

CITY OF HALLSVILLE, MISSOURI
REQUEST FOR PROPOSAL & QUALIFICATIONS
25-06



TRASH COLLECTION AND DISPOSAL SERVICES

SUBMITTAL DEADLINE

September 3, 2025 at 3:00p.m.

ADVERTISEMENT FOR BID

The City of Hallsville, MO is accepting competitive proposals from eligible contractors to furnish the necessary labor, tools, materials, and equipment required to collect, remove, and properly dispose of; solid household waste, on a weekly basis and bulky items, on a monthly basis, for all residential units within the corporate limits of Hallsville, Missouri.

The city will be accepting proposals until the deadline date and time of 3:00pm, September 3, 2025.

Bids should be clearly marked on the envelope with the title of the request for proposal.

Bids received after the deadline date and time listed above will be returned unopened. Bids can be received via email at cityhall@hallsvillemo.org.

The City of Hallsville reserves the right to accept or reject any or all bids received and to waive informalities and irregularities in offers received in accordance with the bid documents and in the best interest of the City.

Request for Proposal and Qualifications

1.0 INTRODUCTION

The City of Hallsville is requesting competitive proposals from eligible contractors to serve as the City's exclusive solid waste collection and disposal contractor for a period of two (2) years, commencing on February 1, 2026 and concluding on January 31, 2028. Bidders are to submit a written proposal and associated costs required by the proposal outlined below. Proposals are to be delivered to the Hallsville City Hall no later than 3:00p.m. September 3, 2025.

2.0 PROPOSED RFP SCHEDULE

September 3, 3:00 p.m. 2025	Proposal Submission Deadline
September 8, 7:00 p.m. 2025	Public Bid Opening
October 13, 7:00 p.m. 2025	Evaluations Completed—Contractor Selected
October 14 – November 14, 2025	Contract Negotiation Process
December 8, 7:00 p.m. 2025	Contract Approved by Board of Aldermen
February 1, 2026	Effective Date of Contract, Service Begins

3.0 INSTRUCTIONS TO BID

- A. Bidders must use the bid forms provided by the City for this purpose. Bidders shall give prices as specified. If left blank, reason must be specified. A duly authorized representative of the contractor must sign the bid.
- B. Bidder may bid on one or all services listed under Statement of Work. The City prefers to contract with one contractor who will provide all listed services. A bidder who submits a proposal for less than all listed services will not be automatically disqualified.
- C. Bidders shall not be permitted to use to their advantage any errors or omissions in these bid specifications. All questions concerning the meaning or intent of these specifications or contract documents shall be addressed to the City Administrator. Failure to request a clarification shall not relieve the bidder from the responsibilities assigned under these specifications or the contract documents.
- D. Late proposals will not be considered regardless of the reason and/or mitigating circumstances relating to its lateness or degree of lateness.

- E. No bid may be withdrawn for a period of sixty (60) days following the date specified for receipt of bids.

4.0 GENERAL CONDITIONS

- A. The contractor certifies by this bid that it can begin to provide service by February 1, 2026, and to continue to do so for the life of the contract. There shall be an option to renew the contract for an additional three (2) year period provided service is acceptable and rates mutually agreed to.
- B. No portion of the contract shall be sublet, assigned, transferred, or otherwise disposed of, except with prior written consent of the City of Hallsville. Written consent to sublet, assign, or otherwise dispose of any portion of the contract shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract.
- C. The contractor shall provide and always maintain during the term of this contract all insurance required under this paragraph and provide the City with certificates of insurance verifying that the policy or policies are in full force and effect and that the same will not be altered, amended, or terminated without thirty (30) days prior written notice having been given to the City. Said insurance shall specifically name the City of Hallsville as an insured party under said policies (except for Worker's Compensation coverage). The insurance shall be carried in a firm or corporation which has been duly licensed or permitted to carry on such business in the State of Missouri.
- D. Proof of coverage as contained herein shall be submitted and shall be maintained by the Bidder/Contractor for the duration of the agreement period. Claims made on policies must be enforced.
 - 1) Contractor shall provide for each vehicle used in the work covered by this agreement liability insurance in companies and form satisfactory to the City in a sum of not less than One Hundred Thousand Dollars (\$100,000.00) for any one person and the sum of Three Hundred Thousand Dollars (\$300,000.00) for any two or more persons who may be injured in any one accident.
 - 2) Three Hundred Thousand Dollars (\$300,000.00) for any property damage at any time by reason of the carelessness or legally recognizable negligence of the driver or operator of each such vehicle used in the work covered by this agreement. Such insurance shall be maintained in force during the term of this Contract.
 - 3) Contractor shall furnish the city with adequate evidence that Contractor has obtained and is maintaining in force Workers Compensation Insurance as prescribed by the law of the State of Missouri.
- E. The Bidder/Contractor shall, during the term of the agreement including any warranty period, indemnify, defend, and hold harmless the City of Hallsville, its

officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding agreement work or on account of any act or omission by the Contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree in carrying out the terms of the Agreement between the City and Bidder/Contractor.

