

CITY OF SILSBEE
REQUEST FOR PROPOSAL
Residential and Commercial Solid Waste Collection

SECTION I: INTRODUCTION

The City of Silsbee is requesting sealed proposals from qualified waste management service providers to furnish all labor, equipment, materials, and supervision necessary to provide residential, commercial, municipal, and event waste collection services. The selected vendor may also operate the City's transfer station under a separate agreement.

All proposals must comply with Texas Local Government Code Chapter 252, governing municipal purchasing and competitive bidding. The awarded contract will be subject to compliance with all applicable state, federal, and local regulations, including those of the Texas Commission on Environmental Quality (TCEQ).

SECTION II: SCOPE OF WORK

The selected contractor shall be responsible for:

1. Residential Waste Collection

Weekly curbside pickup of household waste

Options for 1x, 2x, 3x, or 4x 90-gallon carts with bulk

Options for bulk pickup: Weekly, twice/month, monthly

2. Bulk & Oversized Item Pickup

Items may include: mattresses, refrigerators (Freon removed), washers/dryers, and air conditioners

Weight, length, and material restrictions must be provided by vendor

Vendor must indicate whether bulk pickup is included in the contract or a separate customer-paid service

3. Commercial Waste Collection

Vendor with options to service front-load and rear-load commercial dumpsters

Notify the City and affected businesses via phone or email if service is delayed

Leave notice or explain when access is blocked or dumpsters are obstructed

4. Wastewater Treatment Plant Dumpsters

South Plant: Two (2) 25-yard dumpsters, One (1) 4-yard dumpster

North Plant: One (1) 25-yard dumpster, One (1) 4-yard dumpster

Vendors must provide details on:

- **Pickup frequency** for each dumpster
- **Procedures for replacement or changes** to dumpster sizes if needed
- **Compliance with wastewater treatment facility regulations**
- **Emergency response protocols** in case of overflow or contamination concerns

5. Transfer Station (Optional Lease & Operation)

Vendor may propose to lease and operate the City Transfer Station

Permit required with TCEQ

The City retains a percentage of all usage proceeds

Operation must be maintained for contract duration unless terminated for cause

6. Recycling (Optional at Transfer Station)

Provide options for: batteries, tires, plastics

7. Special Event Services

- Provide and service extra trash cans for 4–5 City-sponsored events annually without cost to City.
- (2) annual Free cleanup days for residents.

8. Franchise Roll-Off Dumpster Services (Optional)

Provide pricing and availability for roll-offs (10, 20, 30, 40-yard)

Optional franchise or revenue-sharing arrangements with the City

Delivery/pickup timeframes and fee schedules must be provided

Scope of Work (Add-On): Optional Franchise Roll-Off Dumpsters

Vendors are encouraged to include in their proposal options for providing **franchise roll-off dumpster services** for the City of Silsbee. This may include:

- Construction & demolition site roll-offs
- Residential clean-out roll-offs
- Commercial temporary use
- Pricing per size (10-yard, 20-yard, 30-yard, 40-yard)
- Terms for optional **exclusive or non-exclusive franchise**
- Service timeframes for delivery and pickup
- Revenue-sharing or permitting options with the City
- Insurance, safety, and tipping requirements for roll-off use

The City will consider entering into a **separate or bundled agreement** based on vendor qualifications and pricing structures and city majority if agreement is made.

SECTION III: OPERATIONAL REQUIREMENTS

Equipment & Staffing:

Must maintain a fleet capable of servicing over 2,000+ households

Describe truck types (rear loader, self-loader), weight capacity, and clearance needs. Self loader constraints list. List weight for both options.

Provide a breakdown procedure and backup plan for equipment failure

>Detail the procedure when a truck breaks down, including the use of **backup trucks** and **expected service delay times**.

Notify the City of any service delays promptly

>**Notification to the City** must occur immediately in the event of service interruptions or delays

Hours of Operation:

Monday–Friday, 6:00 AM – 3:00 PM

Provide plan for service delays or holidays (2–4 recognized holidays annually)

Customer Service & Reporting:

Missed pickups must be reported to the City within 1 business day (next Monday if on weekend)

Tag cans or leave messages for residents regarding non-compliance

Notify City of issues (obstructions, incorrect placement, etc.)

Support for Elderly/Disabled Residents:

Vendor must assist residents needing help pulling cans to/from curb

Must report and resolve any missed services for these households

Software, Cameras & Documentation:

Provide video verification and GPS-enabled service tracking

Offer training or instructional flyers for software systems used by staff/residents

Allow City access to records and footage upon request

SECTION IV: CONTRACT TERMS

Initial Term: Two (2) year, with option for annual renewal

Start Date: December 1, 2025

Transition Deadline: Contractor must be fully ready by November 1, 2025

Penalty Clause: More than 10 verified service issues in 2 months: \$200 per infraction, deducted from next payment

SECTION V: PROPOSAL TIMELINE

1. City Council Approval of RFP – April 21, 2025
2. RFP Published in Newspapers – April 30, 2025

3. Vendor Q&A Period – April 30 – May 14, 2025
4. Proposal Submission Deadline – May 23, 2025, by 4:00 PM CST
5. Committee Review Meeting – May 27, 2025
6. City Council Recommendation (Special Called Meeting) – June 9, 2025
7. Contract Award Date – July 1, 2025
8. Operational Transition Deadline – November 1, 2025
9. Service Start Date – December 1, 2025

