Street, Northfield, Minnesota, 55057, for receipt by the City no later than 2:00 PM, October 16, 2026, to be considered eligible.**

Three (3) copies of the proposal shall be submitted with the name of the proposing company on the outside and addressed as follows:

Residential Refuse Organized Collection Proposal
Office of the City Engineer
801 Washington Street
Northfield, MN 55057

All proposals submitted must provide information as indicated in this request for proposals ("RFP").

The City reserves the right to reject any or all proposals, to waive irregularities, informalities or technicalities, to request additional information from all proposers/responders, to negotiate with contractors, and to select a contractor based upon the best interests of the City in the City's sole judgment and discretion. The approval of the proposal selected will be made by the City Council. Proposal pricing must be valid for a period of 45 days after the proposal due date.

Proposals received after the deadline stated herein will not be accepted. It is neither the City's responsibility nor practice to acknowledge receipt of any proposal. It is the proposer's/responder's responsibility to assure that a proposal is received in a timely manner by the City. The City will not reimburse any expenses incurred by the proposer/responder including, but not limited to, expenses associated with the preparation and submission of the proposal/response and/or attendance at any interviews, if required.

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a proposer/responder be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another proposer/responder or reject all of the proposals.

Upon completion of negotiations agreeable to the City and the proposer/responder selected, a contract shall be executed. The form of the contract for services with the City shall be the City's services contract form; a copy of which may be requested from the City Engineer. By submitting a proposal, all proposers/responders hereby agree to the terms and conditions contained in the City's services contract form.

DEFINITIONS.

CITY - The City of Northfield, a political subdivision of the State of Minnesota.

CONTRACT - The written agreement between the City and the Contractor covering the performance of the services.

SELECTED CONTRACTOR or CONTRACTOR - The qualified and City selected vendor that is awarded a contract to provide the services.

PROPOSAL – A complete and properly signed proposal to provide the services containing all information required in this RFP.

PROPOSER - The person, Contractor, corporation or other business entity submitting a proposal on items listed in this RFP and thereby agreeing to meet the terms and conditions of the City's required contract form.

RFP - This document, entitled "SOLICITATION OF PROPOSALS - RESIDENTIAL REFUSE COLLECTION FOR CITY OF NORTHFIELD.

SERVICES – The services required in this RFP for residential refuse organized collection within the City's corporate limits pursuant to the City's required contract.

1. STANDARDS FOR COLLECTION.

a. The City of Northfield currently is contracted with Dicks Sanitation Inc. for residential refuse organized collection. The current contract will expire December 31, 2025. The term of this new contract is five years, commencing on January 2, 2026 and continuing through December 31, 2030, unless sooner terminated as provided in the contract between the City and the selected proposer(s).

b. The successful, City Council selected proposer / contractor (hereinafter referred to as the "selected Contractor" or "Contractor") shall begin refuse collection service on Friday, January 2, 2026. Refuse is currently picked up weekly and recycling is collected on the same day as refuse collection bi-weekly. The City requires the selected Contractor to continue same day collection service. As required by Rice County, all garbage is disposed of at the Rice County Landfill. The

disposal fee is a cost that the City pays directly to the Rice County Landfill and should not be included in your proposal.

c. There are approximately 5,019 residential carts in Northfield as of the date of this RFP, varying in size from 20 gallons to 96 gallons. Most of the City of Northfield is located in Rice County, but a small portion of the City of Northfield is also located in Dakota County. The City requires the entire City corporate limits to be served by the selected Contractor for residential refuse organized collection service. Consequently, there are approximately 4,553 residential service locations in Rice County and an additional approximately 466 residential service locations in Dakota County. The selected Contractor shall provide all refuse carts at the proposer's expense. Rice County provides recycling bins for residents in Rice County, the selected proposer shall coordinate the recycling bin delivery for new residents. The Contractor shall provide recycling bins for Dakota County residents, currently 466 service locations.

d. The Contractor shall collect all garbage and refuse as defined in the Ordinance Code of the City of Northfield, provided that it is put out for collection in containers and in a manner which meets the standards prescribed by the City. If garbage, refuse or yard waste is put out for collection in a manner not consistent with the standards prescribed by the City, the Contractor shall not collect such items but shall inform the household resident of the proper method of putting such items out for collection.

