

REQUEST FOR PROPOSALS FOR RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL, AND RECYCLING SERVICES

**PROPOSAL DUE:
Wednesday, September 30, 2026
4:00 PM**

**LOCATION:
Electronic Submission to:
cityadmin@frazeecity.com**

**CITY OF FRAZEE
222 Main Ave West
P.O. Box 387
Frazee, MN 56544**

RFP for Residential Solid Waste Collection and Disposal and Recycling Services

I. SUMMARY

The City of Frazee, Minnesota (the “City”) is requesting proposals from qualified companies to provide residential solid waste and recycling collection and disposal services to the City.

A. Not a Competitive Bid Process:

This is a request for proposals, not a competitive bid process. The City Council will determine, in its sole discretion, considering various factors such as (without limitation) those set forth below, which proposer shall be awarded the contract:

- Pricing
- Experience and capacity
- References
- Thoroughness and responsiveness to this RFP

No single criterion will be determinative of the best proposal, and the foregoing list is not exhaustive. All responsive proposals will be reviewed and compared with competing proposals for the City Council to determine, in its sole discretion, which proposal is in the best interest of the residents of Frazee. The City of Frazee reserves the right to contract with a solid waste hauler who does not submit the lowest cost proposal.

B. Contact for RFP Communications:

All communications about this RFP after its release and up through the due date shall be in writing, via email, through the city’s designated contact person:

Stephanie Poegel

City Administrator

cityadmin@frazeecity.com

Proposals must be emailed to cityadmin@frazeecity.com

PDF format is required. Hard copies are not required.

C. Proposals with Confidential Information

Immediately after the deadline for proposals to be submitted, only the company names of proposers submitting proposals will be made public consistent with the Minnesota Government Data Practices Act (M.S. 13.591, sub. 3(b)). All proposal documents shall be held as confidential until a new, final contract is fully executed.

If a proposer wants the city to consider a portion of its proposal as confidential (e.g., trade secret or proprietary data) pursuant to the Minnesota Government Data Practices Act, these sections of their proposal must be submitted as a separate file with the word “**CONFIDENTIAL**” in the file name. A cover letter must be included explaining the reason for the request.

The city will review any such request and make a final judgement on whether these sections shall be held by the city as confidential per the Minnesota Government Data Practices Act. Requesting all or substantially all the proposal be deemed confidential may result in the proposal being considered responsive by the city.

D. Minimum Qualifications of Responsive Proposers

Proposals will only be considered and reviewed from companies that are engaged in providing solid waste and recycling services comparable to those described in this RFP packet. A minimum of three (3) references of current or past customers is required. Proposers shall possess all required licenses from the federal government, State of Minnesota, Becker County, and the City of Frazee at the time of proposal or be able to obtain the aforementioned licenses upon being awarded the contract.

II. GENERAL INFORMATION

The City of Frazee is located in Becker County, 9 miles east of Detroit Lakes. The population is 1,335. The City currently has approximately 400 residential homes or apartments and 7 commercial businesses currently serviced for garbage. The candidate will assist the City in other duties as needed.

The City of Frazee is a Statutory Plan “A” City, consisting of a Mayor and four Councilmembers. In 2026, the City Council meets the second and fourth Wednesdays of the month at 5:00 p.m.

III. CONTENT OF PROPOSAL

The purpose of this section is to identify the information that should be submitted:

A. Title Page:

Show the proposal subject, the name of the proposer's firm, address, telephone number, name of the contact person, and the submission date.

B. Table of Contents:

Include a clear identification of the material by section and by page number.

C. Specifications:

The work under the awarded contract shall consist of the items contained in the bid proposal, including all the supervision, materials, equipment, labor and all other items necessary to complete said work in accordance with the bid documents. It should be further noted that the refuse collection service will be required on specified days of the week, said days to be determined by the City in conjunction with the Contractor, the current scheduled pick-up day is Friday.

The work under the awarded contract does not include the collection and disposal of any increased volume resulting from a flood, hurricane, tornado, or similar or different acts of God over which the Contractor has no control. In the event of such a flood, hurricane, tornado or other acts of God, the Contractor and the City will negotiate the payment to be made to the Contractor, if the Contractor and the City agree that such increased volume is to be handled by the Contractor. Further, if the City and the Contractor reach such agreement, then the City shall grant the Contractor variances in routes and schedules as deemed necessary by the Contractor.

