RESIDENTIAL REFUSE AND RECYCLING COLLECTION REQUEST FOR PROPOSAL (RFP)



CITY OF LINCOLN

700 Broadway Street
Lincoln, IL 62656
Phone: (217) 735-2815
Fax: (217) 732-2145
www.lincolnil.gov

1) Project Overview

The City of Lincoln (the "City"), a residential community of 13,288 located in Logan County, Illinois, is seeking one qualified and responsible company (the "Contractor") to provide refuse and recycling collection services. The Contractor shall collect refuse and recyclable materials from every residence in the City without regard to the number of refuse containers (with the exceptions listed in this RFP) and dispose of the same in an environmentally safe and responsible manner in accordance with the provisions of this RFP.

A) Exclusive Franchise Contract

It is the intent of the City to award the Contractor the sole exclusive franchise contract, license, and privilege to collect refuse and recyclable material from every residence in the City.

The Contractor shall be an independent contractor as to the work, notwithstanding that in certain respects the Contractor is required to follow the direction of the City. The Contractor is in no respect an agent or employee of the City.

B) Exclusive Franchise Contract Exclusion

The exclusive franchise contract will exclude refuse and recycling for non-residential customers and any construction waste or recyclables, save for elsewhere specified in this RFP.

C) Term of Contract

The initial term of the franchise contract to collect refuse and recyclable material from every residence in the City shall be for an initial term of four (4) years commencing on **March 1, 2027** and ending **February 28, 2030**, with two (2) year one-year extensions at the City's option. The City shall be free to solicit bids or requests for proposals from other contractors for a new exclusive franchise contract, and the Contractor shall be free to bid for such contract or submit its proposal, as the case may be.

2) Scope of Service

A) Scope of Disposal

The Contractor shall furnish at its expense and without liability to the City, all labor, equipment, vehicles, implements, materials and transportation necessary and proper to provide an adequate, uninterrupted and sanitary scavenger and curbside recycling service for the removal and disposal of all refuse and recyclable materials during the term of the franchise contract and in accordance with the methods and procedures specified herein.

B) Examination of Service Area

It is the responsibility of the Contractor to be completely informed of all conditions under which service is to be performed, the service area, and all other relevant matters pertaining to the refuse and recycling collection services as specified in this RFP. This includes, but is not limited to, type of housing, population density, roads, traffic patterns, required collection procedure, labor requirements, and other factors that would affect the execution and/or completion of the services covered by the specifications in this RFP.

As of September 2026, the City has estimated 4,781 residential households receiving service.

C) Collection Service

The City desires to establish a one-day schedule for the collection of refuse and recycling from all residences. The Contractor shall provide waste collection services throughout the City on the same day of the week. The Contractor's proposal shall identify which day(s) of the week collection services will be provided, and whether there is a premium or discount on the rate associated with a specific collection day.

The City will also consider deviations from the one-day schedule which would reflect in lower costs to residential customers at the suggestion of the contractor. Deviation may include bi-weekly collection of recycling, once a month collection of large items or white goods, or the establishment of centralized recycling bins for customer drop off.

Contractor shall collect refuse, garbage, and rubbish at least once each week as defined in this RFP. Recyclables shall be collected from all dwellings at curbside every two (2) weeks.

D) Point of Collection

Refuse and recyclable materials shall be collected from receptacles placed at the curb (or edge of pavement where there is no curb) of the public street or alley of the residence to be served or in a location otherwise agreed to by the City and the Contractor.

Refuse and recyclable material from buildings owned or leased by the City shall be collected from receptacles at a reasonably accessible location.

E) Collection Procedure

Any garbage, refuse, and/or recyclable materials spilled on the yard or street shall be picked up prior to leaving the site of collection. The Contractor shall carry on each collection vehicle the equipment necessary to clean up any garbage, refuse, or recyclable materials spilled. The Contractor shall be responsible for any real and/or personal property damage caused by its employees, and or agents. Garbage containers shall be replaced to the same locations as found after emptying and shall be replaced in the same condition. Garbage containers, which have been substantially damaged through the fault of the Contractor, shall be replaced by the Contractor at no additional cost with containers of like kind and quality as those damaged. Contractor shall not be responsible for plastic containers of insufficient strength that may crack from exposure to freezing temperatures.