a. Curbside recycling collection shall take place bi-weekly on the same day and during the same hours as garbage and refuse collection. The Contractor shall be licensed in Rice County and shall provide recycling collection to all households in the City of Northfield, in a manner consistent with the standards established by Rice County. Rice County is responsible for the recycling program for all Rice County households and for providing compensation to the Contractor for recycling services. The current rate for Rice County is \$2.78/household and \$26/ton of mixed recycling. The City shall bill Dakota County residents for recycling services and pay such amounts to the Contractor. The City will pay the Contractor \$3.00/household for recycling over the contract term. As a component of bi-weekly recycling, the Contractor shall provide any resident that requests a larger cart (96 gal) for recycling vs. the standard 64 gal. cart.

2. HOUSEHOLD DEFINED.

The selected Contractor shall collect garbage, refuse, recyclables and yard waste under the terms of a contract with the City and pursuant to City Code and applicable law from all households in the City. Household shall mean a single family dwelling unit, including a house, apartment in a complex up to and including six (6) units, condominium, townhouse or other such unit, and including apartments up to and including six (6) units or other dwelling unit in a commercial or industrial building, unless the units are exempt from collection hereunder by resolution of the City Council.

3. SPECIAL PROVISIONS FOR COLLECTION SERVICE.

a. Basic Service.

The basic service for collection of garbage and refuse shall be one (1) twenty (20) gallon, (1) thirty-two (32) gallon, one (1) sixty-four (64) gallon container, or one (1) ninety-six (96) gallon container at the option of the customer. The Contractor shall supply such containers to all households and shall replace as necessary from time to time all lost, stolen, damaged or defective containers at the Contractor's expense. All containers shall remain the property of the Contractor. On the first business day of each month, the Contractor shall provide the City with a list of users for all four different container sizes for billing purposes. Current (as of July, 2025) cart distribution is as follows:

Rice County

257 - 20 gal. Containers
1,728 - 35gal. Containers
1,942 - 64 gal. Containers
588 - 96 gal. Containers

Dakota County

29 - 20 gal. Containers
163 - 35 gal. Containers
191 - 64 gal. Containers
31 - 96 gal. Containers

38 Drive By on Vacation

b. Special Pick-up Arrangements.

Persons with physical disabilities, which prohibit the placement of garbage and refuse containers curbside, must be allowed to make special pick-up arrangements with the Contractor at no added cost to the customer, provided they have a signed statement of need from their physician.

c. Christmas Tree Collection.

In January of each year, the Contractor shall collect all Christmas trees set out at curbside for collection. Public relations and notification work and advertising related to this service shall be the responsibility of the Contractor. This public relations and notification work shall include providing the City with a one page advertisement by December 1st of each year explaining the Christmas Tree collection dates and process, and placing an advertisement in the Northfield News describing the collection process. The Contractor shall deliver the Christmas trees to the City of Northfield yard waste site or a site that has been approved by the Minnesota Pollution Control Agency and the City. There shall be no charge for this service.

d. Brush Collection.

When contacted by residents, the Contractor shall provide brush collection service when resident requested. This service must be provided and available all year. Brush is hereby defined as hedge clippings, tree trimmings and branches. The contractor must bill the cost of such service directly to the customer. Limb size must be less than six (6) inches in circumference. All bundles shall be no more than 4 ft. long and 3 ft. in diameter, and tied so that it can be handled easily by one person. The Contractor shall deliver the brush materials to the City of Northfield yard waste site, or a site that has been approved by the Minnesota Pollution Control Agency and the City of Northfield.

e. Yard Waste Collection.

