

# REQUEST FOR PROPOSALS



## MARCELINE, MISSOURI

### Solid Waste Services with Recycling Option

Respond by

Monday, March 2, 2026  
3:00 pm

## **BACKGROUND AND INTENT**

The City of Marceline, Missouri is seeking proposals for Solid Waste Services with an option of providing recycling services as well. These specifications are intended to establish the basis of a solid waste collection system that will ensure the collection and proper disposal of all solid waste generated residential solid waste within the geographic boundaries of the City and other properties owned by the City (catchments area).

## **COLLECTION REQUIREMENTS-SOLID WASTE:**

- A) Solid waste collections shall be once per week per household. Collection is based on at least one (1) wheeled container for trash to be provided to each household by the contractor (95 gallon containers are what have been provided in the past). Containers must include a hinged lid and be of adequate size for customers' weekly needs. Containers are to be approved by the City Manager.
- B) Collection of all solid waste shall be made from the curb.
- C) Minimum collection of bulk trash items shall be from the curb two (2) times each calendar year during the month of May and the first two weeks in November. This is a minimum standard and other bulk trash collection options may be included. If minimum bulk collection is selected other scheduling may be allowed with approval by the Council (example - one bulk item per household monthly on the first pick up with telephone notification of contractor required). Bidder must include definition of bulk trash items in proposal.
- D) All spillage of waste at any stage of the collection and transportation operation shall be immediately cleaned and removed by contractor.
- E) Commercial waste shall be contracted separately with the generators of said commercial waste provided that the contractor will provide the City with their cost for providing said services.
- F) Collections shall not occur on Sundays, any day before 6:00 a.m., any day after 6:00 p.m., nor on the following Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The provisions in (A) the normal collection may be waived to lessen scheduling difficulties caused by Holidays with prior written approval of the City Manager or his / her designee. Those residents whose waste is not picked up on the above Holidays will be picked up on the day following the Holiday. If the contractor's operations are closed on other Holidays than those listed, a list will need to be provided to the City Manager with notifications to the residents. Those residents whose waste is not picked up on those other Holidays will be picked up on the day following the Holiday.
- G) The contractor shall provide adequate services for all present or future City – owned buildings and City – sponsored events and provide large container (s) of adequate size to service said buildings or events. Such service shall be at no cost to the City.

Current containers/services include:

<b>Location</b>	<b>Address</b>	<b>Times Per Week</b>	<b>Size</b>
Waste Water Plant	31770 Kemper Drive	1	2yd
Water Treatment Plant	10283 Long Branch Ave	1	2yd
Public Safety Building	123 E Santa Fe Ave	3	2 yd
Street Barn	500 W Broadway	1	2yd
Ballfield & Disney Park (seasonal)	W Wells St	1	4yd
City Hall*	116 N Main Street USA	1	4yd
Municipal Swimming Pool	800 S Kansas St	2	2yd
Sewer Sub Station	E Wilson St	(On Call)	2yd
Street Cans	Main Street USA	2	
Electric Plant	126 E Chicago	1	2yd

\*Current provider bills Ma Vic's Corner Café for cost of 2yd unit as City Hall currently shares a dumpster due to space.

Containers/Services currently supplied for City-Sponsored Events: 4<sup>th</sup> of July Celebration – 2 roll off containers.

H) The collectors and truck operators shall exercise care to keep noise at a minimum particularly during early morning hours.

I) No waste shall be transported in the loading hoppers or in vehicles not specifically designed for waste collection.

J) The contractor shall establish regular routes and a schedule of collection days for each collection point. Said schedule and routing and any changes thereto shall be approved by the City Manager or his / her designee.

K) The contractor shall close container lids after emptying containers.

L) Unapproved containers shall not be used and the contents will not be collected, without prior approval by the Contractor.

M) Contractor shall report all improper storage to the City Manager or his / her designee.

N) Collections per contract exclude any and all commercial applications.

### **BULK COLLECTION - OPTIONS:**

A) While the minimum collection of bulk trash items shall be from the curb two (2) times each calendar year during the month of May and the first two weeks in November. The City of Marceline requests options be provided for weekly (one item per household) and monthly bulk collections be listed as options for consideration. In addition, the City of Marceline would like to see the inclusion of the option of a large fall bulk collection, if either weekly or monthly bulk collections option is selected. All collection requirements for solid waste shall be followed as listed above.

## **COLLECTION REQUIREMENTS-RECYCLING OPTIONS:**

### Curb-side Recycling Option:

A) A option may be given for Recycling collections weekly per household. Collection is based on one (1) wheeled cart for recycling provided to each household by the contractor. Cart must be of an adequate size for customers' weekly needs. Carts are to be approved by the City Manager.