F) Hours of Collection

No refuse and recyclable materials pickups shall be collected prior to 6:00 a.m. or no later than 6:00 p.m. Central Time. Notice of expected delays due to excessive heat or inclement weather or heavy volumes shall be reported to the office of the Mayor in a timely manner prior to the anticipated scheduled changes. In those cases, all efforts will be made to complete the routes within a reasonable amount of time on the same collection day.

G) Holidays

Holidays to be observed by the Contractor are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In the event that a holiday falls on a weekday, refuse and recycling collection services shall be delayed one day after the recognized holiday that week and that week only. Collection shall also be provided on Saturday, if necessary, as the result of the holiday.

3) Refuse Collection

A) General Service

The Contractor is required to provide refuse collection from every residence in the City on a predetermined schedule as determined by the Lincoln City Council.

B) Refuse Receptacles

Refuse which is not readily storable in refuse containers shall be collected by the Contractor if it is stacked neatly alongside of refuse containers on regular refuse collection days.

C) Construction Material

The Contractor shall pick up small amounts of construction materials as described above. In the event large amounts of construction materials are placed on the curb that exceed the agreed upon weight/size limits, the customer shall be responsible for arranging special pickups for the removal and disposal of those materials. The Contractor shall provide a customer with an estimate of the cost of a special pickup service, with the cost specified in writing prior to rendering the service. Special pickups are to be picked up within one week after a cost estimate is given or otherwise agreed to by the customer.

D) White Goods and Special Pickup

All other solid waste not otherwise specified (white goods, furniture, and mattresses) shall be collected and disposed of in unlimited quantity.

The Contractor may establish a rate for collection of these items outside of the designated semi-annual pickup.

E) Refuse Toters

The Contractor will provide each customer either a 96 gallon refuse toter (receptacle with a lid and wheels). The Contractor shall specify the size of the smaller toter to be offered to customers. Contractor shall specify the rental rate and/or purchase price of additional toters that may be rented and/or purchased by the customer.

F) Additional Service

On request, the Contractor shall provide the residents of the City with any additional disposal service beyond that herein described for all types of refuse material including earth, sod, rocks, concrete, excavations and other materials (except for poisonous and toxic materials and large quantities of liquid requiring tanker truck disposal equipment) for the actual cost to the Contractor of removal of such materials, but in no event shall the Contractor be required to collect such materials for excavating and other construction contractors.

4) Recycling Collection

A) General Service

The Contractor is required to provide commingled recycling collection from every residence in the City.

B) Minimum Recyclable Materials to be Collected

1) PAPER ITEMS
   a) Magazines and Catalogs
   b) Telephone Directories
   c) Generic Brown Paper Bags
   d) Junk Mail
   e) Mix Papers
   f) Paperboard (Chipboard)
   g) Wet Strength Carrier Stock

2) ASEPTIC PACKAGING
   a) Milk Cartons
   b) Juice Boxes

3) PLASTIC
   a) PET (#1) Plastic Bottles and Containers
   b) HDPE (#2) Plastic Bottles and Containers

4) METAL
   a) Aluminum Cans, Foil, Baking Trays/Pie Plates
   b) Steel or Tin Cans
   c) Aerosol Cans

5) GLASS

C) Recycling Toters

The Contractor will provide each customer a 96 gallon recycling toter (receptacle with a lid and wheels). At no additional expense to the customer, the contractor will provide the option of a smaller toter as a substitute. The Contractor shall specify the size of the smaller toter to be offered to customers. Contractor shall specify the rental rate and/or purchase price of additional toters that may be rented and/or purchased by the customer.

D) Non-Conforming Recycling Receptacles

Ordinarily there will be no more than one recyclable material container placed at the curb by the occupants of each residence. However, residents will be allowed to supplement the single container with a generic container if the recycle toter is not large enough to accommodate a resident's needs. Recyclable material packed in such generic containers shall be collected by the Contractor with all other recyclable material.

5) Qualifications and General Requirements

A) Access to Landfill

The Contractor shall own, control, or have available for use throughout the contract term an Illinois Environmental Protection Agency permitted sanitary landfill site or incinerator suitable for the disposal of all refuse collected under the terms of this Contract and shall stipulate the location, size, and expected length of service thereof.