For an additional fee, the Contractor shall provide to all residents a grass clippings and leaves collection service option. The yard waste collection shall occur weekly on Mondays and shall run spring through fall approximate dates April 15 – November 30. The City currently has 650 yard waste accounts. The program shall include:

- 96 Gallon Yard Waste Cart and up to 10-compostable bags to be collected weekly.
- The use of paper compostable bags.
- The Contractor shall deliver the yard waste materials to the City of Northfield yard waste site 1801 Armstrong Road, or a site that has been approved by the Minnesota Pollution Control Agency and the City.
- In addition to residents signed up for weekly carted yard waste, the Contractor shall provide an on-call curbside service of collection of yard waste materials shall take place between April 15 and May 15 (spring collection) and October 1 and November 15 (fall collection) each year.
- The Contractor shall provide yard waste collection only when residents request this service by contacting the Contractor during the above dates. Yard waste bags shall be collected on Monday with the carted yard waste service.
- The cost for this service shall be on a per bag charge. The Contractor shall bill the customer directly for this charge or provide stickers at a retail outlet in the City for residents to purchase. The retailer may markup the cost from time to time.

g. White Goods Collection.

Provided that a household resident makes special arrangements with the Contractor, the Contractor shall collect and dispose of large items commonly known as white goods, including but not limited to refrigerators, stoves, dishwashers, washers, dryers and mattresses. The cost for these services will be specifically stated in the proposal form. Included in this pricing shall be the cost associated with complying with all Freon removal/handling requirements. The aforementioned special arrangements shall include the payment by the resident directly to the Contractor. The prices for this service initially established in this proposal may be modified from time to time with City approval. The Contractor shall bill the customer directly for this charge.

h. Additional Collection of Large and Bulky Items.

The Contractor shall provide an additional collection service for large and bulky items on two consecutive Saturdays in the spring of each year on dates to be determined mutually by the City and the Contractor. The Contractor shall provide the equipment and the labor for the collection. The City shall pay all disposal costs generated by the collection. The City will also provide staffing for this service to verify City of Northfield residence for participants. Residents shall be charged a fee for the drop off and disposal of white goods, as identified above, in item g herein above.

i. Hazardous Waste.

Garbage and refuse collection related to any program under the contract between the selected Contractor and the City as provided in this RFP shall not include toxic or hazardous waste, or other materials prohibited by City Code or applicable law, or considered unacceptable by the receiving disposal facility.

j. Rice County Sanitary Landfill.

Unless the Northfield City Council directs the Contractor to haul to another MPCA-approved landfill, all garbage and refuse collected in the City of Northfield by the Contractor shall be hauled to the Rice County Sanitary Landfill. The City will pay directly to the Landfill all disposal costs for garbage and refuse collected under the required contract. The Contractor may not co-mingle garbage and refuse collected under the contract with the City with garbage and refuse collected under any other contract.

k. Spring Cleanup.

The selected Contractor shall provide a coordinated spring cleanup held the first two Saturday in May for the collection of trash, electronic, appliances, and other non-hazardous items from City residents at the City Street Maintenance Facility at 1710 Riverview Drive. The Contractor shall provide staffing for the collection of the items along with staff to collect money from residents for such service. Fees collected at spring cleanup shall match fees in this proposal. The Contractor may also bill the customer directly for this charge.

In addition, the Contractor shall contract with a reuse vendor to be at the spring cleanup days to identify and collect items that could be repurposed and diverted from the landfill.

l. Community Recycling and Cardboard Collection.

The selected Contractor shall provide roll-off drop-off containers for recycling materials. These roll-off drop-off containers are currently located at Family Fare and Cub Foods. Recycling material shall be delivered to Rice County Landfill.

4. MINIMUM CONDITIONS OF COLLECTION SERVICE.

a. Collection Service Schedule.

The selected Contractor shall collect garbage, refuse, bi-weekly recyclables, and yard waste from each household in accordance with a schedule established by Contractor, subject to approval by the City. The Contractor shall divide the City into five collection routes of approximately equal size and shall service each route once each week. All household collection services shall be conducted between the hours of 7:00 A.M. and 6:00 P.M., Monday through Saturday. Household collection shall not be done on Sundays or on New Years Day, Memorial Day, Juneteenth, the 4th of July, Labor Day, Thanksgiving Day or Christmas Day.

b. Collection Vehicles and Equipment.