D. List of References and Potential Conflicts:

1. A list of all **PUBLIC ENTITY** references.
2. Potential conflicts of interest must be disclosed.

E. Disclosures and Assurances (Appendix A):

1. Applicant Authority - Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so.
2. Insurance Coverage - Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

IV. SCOPE OF WORK

Hours of Operation: **Collection of solid waste shall not start before 5:00 a.m. or continue after 6:00 p.m. on the same day.** Exceptions to collection hours shall be effected only upon the mutual agreement of the City and Contractor, or when Contractor reasonably determines an exception is necessary in order to complete collection on an existing collection route due to unusual circumstances.

Routes of Collection: Collection routes shall be established by the Contractor and shall be subject to review by the City.

Holidays: For the purposes of garbage collection, the City currently observes the following holidays:

New Year's Day	Martin Luther King Day	President's Day	Memorial Day
Juneteenth	Independence Day	Labor Day	Veteran's Day
Thanksgiving Day	Christmas Eve beginning (4 ½ hours holiday)		Christmas Day

The City will notify Contractor of any future changes in holidays observed by the City. The Contractor may also observe all the above mentioned holidays by the suspension of collection services on the holiday, but such suspensions in no manner relieves the Contractor of its obligation to provide collection service as provided in the contract. To compensate for the holidays mentioned above, the work schedule shall either be moved back one or two days or forward one or two days, depending upon which day of the week the holiday occurs, so that every scheduled service location receives its normal level of service during the week. Services shall return to the normal work schedule within three (3) days.

Complaints: All complaints shall be received by the City and shall be given promptly to the Contractor; residents **MAY NOT** contact the Contractor directly. The Contractor shall be equipped with a local telephone and qualified attendants as may be necessary to receive and process complaints and service requests or to receive instructions and directions from the City Monday through Thursday during the hours of 9:00 AM to 5:00 PM, and Friday during the hours of 9:00 AM to 12:00 PM each and every working day during the term of the contract or renewal thereafter.

All complaints shall be resolved within twenty-four (24) hours. The Contractor shall maintain forms or logs indicating the time a complaint or request is received, the nature of the complaint or request, and the disposition of same. Such records shall be available for City inspection at all times during normal working hours. When a complaint is received on the day preceding a holiday or on a Friday, it shall be serviced by the Contractor no later than the next working day.

The Contractor will furnish to the City on a monthly basis:

1. The addresses and accounts of customers whose solid waste collection exceeded the amount contracted and the amount of the extra charges due.
2. An Excel report detailing the list of services provided to each address.

The City may require the Contractor to make personal supervisory contact to resolve a service complaint.

New Customers: The City will receive requests for service to additional service locations not initially included in the contract. The City will investigate all requests for service and will make the determination of eligibility for service and thereupon notify the Contractor. The Contractor will be required to add this location to his route immediately.

Hauling: All solid waste hauled by the Contractor shall be so contained, tied or enclosed that leaking, spilling or blowing are prevented. The Contractor shall immediately clean up any leaking, spilled or blown items and fluids (including petroleum products).

Notification: The City shall notify its citizens of complaint procedures, rates, regulations and days for scheduled solid waste collection.

Compliance with Laws: The Contractor shall conduct operations under the contract in compliance with all applicable state laws and Frazee City Ordinances, provided, however, that the general specifications of the contract shall govern the obligations of the Contractor. If a conflict exists between City ordinances and the contract language the contract language shall prevail. Equipment utilized shall comply with all axle weight restrictions.

Licenses and Taxes: The Contractor shall obtain all licenses and permits (other than the license and permit granted by the contract) and pay any and all applicable taxes and/or fees required by the City, County or the State of Minnesota.

Grant or Right: The Contractor shall be the only person or organization authorized by the City to provide residential solid waste collection and disposal and recycling services within the City of Frazee.

The City may annex areas in the future. Unless provisions of said annexation deem otherwise, these areas shall be added to the list of residences that require solid waste collection and disposal and recycling services.

Insurance: The Contractor shall at all times during the contract maintain in full force and effect employer's liability, worker's compensation, public liability and property damage insurance, including contractual liability. All insurance shall be for policy limits acceptable to the City and before commencement of work thereunder the Contractor agrees to furnish the City certificates of insurance listing the City as an additional insured.

For the purpose of the contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

1. Each person injured – at least \$1,000,000
2. Each accident – at least \$1,000,000
3. Property damage – at least \$500,000

Contract Duration: The contract term shall start on January 1, 2027 and initially run through December 31, 2029. After the three year contract the City may grant the existing collector the contract or advertise for sealed bids.

Modification to Rates: The Contractor shall provide and perform all of the work specified herein for the amount indicated in the bid proposal for the duration of the contract. It is expressly understood that the payment provided for in accordance with the Rate Schedule shall constitute full and complete payment to the Contractor for all services provided by the Contractor as specified.