B) Access to Recyclable Material Processing Facility

The Contractor shall own, control, or have available for use throughout the contract term a recyclable material processing facility suitable for sorting or processing the recyclable materials collected under the terms of this Contract and shall stipulate to the location and size thereof.

C) Access to Landscape Waste Management Facility (If Needed)

The Contractor shall own, control, or have available for use throughout the contract term a landscape waste management facility suitable for storing or processing the landscape waste collected under the terms of this Contract and shall stipulate to the location and size thereof.

D) Access to Major Appliance Management Facility

The Contractor shall own, control, or have available for use throughout the contract term a major appliance management facility suitable for storing or processing the major appliances collected under the terms of this Contract and shall stipulate to the location and size thereof.

E) Adequate Finances

The Contractor shall have the necessary financial stability to satisfy the terms of this Contract. Copies of the 3 most recent contracts with municipalities, landfill or incinerator agreements, material processing and landscaping waste management facility agreements, 2 years of financial statements, and a list of all equipment to be used may be requested by the Village as evidence. If requested, Bidders must provide this information within 3 days of the request.

F) Adequate Rolling Stock

The Contractor shall have a sufficient number of enclosed leak-proof modern packer type trucks and open body trucks or dump trucks to provide the disposal services under the terms of this Contract.

G) Municipal Facilities

The Contractor will provide the services hereinabove described, at all City facilities, including the collection and recycling of mixed office paper and other recyclables, together with the collection and disposal of bar screen and grit chamber wastes generated by the City sewage treatment plants, as well as roll-off containers for yard waste collected at Public Works at no charge to the City. Below is a list of City facilities to be served:

1) City Hall 700 Broadway - 2-yard garbage container, 1 x 96 gallon recycling toter

2) City Municipal Services Building, 313 Limit Street – 4-yard garbage container, 2 x 96 gallon recycling toter, 2 Roll off boxes for street sweepings.

3) Lincoln Police Department Building, 701 5th Street - 2-yard garbage container, 2 x 96 gallon recycling toter, 2 x 96 gallon trash toter.

4) Waste Water Treatment Plant, 150 W. Kickapoo Street - 5-2YD Dumpsters, 1 -20 YD Low Boy Roll-Off, 4 – Toters South Plant Lift Station

5) Amtrak Train Depot, 101 Chicago Street - 2 x 96 gallon toter

6) Museum of Route 66, 508 Broadway Street – 2-yard garbage container

7) Landscape Waste Facility, 957 Broadwell Dr. – 1 x 96 gallon toter

8) City Parks, Postville, Ray White, Melrose, Allison – 1 x 96 gallon toter at each park.

9) Downtown City Trash Cans – Empty weekly

10) Any future City of Lincoln Properties

H) Special Events

The Contractor will provide the necessary services to Lincoln 3rd Fridays. These services would include refuse and recycling services, at no charge to the City. The minimum number of dumpsters for said events shall be as follows, unless otherwise specified in advance by the City:

1) Lincoln 3rd Fridays (3rd Friday of the Month - May-July)
16 x 96 gal wheeled toter (15 garbage)

I) No Strike Guarantee

The Contractor shall continue to provide all services in a timely and complete manner, in the event of any labor stoppage or slow down. The contractor shall be obligated to take all reasonable and necessary steps to secure, at its sole expense, replacement employees and or subcontractors to perform its obligations under any contract.

J) Disaster Clean-Up Services

In the event of a disaster, as declared by the Mayor, the Contractor will provide upon request, additional vehicles, equipment and employees to maintain a normal collection schedule or as nearly practical a schedule agreeable to the City. The Contractor will be responsible for servicing the City in a timely manner.

In addition, the Contractor and the City will negotiate a fee to be paid for any additional services that may be required during an emergency, such as providing roll-off dumpsters and any additional curbside pick-ups. If an agreement cannot be reached between the Contractor and the City, the City will be able to pursue the necessary services from another company.

K) Centralized Cleanup

Contractor should provide one (1) centralized cleanup per year. Utilizing

rear load garbage trucks and roll off boxes.

L) Vehicles

Vehicles shall be fully enclosed, leak proof, and operated in such a way that no refuse, recyclables, or yard waste can leak, spill or blow off a vehicle. The Contractor shall be responsible for the immediate collection and clean-up of any litter that is caused by the failure to properly secure materials.