The selected Contractor shall make all collection of garbage, refuse, yard waste and recyclables in water-tight metal receptacles or closed-top vehicles so constructed that their contents will not leak, spill, or scatter therefrom. The Contractor shall IMMEDIATELY clean up any garbage, refuse, compost, or recyclables that are dumped or spilled in collection or transporting. For this purpose, a broom and shovel in good useable condition shall be placed and maintained on each vehicle. Receptacles and vehicles shall be kept clean and as free as possible from all offensive odors, and shall not be allowed to stand in any street, alley or other place longer than is reasonably necessary to collect garbage and refuse.

All vehicles shall be painted and marked uniformly and shall have the Contractor's name and telephone number prominently displayed in letters of a contrasting color, at least three (3) inches high, on each side of the vehicle.

The Contractor shall keep all equipment used in the performance of the work in good operating condition and in a clean, sanitary condition. All equipment shall meet all federal, state, county and municipal regulations concerning vehicles used on public roads.

The Contractor shall furnish the City with a written description of all vehicles and equipment to be used within the City of Northfield and in the performance of collection services. Included with each vehicle description shall be digital photos of the front, rear, and both sides of that particular vehicle. Each collection vehicle shall be equipped with standard warning flashers, warning alarms to indicate movement in reverse, fire extinguishers, and signs on the rear of vehicle stating "This Vehicle Makes Frequent Stops"

c. License Required.

The selected Contractor shall not collect garbage, refuse, yard waste or recyclables without a license to do so. Licenses shall be applied for and issued pursuant to the City of Northfield Ordinance Section 62-66, AND Rice County Waste Management Ordinance, Section 606.

d. Collection Operations.

The selected Contractor shall provide sufficient equipment and personnel to ensure efficient performance of the City's required contract during the established hours of operation.

Contractor's employees shall handle all containers with reasonable care to avoid damage, once emptied shall place the containers in an upright position on the boulevard adjoining the curb, and in a good workmanlike manner shall collect and dispose of any contents which may be spilled during collection activity.

The Contractor shall instruct all employees that they shall generally NOT operate any equipment in reverse, unless reverse operation is absolutely necessary for safe entrance to or egress from a driveway.

A full-time superintendent of collections shall be employed by the Contractor, and shall be the representative of the Contractor for communication with the City Administrator, or the City Administrator's authorized representative. The superintendent shall be on the job within the City during normal hours of collection operations, and shall maintain proper schedules for collection. The superintendent shall have supervisory duties, which shall include servicing of complaints.

The Contractor shall establish and maintain with continuous supervision in a location approved by the City, an office for accepting complaints and resident calls. City residents shall not be expected to make long distance calls for services or to register complaints. The office shall be in service between the hours of 8:00 A.M. and 4:30 P.M. Monday through Friday, except legal

holidays. The address and telephone number of such office and any changes shall be given to the City in writing, and shall be painted on each side of each collection vehicle.

Whenever the City or a resident notifies the Contractor of a location which has not received scheduled service, the Contractor shall provide service to such location no later than the following working day from the time of the complaint. The Contractor shall keep a record of all complaints and action taken thereon shall provide a monthly report of same to the City. The Contractor shall answer all complaints courteously and promptly.

The Contractor shall comply with Ordinances of the City and the laws and regulations of Rice County, Dakota County, the State of Minnesota and its agencies relating to sanitation and collection of garbage, refuse, yard waste and recyclables.

The Contractor shall provide and maintain all necessary sanitary and safety accommodations for the use and protection of its employees to provide for their health and welfare, and shall comply with federal, state and local codes and regulations, as well as those of other bodies and tribunals having jurisdiction.

The Contractor shall keep complete and accurate financial records in accordance with generally accepted accounting practices.

Contractor shall provide such information as the City Administrator or authorized representative shall request from time to time regarding Contractor's actual costs incurred in performance of the required City contract with Contractor, including labor, equipment, fuel, insurance, administrative costs, tipping fees and other costs.

5. CONTRACT FORM.

This RFP is not and shall not be deemed, construed or interpreted as the City required contract form. The selected Contractor shall be required to execute a contract with the City on a form required by the City containing those terms, among others, consistent with this RFP.