Additions and Deletions of Accounts: The number of accounts (the number of customers served) will be adjusted monthly.

Delinquent and Closed Accounts: The Contractor shall discontinue collection service at any unit as set forth in a written notice sent to it by the City. Upon further notification by the City, the Contractor shall resume collection on the next regularly scheduled collection day. The City shall indemnify and hold Contractor harmless from any claims, suits, damages, liabilities or expenses resulting from the Contractors' discontinuing service at any location at the direction of the City. Any claims, suits, damages, liabilities or expenses resulting from the Contractors' discontinuance of service at any location outside of direction given by the City shall solely be the responsibility of the Contractor.

City Payment for Services: The City will pay the Contractor once a month according to the number of units billed by the City. Such payment shall be based on the attached Rate Schedule.

Transferability of Contract and Assignment: Other than by operation of law, no assignment of the contract or right accruing under this contract shall be made in whole or in part by the Contractor without express written consent of the City. In the event of an assignment, the assignee shall assume the liability of the Contractor.

Contractor Provided Containers: Contractor provided containers will be maintained in good working condition at all times. When provided, containers will have a close fitting lid, smooth-rolling wheels, securely fastened handles, and no holes or large cracks.

Special Accommodation: Aged or handicapped residential customers for whom it would be impractical or difficult to transport the container to the curbside shall be accommodated as agreed to by the customer, contractor and City. The City shall provide a written list of such customers to the Contractor on a quarterly basis.

Contractor's Personnel: The Contractor will assign a qualified person or persons to be in charge of the operations contracted for and agrees that the information regarding experience shall be furnished to the City upon request. The Contractor's employees shall carry valid operator's licenses for the type of vehicle they are driving. The wages of all employees of the Contractor shall equal or exceed the minimum hourly wages established by law, and no person shall be denied employment by the Contractor for reasons of race, creed, religion, sex or national origin. No Contractor personnel shall use alcohol or unlawful drugs while providing service under this contract.

Customer Service Requirements: The Contractor shall provide high quality customer service, and shall:

1. Treat all customers with dignity and respect.
2. Treat customer's property with respect.
3. Answer questions, comments and complaints from customers in a timely manner.
4. Leave containers upright and out of the street and driveway, and will not block access to mailboxes.

5. Leave a note to the customer indicating problems with recycling materials or other items that cannot be picked up.
6. Immediately clean up leaks or spills and pick up any trash dropped by the Contractor.

A. Schedule I Specifications – Residential Solid Waste Collection and Disposal:

In addition to the above Scope of Work, the following shall apply:

Scope of Work: The Contractor shall provide collection of residential garbage and trash once per week on a regularly scheduled day or days. The collection point shall be at the curbside.

Curbside Collection: The Contractor shall collect garbage and trash from Contractor owned containers placed at the curbside (or at the street right-of-way in the absence of curbs) of the customer. The containers will be of a sufficient capacity agreed to by both the City and contractor and shall be furnished by the Contractor for distribution to the customers.

Disposal: Disposal shall be at a legally operated landfill permitted by the State of Minnesota.

The Contractor shall be responsible for all costs associated with the disposal of solid waste materials collected.

B. Schedule II Specifications – Residential Recycling Services:

In addition to the above Scope of Work, the following shall apply:

Scope of Work: The Contractor shall provide collection of certain residential recyclable materials described herein, which will reduce the City's total solid waste volume by diverting these materials from disposal in a sanitary landfill bi-weekly on a regularly scheduled day or days.

Curbside Collection: The Contractor shall collect recyclable materials from Contractor owned containers placed at the curbside (or at the street right-of-way in the absence of curbs) of the customer. The containers will be of a sufficient capacity agreed to by both the City and contractor and shall be furnished by the Contractor for distribution to the customers.

Recyclable Materials: The Contractor will provide educational materials to residents explaining accepted recyclable items including but not limited to cans, plastics, glass, paper goods and cardboard.

The items to be recycled may be changed upon mutual agreement by the City and the Contractor. The recyclable materials will be placed in the container unsorted.

Post Collection Handling: The Contractor shall be responsible for sorting, handling, processing, storage and marketing of recyclable materials. The Contractor shall ensure that the materials collected are recycled for reuse and resale, and shall prevent the material from being deposited in any landfill.

Disposal: The Contractor shall be responsible for all costs associated with the disposal of materials collected under Schedule II. The Contractor shall retain any income associated with the sale of the disposal items.