The City reserves the right to inspect the Contractor's equipment solely for the purpose of determining compliance with the franchise contract. A list of the necessary vehicles to complete the services as specified in the RFP must be provided by completing Appendix C.

M) Service Implementation

All aspects of the refuse, recycling and yard waste collection service selected by the City must be implemented by **March 1, 2027**.

6) Compensation

A) Rates

The Contractor agrees to provide, for the term of the contract, residential refuse and recycling collection as provided in the specifications of this RFP. The Contractor will provide their proposed rates, as summarized on the form in Appendix A. The same rate(s) is to be applied regardless of the size of garbage or recycling toters selected by the customers.

B) Billing

Charges for service shall be invoiced and collected by the Contractor.

C) Recycling Revenue

Any and all revenue generated from recycled materials may be retained by the Contractor at 100%.

D) Senior/Disability Discount

The Contractor shall offer a 10% discount to any household where the head of the household is 65 years of age or older and/or is disabled.

E) Price Change

The cost of refuse and recycling collection as summarized on form Appendix A shall be amended annually in accordance with the proposal forms. The price changes shall be effective **March 1ST** of each year of the franchise contract.

F) Change in Law

The fees provided above in this section shall include any and all charges, taxes and fees for the collection, transportation and disposal of all refuse collected and the transportation and processing and disposition of all recyclable materials. The Contractor shall pay all sales, use, property, income and other taxes that are lawfully assessed against the City or the contractor in connection with the Contractor's facilities and for all licenses, permits, certificates of authorities, and inspections required for this work. In the event there is a change or addition in new local, state or federal rules, ordinances, regulations, taxes or government charges, that affects the Contractors cost of providing the service, such as a sales tax on services, other than property taxes, the Contractor may adjust the established rates accordingly. Any changes in rates must be supported by documentation. Upon discussion, if an agreement can be reached, then the agreed upon price shall be passed on to the customer.

G) Records

The Contractor shall maintain complete and accurate books, records and accounts showing its total quarterly billings for the collection service in the City, and gross receipts from the sale of recyclable materials during the term of the Contract. Such books and records shall be made available for examination and audit by the City at any time during business hours.

7) Public Awareness

A) Holiday Notification

The Contractor shall assist the City with notifying the residents of their collection days and changes in service schedules due to holidays throughout the duration of the franchise contract.

B) Maintain Schedule of Pick-up

The Contractor shall continue to pick up garbage throughout the City on the same day of the week as proposed on Appendix A of this RFP during the term of the franchise contract (the "Schedule"). The Schedule shall not be changed without the consent of the City nor without giving a minimum of sixty (60) days written notice to the City. The Contractor shall also publish the pending schedule change to be included on various forms of social media.

C) Informational

The Contractor will create, supply and maintain throughout the term of the franchise contract a printed informational brochure to the City for distribution to residents upon request. The brochure should inform residents of the aspects included in the residential refuse and recycling collection service. The Contractor and the City will mutually agree to the contents of the printed informational brochure. The Contractor will provide these brochures for annual distribution at City Hall. The Contractor will also provide this informational brochure online on various social media sites.

8) Reporting & Customer Service

A) Monthly Reporting Requirements

The Contractor shall provide the City with the following quarterly reports:

Complaints: A report of all resident complaints, the dates and times of such complaints, and the corrective action taken by the Contractor with respect to each complaint.

B) Complaint Response

The Contractor shall maintain an office equipped with sufficient telephones and personnel to provide prompt, courteous and efficient

service for Lincoln residents wishing to request service, or file complaints by telephone or in person, Monday through Friday (except holidays) during regular business hours. Every complaint shall be given prompt, courteous attention. In the case of alleged missed collections, the Contractor shall investigate, and, if such allegation is verified, shall make the collection within 24 hours after the complaint is received. The Contractor shall notify the City of any complaints received and corrective actions taken on a monthly basis.

C) Contact

The Contractor shall provide a point of contact to the City to handle any issues relative to the franchise contract as well as any complaints received by the City regarding the refuse, recycling and yard waste collection services provided by the Contractor. The Contractor shall also provide contact information for after-hours emergencies.