- a. The selected Contractor shall be required to be a party to the City's contract form.
- b. By submitting a proposal to this RFP, the proposer agrees to the City's required contract form and the terms and conditions contained therein.
- c. A copy of the City required contract form is available upon request.
- d. Should the City and a selected Contractor be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations with the selected Contractor, select another proposer, utilize another option as determined by the City Council, or reject all of proposals.
- e. Upon completion of negotiations agreeable to the City, a contract shall be executed following approval thereof by the City Council in the City Council's sole judgment and discretion.
- f. Insurance. The contract negotiated with the successful proposer may contain, in the City's sole judgment and discretion, other or amended provisions with regard to

insurance considering the types of insurance and coverage limits of the selected Contractor provided that the requirements herein are satisfied and all indemnification obligations required fully cover the City's risk to the maximum extent provided in the Minnesota Tort Claims Act.

The term of the required City contract with the selected Contractor shall commence on January 2, 2026 and end on December 31, 2030, unless sooner terminated as provided in the contract.

The City and the Contractor may agree to extend the term of the City required contract beyond the original termination date, upon such terms and conditions as the parties shall mutually agree, subject to the requirements of Minnesota law.

6. INDEMNIFICATION.

The selected Contractor agrees to indemnify and hold harmless the City, its agents, officers and employees from any and all claims, causes of action, liabilities, losses, damages, costs, expenses including reasonable attorneys' fees, suits, demands and judgments of any nature, because of bodily injury to, or death of, any person or persons and/or because of damages to property of the Contractor or others, including loss of use from any cause whatsoever, which may be asserted against the City on account of any act or omission, including negligence, of the Contractor, or the Contractor's employees or agents in connection with the Contractor's performance of the contract or any renewal thereof.

The Contractor agrees to defend any action brought against the City on any such matters, and to pay and satisfy any judgment entered thereon together with all costs and expenses incurred in connection therewith.

The Contractor agrees to have and maintain insurance covering its indemnification obligations as provided in the contract and meeting the requirements specified herein below.

7. I INSURANCE.

The selected Contractor shall purchase and maintain such insurance as will protect the Contractor and City from claims including but not limited to the claims set forth below, which may arise out of or result from Contractor's execution of the services, whether such execution be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. Claims under workers' compensation, disability benefit and other similar employee benefit acts;
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of the contractor's employee(s);
- c. Claims for damages because of bodily injury, sickness or disease, or death of any person

other than the contractor's employee(s)

- d. Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the contractor, or (2) by any other person; and
- e. Claims for damages because of injury to or destruction of tangible property, including loss or use resulting therefrom.

The Contractor shall meet the following insurance requirements as the same are specified or as modified or amended by the City in the contract:

- a. The selected Contractor shall not commence work under the contract until Contractor has obtained all insurance required herein and such insurance amounts specified herein have been verified by the City, nor shall Contractor allow any subcontractor to commence services or work on a subcontract until such subcontractor has obtained like insurance covering as to worker's compensation, liability, and automobile insurance. All such insurance coverage shall be maintained at all times while this contract is in effect.
- b. The selected Contractor agrees to procure and maintain, at Contractor's expense, the following insurance policies, including the minimum coverages and limits of liability specified below, or as specified in the applicable insurance certificate(s), or as otherwise required by law, whichever is greater (coverages under umbrella or excess policies may be combined with primary policies to meet the below stated insurance coverage requirements):

Worker's Compensation	Statutory Limits
Employer's Liability	\$500,000 bodily injury by accident \$500,000 bodily injury by disease aggregate \$500,000 bodily injury by disease per employee
Commercial General Liability	\$2,000,000 property damage and bodily injury per occurrence \$4,000,000 annual aggregate \$2,000,000 annual aggregate Products – Completed Operations
Automobile Liability	\$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage (shall include coverage for all owned, hired and non-owned vehicles)

Umbrella or Excess Liability \$_____ *[or insert*
Meets minimum requirements
without umbrella or excess liability
policy/