SECTION VI: SUBMISSION REQUIREMENTS

Proposals must include:

Company history and qualifications

Service delivery plan and timeline

Cost proposal with full breakdown (residential, commercial, bulk, events, dumpsters)

Details of vehicles, staffing, and customer service protocol

References from at least three (3) municipalities or commercial clients

Proof of insurance and ability to meet all regulatory requirements

SECTION VIII: COST PROPOSAL & PRICE STRUCTURE

Vendors must submit itemized pricing for all services listed below. Each cost must include monthly rates, one-time setup fees (if any), and notes on what is or isn't included (e.g., bulk pickup, can replacement, taxes/fees). All pricing must reflect per household or per container cost, depending on service category.

A. Residential Waste Collection – 90-Gallon Cans

Please provide pricing for the following:

1. One (1) 90-Gallon Can with Bulk Pickup Included

Weekly Service: \$_____ / month

Twice Monthly Service: \$_____ / month

Monthly Service: \$_____ / month

2. Two (2) 90-Gallon Carts with Bulk Pickup Included

Weekly Service: \$_____ / month

Twice Monthly Service: \$_____ / month

Monthly Service: \$_____ / month

3. Three (3) 90-Gallon Carts with Bulk Pickup Included

Weekly Service: \$_____ / month

Twice Monthly Service: \$_____ / month

Monthly Service: \$_____ / month

4. Four (4) 90-Gallon Carts with Bulk Pickup Included

Weekly Service: \$_____ / month

Twice Monthly Service: \$_____ / month

Monthly Service: \$_____ / month

> Note: Indicate if additional charges apply for excessive weight or overflow outside of the carts(s).

B. Bulk / Oversized Item Pickup (If Not Included in Contract)

If not included, provide à la carte pricing per item or load.

Mattress: \$_____ per pickup

Refrigerator (Freon removed): \$_____ per pickup

Washer/Dryer: \$_____ per pickup

Air Conditioner (Freon removed): \$_____ per pickup

Furniture (Sofa, Recliner, etc.): \$_____ per pickup

Tires: \$_____ per tire

Construction Debris (up to [x] lbs): \$_____ per load

Additional Bulk Load: \$_____ per [weight or volume]

Indicate:

Minimum/maximum dimensions or weight accepted

Pickup location requirements (e.g., curbside only)

C. Commercial Dumpster Service

Please itemize cost per container size and pickup frequency:

1. 4-Yard Dumpster

1x Weekly Pickup: \$_____ / month

2x Weekly Pickup: \$_____ / month

3x Weekly Pickup: \$_____ / month

2. 6-Yard Dumpster

1x Weekly Pickup: \$_____ / month

2x Weekly Pickup: \$_____ / month

3x Weekly Pickup: \$_____ / month

3. 8-Yard Dumpster

1x Weekly Pickup: \$_____ / month

2x Weekly Pickup: \$_____ / month

3x Weekly Pickup: \$_____ / month

Additional Dumpster Delivery Fee (if applicable): \$_____

Extra Pickup (upon request): \$_____

D. Wastewater Treatment Plant Dumpsters

Please quote flat monthly rates for:

South Plant:

Two (2) 25-Yard Dumpsters: \$_____ / month

One (1) 4-Yard Dumpster: \$_____ / month

North Plant:

One (1) 25-Yard Dumpster: \$_____ / month

One (1) 4-Yard Dumpster: \$_____ / month

E. City-Sponsored Special Events

Vendor must sponsor and service extra garbage cans for up to 5 events per year.

Price per additional event (includes delivery, service, and removal): \$_____

Extra Cans per Event (up to 10): Included / \$_____

Additional per Can (if above base): \$_____

F. Franchise Roll-Off Dumpster Services (Optional)

Please provide price per roll-off container size:

10-Yard Roll-Off: \$_____

20-Yard Roll-Off: \$_____

30-Yard Roll-Off: \$_____

40-Yard Roll-Off: \$_____

Delivery Fee (if applicable): \$_____

Dumping/Hauling Fee per load: \$_____

Rental Period (e.g., per 7 days): \$_____

> Note: Indicate franchise terms, exclusivity, and any proposed revenue-sharing with the City.

G. Additional Pricing Information

Replacement Fee for Lost/Damaged Can: \$_____

Extra Can Request (Resident Request): \$_____

Can Maintenance / Annual Fee (if any): \$_____

Service Activation Fee (if applicable): \$_____

DELIVERY & CONTACT INFORMATION

Submit proposals by mail or hand-delivery to:

City of Silsbee

Attn: DeeAnn Zimmerman or Brooke Steel

1220 Hwy 327 East, Silsbee, Texas 77656

Deadline: May 23, 2025, by 4:00 PM CST

Late proposals will not be accepted.

Questions & Clarifications:

Submit in writing during Q&A period to:

deeann@cityofsilsbee.com

Subject Line: "Waste Collection RFP Question – [Vendor Name]"