Educational Literature: All educational literature to be supplied to the residences, such as instructions,

or continuing education, on the recycling program will be supplied by the Contractor. The Contractor may supply such literature with approval of the City.

C. Schedule III - Materials not covered under this contract:

This contract does not include an obligation for the contractor to collect and dispose of household or industrial hazardous wastes, electronic waste including but not limited to televisions, radios, cell phones, computers and computer accessories. A complete list of the items not covered in this contract shall be supplied by the contractor to the City.

The collection of materials not covered under this contract must be directly arranged between the contractor and resident.

D. Schedule IV – Additional Information:

Other services the Contractor is available to offer not included in the contract.

The contractor shall provide pickup of solid waste and recycling at the following City of Frazee facilities at no charge: City Hall, Fire Hall, and City Shop.

The contractor shall provide pickup of solid waste at the following City of Frazee facilities at the same rate as the contracted rate: Third Crossing Liquor Store/Frazee Event Center, Downtown In-fill

V. SELECTION

The City of Frazee reserves the right to reject any or all proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

Selection of the contractor shall be based upon, but not limited, to the following criteria:

1. The contractor's approach to and understanding of the Content of Proposal.
2. The contractor's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.
4. The contractor's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the contractor's services acceptable.
7. The contractor's most significant qualifications for this project.
8. Previous City experience with the proposing firm, if any.

VI. TERMS AND CONDITIONS

- A. The City of Frazee reserves the right to cancel or amend the request for proposals at any time. The City of Frazee reserves the right to determine the successful respondent. The City of Frazee reserves the right to reject any or all proposals.
- B. The City of Frazee will not be liable for any costs incurred by the contractor responding to this request.
- C. The contractor shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Frazee.
- D. For the purposes of this agreement, the contractor shall be deemed to be an independent contractor,

and not an employee of the organization. Any and all agents, servants, or employees of the contractor or other persons, while engaged in the performance of any work or services required to be performed by the City of Frazee under this agreement, shall not be considered employees of the City of Frazee and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Frazee. The contractor, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.

- E. No official or employee of the City of Frazee who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

Appendix A

Applicant Assurances

The applicant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the contractor agrees to comply with all applicable federal, state and local compliance requirements.
3. That the contractor is adequately insured to do business and perform the services proposed (Attach Documentation).

(Name of
Firm)

OFFICIAL ADDRESS

(Authorized Signature)

(Title)

(Date)

Schedule I – Residential Solid Waste Collection (Wheeled Cart Service Rates) - list the amount to be charged for pickup, per customer, per month in wheeled carts. Carts are to be provided by the Contractor; please list 3 cart size options in addition to a senior cart size to be provided. Dumpsters are to be provided by the Contractor; please list the pricing for the dumpster sizes listed below. Additional or alternate size may be listed in the space provided.

Cart Size	2027 Rate	2028 Rate	2029 Rate
35 Senior			
35			
65			
95			
Other:			
Other:			

Schedule II – Residential Recycling Services (Wheeled Cart Service Rates) - list the amount to be charged for recyclable pickup, per customer, per month in wheeled carts. Carts are to be provided by the contractor; if you do not offer the size listed please indicate below.

Cart Size	2027 Rate	2028 Rate	2029 Rate
Recycling			
Other:			
Other:			

Schedule III – Attached a list of materials not covered under this contract.

Schedule IV – Attach a listing of other services available not under this contract.

Request for Proposals and Selection Schedule
Residential Solid Waste Collection and Disposal and Recycling Services

Distribute RFP:	August 18, 2026
Advertise RFP:	August 18, 2026
RFP Submittal Deadline:	September 30, 2026 at 4:00 PM
Administrative Review of Proposals:	October 1-15, 2026
Council Approval of Proposal:	October 23, 2026
Council Approval of Contract:	November 10, 2026
Start Date:	January 1, 2027

PUBLIC NOTICE

The City of Frazee is requesting proposals from qualified companies who are interested in providing contractual Residential Solid Waste Collection and Disposal and Recycling Services.

Proposals will be accepted until noon on September 30, 2026. To receive a copy of the written Request for Proposals please contact City Offices, City of Frazee, 222 Main Ave West, PO Box 387 Frazee, MN 56544; 218-334-4991; cityadmin@frazeecity.com.

CITY OF FRAZEE
Stephanie Poegel
City Administrator

Posted: City Hall – August 18, 2026

Published: Frazee Forum _____

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CHANGES FOR FUTURE – List the size for the liquor store/dti – dumpsters are not on the schedule of services to provide.