- c. Except as provided below, Contractor's Workers' Compensation insurance must provide coverage for all its employees. Contractor must comply with the Workers' Compensation insurance requirements herein and in applicable law and provide the City with a certificate of insurance documenting such coverage.
- d. Contractor's Commercial General Liability ("CGL") and business automobile liability insurance coverages shall insure Contractor against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by Contractor or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable (including automobile use). The following coverages shall, at a minimum, be included in the CGL insurance: Premises and Operations Bodily Injury and Property Damage, Personal and Advertising Injury, Blanket Contractual Liability, and Products and Ongoing and Completed Operations Liability. The required automobile liability coverage must include coverage for "any auto," which shall include all refuse hauling vehicles and equipment to provide the services hereunder and extends coverage to owned autos, non-owned autos, and hired autos. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or as otherwise required by law. The City shall have additional insured status and be listed by name on an endorsement attached to such policy(ies) for the services provided under the contract and shall provide that Contractor's coverage shall be primary and noncontributory in the event of a loss.
- e. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages shall be provided by Contractor and attached to the contract.
- f. Any insurance limits in excess of the minimum limits specified herein above shall be available to the City in the event of claims.
- g. Contractor's insurance policies and certificate(s) shall not be cancelled without at least Thirty (30) days' advance written notice to the City or Ten (10) days' prior written notice to the City for nonpayment of premium.
- h. Contractor's policies shall be primary insurance and noncontributory to any other valid and collectible insurance available to the City with respect to any claim arising out of Contractor's performance under the contract.
- i. Contractor is responsible for payment of contract related insurance premiums and deductibles. If Contractor is self-insured, a Certificate of Self-Insurance must be attached to the contract. Any program of self-insurance shall be subject to the City's approval, which shall not be unreasonably withheld, conditioned or delayed.

- j. Contractor shall ensure that all subcontractors comply with the insurance provisions contained in the contract and such insurance is maintained as specified.
- k. Contractor's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance and technology errors and omissions insurance, if applicable.
- l. All policies listed above (except professional liability insurance or other coverage not reasonably available on an occurrence basis, if required in the contract), shall be written on a per "occurrence" basis ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.
- m. Contractor shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
- n. The City reserves the right to immediately terminate the contract if Contractor is not in compliance with the insurance requirements contained in the contract and retains all rights to pursue any legal remedies against Contractor.

8. PERFORMANCE BOND.

The Contractor shall furnish a performance bond in the amount of \$100,000.00 dollars conditioned upon Contractor's faithful performance of the services specified herein. Failure of the Contractor to perform the contract which endangers the health, safety, or welfare of the residents of the City of Northfield shall be just cause for immediate termination of the contract by the City, and the surety on the Contractor's performance bond shall be bound by the terms of such bond to obtain and provide garbage and refuse collection and disposal services as contemplated by the contract until another contract can be let and executed according to law. Determination that such conditions exist shall be within the sole discretion of the City Council of the City of Northfield.

9. PROTECTION OF WORK, PROPERTY AND PERSONS.

- a. The selected Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the services. The Contractor shall take all necessary precautions and protections to prevent damage, injury or loss to all employees and other persons who may be affected thereby, and other property, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities.

The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public body jurisdiction. The Contractor shall remedy, at Contractor's expense, all damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by the Contractor, any subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except damage or loss not attributable, directly or indirectly, in whole or in part, to the fault or negligence of the Contractor.

10. CONTRACTOR SELECTION PROCESS.

a. Contractor selection process.

To the best of its ability, the City will use the following process for its decision-making to select a Contractor to enter into a contract with to perform the services:

City staff will review and analyze the details of the qualified submitted proposals. The City reserves the right to ask submitters for additional information/clarification to better understand proposals.

Once a draft contract has been successfully negotiated, City staff will present its recommendations to the City Council. The City Council may then approve the contract and authorize staff to execute it, or take other such actions as are in the City Council's judgment and discretion.

b. Evaluation Criteria.

The City will objectively evaluate the proposals submitted to determine the proposal that is the best value in terms of meeting the service requirements specified in this RFP and which is in the best interest of the City and its residents. A comprehensive set of criteria will be used to quantify the merits of each proposal package, including (but not limited to):

- Strength of qualifications of the Contractor (together with any proposed subcontractor, if any), especially related to the particular needs of the City of Northfield. Qualifications will include (but not be limited to) the proven capacities of the Contractor (and any subcontractor) to meet the operational requirements of the City.
- Comments from the Contractor's reference clients.
- Responsiveness of the Contractor to all other provisions of this RFP.