9) General Provisions

A) Compliance with Laws

The Contractor will covenant and agree to comply at all times with all laws, ordinances, and regulations of the City of Lincoln, the County of Logan, the State of Illinois, and the United States, in the performance of Service under the Agreement, including, but not limited to environmental laws and regulations.

B) Adherence to Schedule

The Contractor shall adhere to their weekly schedule. Time shall be of the essence of the Contract. Failure of the Contractor to adhere to their define Schedule shall be a material breach of this Contract and grounds for its immediate termination.

The Contractor shall not be excused for failure to comply with the City-approved Schedule by reason of any street or other construction work

performed by the City or its contractors. The City reserves the right to construct any improvement or to permit any construction in any street, which may have the effect, for a time, of preventing the Contractor from travelling on its accustomed route or routes for collection. The Contractor shall continue to collect the refuse and recyclable material by a reasonably acceptable method to the same extent as though no interference existed upon the streets formerly traversed, without extra cost to City residents.

C) Notice of Default Required

If at any time during the course of the Contract the Contractor shall collect waste from any zone of the City on a day other than the scheduled day (except in case of the holidays specified above) the Contractor shall notify the City that the Contractor is in "Default" under the Contract. If a similar violation should occur once more within the three (3) week period following the week of the original Default it shall be considered a material breach of this Contract and grounds for its immediate termination.

D) Indemnification

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold the City, its officers, officials, employees, agents, consultants and volunteers harmless from and against any and all liability, claims and attorney's fees, costs and expenses of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the Service or performance of work or failure to perform under the terms of this Contract, including, but not limited to, any negligent or intentional acts or omissions of Contractor, or any employee, agent, representative or subcontractor of the Contractor. This obligation to indemnify shall survive the termination and/or expiration of this Agreement. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

E) Performance Bond

The Contractor shall furnish an acceptable Performance Bond not later than ten (10) working days following the execution of the Franchise Agreement, executed by a surety company having a policy rating of at least A- and a financial rating of at least VIII in the latest edition of A.M. Best's Insurance Guide and licensed to do business in the State of Illinois, in the penal sum of Two Hundred Fifty Thousand ($250,000.00) Dollars, subject to annual renewal by Continuation Certificate, and subject to thirty (30) days written notice by certified mail to the City by the surety company of any decision not to issue a Continuation Certificate. Said bond shall indemnify the City against any loss resulting from any breach or failure of performance by the Contractor.

F) Insurance

The Contractor shall obtain and maintain in full force and effect throughout the duration of this Contract, and any extension or renewal thereof, the following minimum insurance coverages at Contractor's sole cost:

1) Comprehensive general liability and property damage insurance with limits of not less than $5,000,000.00 for each occurrence and in the aggregate for bodily injury and property damage combined $5,000,000.00.

2) Comprehensive automobile liability of $5,000,000.00 for bodily injury and property damage combined for each occurrence.

3) Worker's Compensation Insurance as required by statute, and employer's liability insurance with limits of not less than $500,000.00 each employee for bodily injury by accident or $500,000.00 each employee or bodily injury by disease.

The City shall be named as an additional insured except on the worker's compensation policy.

The Contractor shall have the option to have the above primary limits less than required, with an umbrella policy providing the excess liability; provided, however, that the City is named as additional insured under

such umbrella policy. Contractor shall secure the required insurance from an insurance company acceptable to the City and shall provide the City with certificates of insurance within 10 days of the date of execution of this Contract. The certificate shall include a provision that requires thirty (30) days prior written notice to the City of any cancellation, reduction or change in coverage of any policy indicated on said certificate by certified mail, return receipt requested.

Prior to the beginning of the term of this Contract, the Contractor shall furnish the City with above described Certificates of Insurance and Certificate of Coverage and applicable policy endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Failure of the City to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency from evidence that is provided shall not be construed as a waiver of any insurance obligations herein.

All coverages required herein shall be primary insurance as respects the City, its officials, officers, employees, volunteers and agents. Any insurance maintained by the City, its officials, officers, employees, volunteers and agents shall be in excess of insurance maintained by the City and shall not contribute with said coverages/insurance.