B) Collection of all recycling shall be made from the curb.

C) Collection of all household recyclables shall be made from the curb. Collections of recyclables shall consist of one (1) pick-up every other week. Recyclables are to be picked up curb side from a cart container provided by the Contractor. The City may decide to have the Contractor provide 65-gallon recycling carts to all households. This provision is to encourage increased recycling of materials by residents.

D) All spillage of waste at any stage of the collection and transportation operation shall be immediately cleaned and removed by contractor.

E) Collections shall not occur on Sundays, any day before 6:00 a.m., any day after 6:00 p.m., nor on the following Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The provisions in (A) may be waived to lessen scheduling difficulties caused by Holidays with prior written approval of the City Manager or his / her designee. Those residents whose waste is not picked up on the above Holidays will be picked up on the day following the Holiday. If the contractor's operations are closed on other Holidays than those listed, a list will need to be provided to the City Manager with notifications to the residents. Those residents whose waste is not picked up on those other Holidays will be picked up on the day following the Holiday.

F) The contractor shall establish regular routes and a schedule of collection days for each collection point. Said schedule and routing and any changes thereto shall be approved by the City Manager or his / her designee

G) Unapproved containers shall not be used and the contents will not be collected, without prior approval by the Contractor.

H) Contractor shall report all improper storage to the City Manager or his / her designee.

### Recycling Trailer Option

A.) An option may be given for the Contractor to provide a centralized recycling container at a location agreed upon by both Contractor and the City.

B.) The container shall be covered and contain entry portals for insertion of recyclable items.

C.) The Contractor shall be collected one (1) designated day per week at minimum and up to two (2) designated days per week if use dictates.

D.) All spillage of waste at any stage of the collection and transportation operation shall be

immediately cleaned and removed by contractor

### **3. BILLING AND COLLECTION:**

A) The City shall perform billing and collecting of residential fees with the City retaining 10% of total monthly residential charges for its billing and collection services. A credit on the invoice showing the 10% retainage is preferred.

### **4. VEHICULAR REQUIREMENTS:**

All vehicles used within the City in the performance of this contract shall:

A) Carry evidence of a current State of Missouri Safety inspection.

B) Be maintained in a sanitary condition.

C) Be properly maintained for reasonable performance and appearance.

D) Be of metal, have covered bodies and constructed so as to prevent any of the contents from leaking, spilling, falling, or blowing out of such vehicle. Except when being loaded or unloaded, all vehicles and trucks shall be completely and securely covered and enclosed so that no part of the contents thereof shall be exposed to view at any time.

### **5. REPORTS TO THE CITY:**

A) The collection supervisor shall check with the City Manager or his/her designee weekly to receive reports of missed or improper collections and to report resident violations.

### **6. INSURANCE AND BOND REQUIREMENTS:**

A) Performance Bond: -The contractor shall post and maintain during the term of the contract, at its expense, a surety bond equal to \$60,000.00, said bond with corporate sureties, to be approved by the City and conditioned upon contractor performing its duties and obligations. Said bond shall indemnify the City against any loss resulting from the contractor's failure or inability to comply with the terms of the contract.

B) Workmen's Compensation Insurance: The contractor shall obtain and maintain in force during the term of the contract, at its OWN expense, Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per occurrence.

C) Liability Insurance: The contractor shall obtain and maintain in full force during the term of the contract, at its OWN expense, a policy of Commercial General Liability Insurance with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 annual general aggregate written on an occurrence basis and a policy of Comprehensive Business Automobile Liability Insurance for all contractor's owned, non-owned and hired automobiles and other vehicles used by CONTRACTOR with a combined single limit of \$1,000,000 minimum per occurrence.

The liability insurance shall specifically name the City of Marceline as an additional insured party

and said insurance shall be carried with a firm or corporation which has been duly licensed or permitted to carry on such business in the State of Missouri. Such insurance will be primary and noncontributory to any insurance of the City. A certificate of insurance and an additionally insured endorsement must be provided to the City Clerk prior to the commencement of service. Said policy may not be altered, amended, or terminated without thirty (30) days written notice having been given to the City Manager by Certified Mail.

## **7. INDEMNITY:**

Contractor agrees to indemnify, defend, and hold harmless the City, its officers, agents, volunteers, lessees, invitees and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense, involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of CONTRACTOR, or of any supplier or subcontractor, or their agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of CITY or any of its agents or employees.