Requests for additional information regarding the submission of proposals for this RFP should be addressed to David Bennett, Director of Public Works, 507-645-3006.

11. REQUIREMENTS AND AUTHORITY OF THE CITY OF NORTHFIELD.

This RFP does not commit the City of Northfield to pay any costs incurred by a proposer in the preparation of their proposal submission, or to approve a contract for services with a selected proposer. The City will not reimburse any expenses incurred by any proposer including, but not limited to, expenses associated with the preparation and submission of the response, proposal, and/or attendance at any interviews or meetings, if required by the City. The City reserves the right to accept, modify, negotiate or reject any or all proposals received as a result of this RFP, to negotiate with any qualified proposer or cancel, in part or entirely, this RFP, if it is in the best interest of the City, in its sole judgment and discretion.

The City may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by any proposer, require proof of insurance, and require additional evidence of qualifications requested in this RFP.

The City reserves the right, in the City's sole judgment and discretion, to:

- a. Reject any or all RFP proposals submitted by proposers in response to this RFP if such action is in the public interest;
- b. Request additional information from all proposers/responders;
- c. Select a Contractor based upon the best interests of the City in the City's sole judgment and discretion;
- d. Cancel the entire RFP process;
- e. Issue a subsequent RFP or amend or modify the RFP;
- f. Remedy or ignore technical errors in the RFP process;
- g. Appoint an evaluation committee to review submitted proposals;
- h. Establish a short list of proposers eligible for interview after evaluation of written proposals;
- i. Extend the deadline or accept late RFP proposal submissions under extenuating circumstances at its discretion;
- j. Negotiate with any, all, or none of the proposers or request information or ask questions of any proposer; and
- k. Reject and replace one or more proposer(s) as applicable

The approval of the proposal selected will be made by the City Council. Proposal pricing must be valid for a period of 45 days after the proposal due date.

**SOLICITATION OF PROPOSALS -
RESIDENTIAL REFUSE COLLECTION
FOR CITY OF NORTHFIELD
January 2, 2026 through December 31, 2030**

NOTICE TO PROPOSERS / RESPONDENTS

Invitation for Proposals:

Proposals will be received at Northfield City Hall, Office of the City Engineer, 801 Washington Street, Northfield, MN 55057, until 2:00 p.m. on October 16, 2025 for residential refuse organized collection services for the City of Northfield for the period from January 2, 2026 through December 31, 2030.

Submission of Proposals:

Proposals must be submitted and received by the City of Northfield no later than 2:00 p.m. on October 16, 2025 at:

Northfield City Hall
Office of the City Engineer
801 Washington Street
Northfield, MN 55057

The City of Northfield reserves the right to reject any or all proposals, to waive technical irregularities, and to award the proposal in the best interests of the City. Price will not be the sole consideration in determining the best interest in the selected Contractor for the City. No proposals may be withdrawn for a period of forty five (45) days after the date and time set for the proposal submission time. By submitting a proposal, the proposer agrees to the City's contract form. The Request for Proposal and contract form are available online at _____ and by request to _____ at _____.

City of Northfield
801 Washington, Northfield, MN

**SOLICITATION OF PROPOSALS -
RESIDENTIAL REFUSE COLLECTION
FOR CITY OF NORTHFIELD
January 2, 2026 through December 31, 2030
Proposal Form**

TO: David E. Bennett, P.E.
Director of Public Works/City Engineer
801 Washington Street
Northfield, MN 55057

Dear Sir:

1. The following proposal is made for the organized collection of residential refuse in and for the City of Northfield from January 2, 2026 through December 31, 2030. The Proposal Documents include the Solicitation of Proposals, Notice to Proposers, Proposal Form, Affidavit and Information Required of the Proposers, and any other documents issued by the City of Northfield in connection with the proposal process, all of which are the basis for this proposal.
2. The undersigned certifies that the Proposal Documents have been carefully examined and understood by the proposer, and that at no time will any misunderstanding of the Proposal Documents be pleaded.
3. The undersigned understands that the right is reserved by the City to reject any or all Proposals, to waive technical irregularities, and to award the contract in the best interests of the City, and understands further that price will not be the sole consideration in determining the selected Contractor and the best interests of the City.
4. The proposer is a [circle one] sole proprietor/corporation/partnership/limited liability company/other: _____.
5. If the proposer is a corporation or limited liability company, the state of incorporation/registration is: _____.
6. If the proposer is a partnership, the full names and addresses of all partners are: _____