Insurance companies which obtain a rating from A.M. Best, that rating shall be no less than A- VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A- VII or a Best's rating is not obtained, the City has the right to reject insurance written by an insurer it deems unacceptable. All insurance required herein shall be placed with insurers licensed to do business in the State of Illinois and licensed by the Illinois Department of Insurance.

G) Termination of Contract by City

The City reserves the right to terminate this Contract upon failure of the Contractor to perform the work as specified to the satisfaction of the City. If in the sole judgment of the City, the Contractor has not corrected their performance to be in compliance with the Contract, the City shall notify

the Contractor in writing that the Contract will be terminated in seven (7) days unless the Contractor corrects the non-performance to the satisfaction of the City. The City reserves all rights and legal remedies including the right to call upon the performance bond submitted by the Contractor. The remedies used by the City are cumulative and not exclusive. No waiver by the City of a default of the Contractor under this Contract shall be construed as a waiver by the City of any subsequent default or failure to perform. In the event of failure to collect, remove, and properly dispose of the refuse and recyclable materials covered by this Contract, constituting 10% or more of the total number of customers within the City within a period of 7 consecutive days following written notice to the Contractor, the City may at its option cause such refuse and recyclable material to be collected and disposed of by any means available to the City, and any and all expenses incurred by the City thereby may be charged to the Contractor and against the Contractor's performance bond.

H) Equal Employment Opportunity

Contractor agrees to comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. paragraph 2000a, et seq.) and the Illinois Human Rights Act (775 ILCS 5/1-101, et seq.) including:

1) Refraining from unlawful discrimination in employment and undertaking affirmative action to eliminate the effects of any past discrimination.

2) Comply with the procedures and requirements of the Department of Human Rights' regulations concerning equal employment opportunities and affirmative action.

Provide such information, with respect to its employees and applicants for employment, and assistance as the Department of Human Rights may reasonably request.

I) Independent Contractor Not Employed

The Contractor is and shall be considered as an independent contractor and neither the Contractor nor its employees are or are to be considered as employees or agents of the City.

J) Right of Inspection

The Contractor shall, upon reasonable notice, make accessible for inspection by the City, every landfill, incinerator, transfer station, recycling facility, and yard waste disposal site which receives waste from the City as a result of the Contract.

K) Additional Requirements

The Contractor at all times shall maintain access to disposal facilities approved by IEPA, the necessary financial resources, the vehicles, equipment and supplies, personnel, permits and licenses required to perform the Services, all in accordance with the specifications and provisions contained in the Contract.

L) Change in Service

If the City should wish to change the type or scope of service provided during the term of the franchise contract, the City shall have the option to initiate the change in service by notifying the Contractor in writing at least 30 days prior to when a proposed change in service would begin. The City and the Contractor shall agree to negotiate the terms and price of such a change in service after proper notice has been given. In the event that the City and Contractor are unable to agree to alternate terms, the existing franchise contract shall remain in force or be terminated, in accordance with the provisions of the contract.

M) Flow and Transportation of Refuse

Should a transfer station or similar garbage transportation and/or processing facility be located within the City of Lincoln during the contract period, the Contractor shall be required to dispose of all refuse collected from Lincoln customers at the Lincoln facility.

10) Contents of Proposals

A) Contractor Qualifications

1) Provide an executive summary of your company which includes the company's name, address, phone/fax numbers and website address as well as a brief background description of the company's experience (including the number of years the company has been in business and the current number of customers).

2) Provide contact information for the person submitting your company's proposal. This information should include name, title, phone/fax numbers, mailing address and email address.

3) Provide a list of municipalities, along with contact names and information, where the Contractor currently holds or held a franchise contract, within the last five years, for the collection of residential refuse and recycling.

4) Provide a description on how the Contractor will implement and provide services as provided in this RFP, including a brief history of the firm and its experience, qualifications and success in providing these Services.

5) Provide a breakdown of the number of vehicles to be used in the execution of the franchise contract, including refuse and recycling collection. At the minimum, these Vehicles listed shall display the name of the Contractor, a local phone number, and a vehicle identification number which are clearly visible on both sides. The list shall be provided by completing Appendix B.

B) Financial Proposal

1) Describe the firm's proposed fee for providing the Services as provided in this RFP per month, per household. This information is to be summarized on the form in Appendix A. The City may be amenable to alternative pick-up schedules if it is in the best interests of the citizens of the City.