## **8. BREACH:**

A) In the event that the contractor shall fail or refuse to perform any of their duties and obligations, or shall become insolvent or shall become the subject of a proceeding in bankruptcy (including any proceeding under Chapter 13 or Chapter 11 of the Bankruptcy Act), or shall become the subject of any proceeding for the appointment of a receiver, or in the event of the assignment by the contractor for the benefit of their creditors, or the taking of their trucks, equipment, vehicles, or other facilities used in connection with the performance of the services under any execution against the contractor, in such events the City may at its option declare the contractor to be in breach of this agreement and the City without notice may terminate this agreement and declare the same forfeited and terminated; and the City shall, in addition, be entitled to recover damages and take such other actions and seek other remedies as may be permitted by law.

B) The contractor shall pay the sum of Five Hundred Dollars (\$500.00) as liquidated damages to the City for each and every day that the contractor shall fail or refuse to comply with the provisions of the contract documents, which said damages shall be deducted from any sums of money which may be due or shall become due to the contractor under the contract agreement, and the contractor shall further pay as liquidated damages the sum of Ten Dollars (\$10.00) for each individual pickup point which, after investigation by the City Manager or their designee, has been determined to have been missed on any collection day; provided, however, that the contractor shall not be penalized in said amount of Ten Dollars (\$10.00) for a missed collection pickup point if a pickup is made within twenty-four (24) hours of the appointed pickup date, and provided further that the contractor shall not be so penalized, as hereinabove provided, if such failure shall be caused by fire, riots, civil commotion or acts of God.

## **9. ASSIGNMENT:**

A) No assignment of the contract or of any right accruing under the contract shall be made in whole or in part by the contractor, nor shall the contractor sublet any part of the work under the contract, without the express prior written consent of the City. In the event of any permitted assignment or subletting, the assignee or sub-lessee shall assume the liability and responsibility of the contractor under the terms of the agreement but the contractor shall not be released from liability and responsibility except with the express written consent of the City.

#### **10. BIDDER'S INFORMATION SHEET:**

Attached to this Specifications, bidders will find a Bidder Information Statement which must be completed by the bidder and accompany the Proposal. Failure to supply a completed bidder questionnaire with the Proposal will be grounds for the rejection of that bid.

Bidder Shall:

- A) State the number of employees to be used per truck.
- B) State the make, model, size, and age of the trucks and bodies to be used and the number of each.
- C) List current and / or past private or municipal contracts.
- D) List gallon size of containers to be provided for residential waste and recycling option (if applicable).
- E) State the name and location of disposal site or sites to be used.
- F) Provide evidence of State approval of disposal site or sites.
- G) Bidder must demonstrate that they have adequate disposal capability at a Missouri landfill for the full term of this agreement.
- H) Alternate bids are allowed and may be considered if the City feels the alternate bid is in the City's best interest.
- I) Bidder may briefly state additional information which he believes pertinent to evaluation of their bid.
- J) Pricing for 3-year Contract and 5-year Contract Option (if applicable)
- K) Pricing for bulk collection options and recycling options. If not providing pricing of these requested options, a statement should be provided.
- L) Bidder must include other pricing requirements (if applicable) for items such as roll-off containers for special city projects, commercial rates, fuel surcharges, annual price increases, appliance collection fees.

#### **11. CONTRACT AWARD AND PAYMENTS:**

A) The City of Marceline reserves the right to select the Proposal which, in its judgment, would be the most advantageous to the City and the citizens to be served by the contract; the City may, if it deems necessary, reject all bids submitted hereon. The City also reserves the right to award of the contract for a period of Sixty (60) days beyond the date of the opening of bids. Proposals shall be for an initial term of three (3) or five (5) years (see attached Solid Waste Bid Sheet) along with a three (3) or five (5) year extension period by mutual consent between the City and Contractor. The City of Marceline reserves the right to select the bidder which, in its judgment, would be the most advantageous to the City and the citizens to be served by the contract. Bid protests must be in writing and received by the City within 10 business days after the award of the bid. The written protest should include the following information: (A) Name, address, and phone number of the protester; (B) Signature of the protester or the protester's representative; (C) Detailed statement describing the grounds for the protest; and (D) Supporting exhibits, evidence, or documents to substantiate claim. A protest which fails to contain the information listed above may be denied solely on that basis. All protests filed in a timely manner will be reviewed by the City Manager or designee. The City Manager or designee will only issue a determination on the issues asserted in the protest. A protest, which is untimely or fails to establish standing to protest, will be summarily denied. In other cases, the determination will contain findings of fact, an analysis of the protest, and a conclusion that the protest will either be sustained or denied. If the protest is sustained, remedies include canceling the award. If the protest is denied, no further action will be taken by the City.