**SOLICITATION OF PROPOSALS -
RESIDENTIAL REFUSE COLLECTION
FOR CITY OF NORTHFIELD
January 2, 2026 through December 31, 2030
Proposal Form**

Minimum Conditions for Vendors:

Proposer is able to meet all Minimum Collection Standards: _____ YES _____ NO

Number of licensed fleet vehicles meeting minimum standards: _____

Signature of Proposer: _____

Guaranteed Contract Pricing:

RATES AND PAYMENT.

The following shall be the maximum monthly rates for garbage and refuse collection per household unit **regardless of container size:**

Year	2026	2027	2028	2029	2030
Fee (per Household)					

The City shall collect the basic charges from residents and shall pay such compensation to Contractor on or before the 10th day of each month for the collection service billed during the preceding calendar month.

FUEL SURCHARGE (Option)

The City will be open to discussions on including a fuel surcharge option and inclusion in contract language. Fuel surcharge option must identify a base fuel price range and activation fuel costs points for fuel surcharge. In connection with a fuel surcharge, fuel cost savings should also be identified in the event of a decrease in fuel pricing. Additionally, contractor should identify efforts made to reduce fuel consumption, formula for identifying base fuel price range and activation costs.

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Fuel Surcharge Continued:

EXTRA ITEM PRICING

Provided that a household resident makes special arrangements with the Contractor, the Contractor shall collect and dispose of large items commonly known as white goods, including but not limited to refrigerators, stoves, dishwashers, washers, dryers and mattresses. The costs for these services are outlined in the table below. Costs for extra items may be adjusted from time to time with approval of the City. These costs will also be charged on regular collection days, and will be collected directly by the Contractor.

Item	Charge	Item	Charge
Air Conditioner	\$	Freezer	\$
Brush (per bundle)	\$	Mattress/Box Spring	\$
Car tire	\$	Microwave Oven	\$
Dishwasher	\$	Refrigerator	\$
Dryer	\$	Stove	\$

Cost for Disposal of Electronics: _____

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YARD WASTE COLLECTION

The contractor shall provide a collection service option for the collection of grass clippings, branches and leaves available to residents at an additional fee. The program shall items identified in 3(e) above. The cost for this service shall be on a per bag charge.

Year	2026	2027	2028	2029	2030
Fee Yard Waste (per Household)					

Per Bag Costs for Yard Waste Collection; \$_____

ADDITIONAL ITEMS FOR PROPOSAL

- Required - Statement of Contractor qualifications, including at least three references (contact names and phone numbers) of other municipal clients in the Twin Cities metropolitan region receiving similar services.
- Required - List of Principal Officers' names, addresses and contact numbers (telephone, e-mail, fax).
- Required - Statement as to any litigation in the past five years within the State of Minnesota and the current status of that litigation.
- Additional programs the contractor will employ to focus on waste reduction, improved recycling, or resident education. These additional services should focus on improving customer service and resident relationships.

Additional pages may be added. No proposal may be withdrawn for a period of 45 days after the proposals are due.

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AFFIDAVIT AND INFORMATION REQUIRED OF PROPOSALS

Affidavit of Non-Collusion

I hereby swear or affirm under the penalty for perjury:

1. That I am the proposer (if the proposer is an individual), a partner in the proposer (if the proposer is a partnership), or an officer or employee of the proposer having authority to sign on the proposers behalf (if the proposer is a corporation, limited liability company, or other entity);
2. That the attached proposal or proposals have been arrived at by the proposer independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the solicitation of proposal;
3. That the contents of the proposal or proposals have not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety of any bond furnished with the proposal; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed _____
Printed Name _____
Firm Name _____

Subscribed and sworn to before me this _____ day of _____, 2012.

Notary Public
My Commission Expires _____.

Proposer's employer identification number: _____