C) Contractual Arrangements

The awarded Contractor will be required to execute the franchise contract for the services outlined in this RFP.

D) Proposal Security

Each proposal shall be accompanied by a proposal security, which shall be in the form of certified check or a bank cashier's check in the amount of ten thousand dollars ($10,000), made payable to the City of Lincoln. Proposals submitted without the required security shall be rejected.

The City may grant a request of proposal withdrawal if a written request is received prior to the specified deadline for proposals to be submitted.

After formal notification by the City that a contract award decision has been made, the proposal security of the successful Contractor shall be retained until the required performance bond has been received by the City, at which time the proposal security will be returned to the successful Contractor. In the event that the awarded Contractor withdraws its proposal, or neglects or refuses to enter into a contract with the City, the Contractor shall forfeit the proposal security and shall be liable for any damages the City may thereby suffer.

Proposal securities of the unsuccessful contractors shall be held until the successful Contractor's performance bond is received, at which time the proposal securities will be promptly returned to the unsuccessful contractors.

E) Proposal Deadline

All proposals must be received at the Lincoln City Hall, 700 Broadway Street, Lincoln, IL 62656 by 10:00 a.m., January 5, 2027. Proposals received after the deadline will not be accepted.

Any questions regarding this RFP will be directed to the Mayor, 217-735-1612, or mayor@lincolnil.gov email address. The City will determine whether any addendum should be issued as a result of any questions brought forth.

Three (3) bound paper copies of the proposal must be received at City Hall by the deadline.

11) Basis of Selection

The City of Lincoln will evaluate proposals, and if a vendor is selected, the vendor will be selected on the basis of:

1. The Contractor's plan to provide the City of Lincoln with the services as specified in the RFP.

2. The Contractor's experience in providing services similar to that described in this request for proposal and demonstrated ability to provide the services outlined in the Contractor's plan.

3. The Contractor's references from municipalities where the Contractor currently holds or held a service contract within the last five years.

4. The Contractor's financial proposal.

5. Any other factors relevant to the Contractor's capacity and willingness to satisfy the City of Lincoln.

6. The City of Lincoln has the right to reject all proposals or request additional information.

Appendix A

Contractor Proposal Form

Company Name (DBA if applicable)	
Address	
Phone	
Fax	
Email	
Website	
President/CEO	
Proposal Contact: (If different)	
Contact phone (If different)	
Contact email (If different)	

Enter the proposed residential rate and day of pick up. Are there any discounts or premiums to the proposed rate based on which day City selects? If so, what is rate for each day of the week?

Proposed Residential Waste & Recycling Rates						
Rate Effective Date: / **Pickup date:**	**March 1, 2027**	**March 1, 2028**	**March 1, 2029**	**March 1, 2030**	**Option Year March 1, 2031**	**Option Year March 1, 2032**
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Proposed Residential Waste Rates						
Rate Effective Date: / **Pickup date:**	**March 1, 2027**	**March 1, 2028**	**March 1, 2029**	**March 1, 2030**	**Option Year March 1, 2031**	**Option Year March 1, 2032**
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

The Contractor's rate proposal shall include the provision of one refuse toter and one recycling toter to each customer. Provide below the rental rate and/or purchase cost of additional toter(s), if available from the Contractor.

Rental Rate for Additional Optional Toter:						
Contract Year	**March 1, 2027**	**March1, 2028**	**March 1, 2029**	**March 1, 2030**	**Option Year March 1, 2031**	**Option Year March 1, 2032**
Additional garbage toter (any size)						
Additional recycle toter (any size)						
Cost of Additional Toter to Purchase:						
96-gallon garbage toter						
64-gallon garbage toter						
96-gallon recycling toter						
64-gallon recycling toter						
35+/- recycling toter:						

Contractors are invited to summarize optional services that may be offered to Lincoln residential customers, if selected as the franchise Contractor.

Appendix B

Vehicle Inventory Form

Please list the number of vehicles which will be used to provide refuse, recycling and yard waste collection services as described in this RFP. At the minimum, these Vehicles listed shall display the name of the Contractor, a local phone number, and a vehicle identification number which are clearly visible on both sides.

1) Number of vehicles used for one-day collection:

   Refuse _____

   Recycling _____