- F. Bidders shall include in their proposal a description of the equipment to be used in the execution of the contract. All vehicles must have covered bodies, be leak-proof and not allow blowing or scattering of debris.
- G. Bidders shall submit a list of all landfills to be utilized and any provisional plans in the event such landfills shall be closed. All landfills used by haulers must be approved and/or permitted by the applicable Federal, State, and local authorities. The cost of all applicable fees will be included in the contractor's bid for services.
- H. Bidders shall include a list of cities served within the State of Missouri and three references with a contact person and telephone number.
- I. Bidders shall include a description of the company organization and names of key individuals.
- J. It is the City's intention to continue to collect the solid waste collection fee as part of the monthly billing system. Funds collected will be deposited in a separate Solid Waste Fund and payment made monthly to the successful bidder for services provided in accordance with the executed contract.

5.0 STATEMENT OF WORK

A. General Requirements

The contractor shall be responsible for collection and disposal of all trash within the corporate limits of the City. Refuse collectors shall perform their duties in a quiet, orderly, and sanitary manner. After emptying containers, lids shall be placed back on the cans and containers returned to their original position. In the case of spillage during collection, the refuse collector shall clean up the spillage and restore the premises to a clean and sanitary condition. Refuse collectors are not to place empty containers in a manner that will interfere with the delivery of mail to curbside mailboxes.

B. Residential Collections

The contractor shall be responsible for collection and disposal of all household trash within the corporate limits of the City. Service is to be provided on a weekly

basis and collections shall begin no earlier than 8:00 a.m. The number of bags and bundles collected at any one location shall not be limited.

C. Commercial Collections

The contractor shall be responsible for weekly or twice weekly collection and disposal of solid waste from all commercial establishments within the corporate limits of the City. Arrangements as to time of pickup and size and cost of containers provided shall be separately negotiated between the City and the collector. Billing and payment for this service will be the same as the residential collection billing system.

D. Yard Waste

The contractor shall **NOT** be responsible for collection of yard waste. Yard waste is defined as leaves, grass clippings, tree parts, vegetable and flowering plants, wood chips, bushes, and trimmings.

E. Collection from City Facilities

The contractor is requested to bid on a lump sum basis the cost of weekly or twice weekly collections from City facilities including containers. These facilities are:

- | | |
|---------------------------------|-----------|
| 1) Hallsville City Hall | 2 yards |
| 2) Hallsville Community Center | 2 yards |
| 3) Tribble Park | 1 yard |
| 4) Hallsville Public Works Shop | 1.5 yards |

F. Bulky Trash

The contractor shall provide for collection of bulky items at the curb on a monthly basis and is intended to include any type of trash which will not fit into trash receptacles described herein provided that such items can be carried to the curb by two (2) persons. Bulky trash shall include such items as household furniture, equipment, rugs, etc. It does not include household appliances that contain freon, construction materials, automotive parts, tires or batteries.

Collection of bulky trash items can be separately arranged on a different day than monthly bulky trash day. Contractor is to indicate what this charge would be to the customer when requested and show on bill separately.

BID FORM -REQUESTED SERVICES LISTING

Note: Failure to submit bid on this form may be cause for disqualification

Description	Weekly	Twice Weekly
Residential Trash Collection and Disposal (lump sum or per resident-668)*		
City Facility Collection and Disposal		

*City will provide a quarterly audit of number of residential pickups if bid is per resident.

Bidder shall indicate below a complete listing of all equipment that would be used in the performance of this agreement, including any other specialized equipment. Indicate whether such equipment is owned by the company.

List of commercial dumpster sizes available and cost to dump once or twice a week:

Size	Yes/No	1x weekly cost	2x weekly cost
1 yd-			
1.5 yd-			
2 yd-			
3 yd-			
4 yd-			
6 yd-			
8 yd-			

List of temporary dumpster sizes available for rent including cost for delivery, pickup, daily rent, and charge for dumping.

List of landfills and recycling centers to be utilized:

- __
- __
- __
- __

Please list below three references:

Organization:

Contact Name:

Phone Number:

General Description of Work: _____

Organization:

Contact Name:

Phone Number:

General Description of Work: _____

Organization:

Contact Name:

Phone Number:

General Description of Work: _____

List cities where your company has performed similar work within the past 24 months:

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