B) The initial term of the contract shall commence on July 1, 2026

C) This is an equal opportunity contract. MBE and WBE's are encouraged to apply.

## **12. RENEGOTIATION:**

The City and the contractor shall have the right to amend the contract, by mutual agreement, where such amendment appears beneficial to both parties, such amendment to be made at the end of the initial term of the contract and approved by an ordinance authorizing the Mayor to execute an agreement between the City and Contractor.

## **13. CONTRACTOR SURVEY OF CITY:**

The prospective contractor shall survey the City prior to submission of their Proposal to evaluate all conditions which may affect said proposal. There are approximately 849 residential pickup points based on an actual total number of dwelling units presently serviced (666 regular customers and 183 senior customers). This number may fluctuate monthly by approximately +/- 3%.

## **14. CONTRACTOR'S PROPOSAL:**

Open format is acceptable for the Contractor's Proposal, but must clearly show the fee schedule for collection of residential solid waste and optional recycling fee schedule (if applicable) and include Bidder Information Statement. Include a proposed agreement with the proposal documents as well.

## **15. GENERAL:**

A) A map of the City of Marceline, Missouri is attached to these documents.



B) All bidders shall tour the City to become familiar with the work contemplated in the bid proposal. Submission of a bid shall be deemed conclusive evidence that such a tour has been made by each bidder and shall constitute a waiver by each of all claims of error in bid, withdrawal of bid, or payment of extras, or combination thereof.

#### **16. COMPLIANCE WITH LAWS:**

All bidders shall comply with the provisions of the attached ordinances, the applicable solid waste legislation of the State of Missouri, Sections 285.500-.515, and 208.009, of the Revised Statutes of Missouri, the rules and regulations promulgated hereunder, all applicable ordinances, rules, and regulations of the City of Marceline, and the ordinances, rules and regulations of the Counties of Linn and Chariton. The contractor shall meet all the requirements of the above legislation and regulations, including any subsequent changes; current copies of all will be supplied to the successful bidder by the City.

**Bidder's Personnel** – The Bidder must understand and agree that by signing the RFP or Agreement Documents and completing the Proof of US Citizenship exhibit, the Bidder certifies the following:

- ☐ The Bidder or the person submitting the bid on behalf of bidder is a citizen or permanent resident of the United States or is lawfully present in the United States.
- ☐ The Bidder does not and will not knowingly employ a person who does not have the legal right or authorization under federal law to work in the United States (as defined in 8 U.S.C. 1324a (h) (3) in accordance with applicable under federal and state laws.

#### **17. OFFICE:**

The contractor shall establish and maintain local phone service or such other service through which the contractor can be contacted and complaints can be submitted. It should be staffed with sufficient, responsible personnel during collection hours.

#### **18. DUMPING FEES:**

All dumping, incinerator, or landfill fees required to be paid for the disposition of the solid wastes collected in the City shall be the sole responsibility of the contractor.

#### **19. DISPOSAL:**

A) All solid waste collected for disposal shall be immediately hauled to a site or sites or facilities legally empowered to accept it for treatment or disposal.

B) Collection of items properly segregated by customers and collected as recyclables will be separated and disposed of at a facility operating for the purpose of recycling. Recyclables, collected as such, shall not be disposed of in landfills, unless the recyclables are not in a condition to be recycled or there is not reasonable or cost effective way to recycle the materials.

#### **20. TITLE TO WASTE:**

Title to all waste shall be vested in the contractor upon being placed in their collection vehicle.

## **21. CONTRACTOR'S PERSONNEL:**

A) The contractor shall assign a qualified person or persons to be in charge of its operations in the City and shall provide the names and contact information of such persons to the City Manager and City Clerk for the purpose of mitigating and resolving complaints. The contractor shall provide a telephone number and email address for its contacts.

B) The contractor's employees shall be required to wear a clean uniform bearing the contractor's name and all reflective material as required by OSHA.

C) Each driver of a collection vehicle shall, always, have a valid Commercial Operator's License issued to them for the type of vehicle being driven.

## **22. PROPOSAL DUE DATE**

Sealed proposals marked "**Sealed Proposal - Solid Waste**" must be received in the Office of the City Manager at Marceline City Hall, 116 N Main Street USA, Marceline, MO 64658 by **3:00 pm, Monday, March 2, 2026**. The sealed bids will be opened publicly at 2:00 pm at City Hall.

## **23. POINT OF CONTACT**

Any questions, clarifications, or requests for general information should be directed to:

### Mailing Address

Jesse Wallis  
City Manager  
116 N. Main Street USA  
Marceline, MO 64658

### Contact Information

jesse.wallis@marcelinemo.us  
(660) 376-3528