

Request for Proposals

REFUSE AND RECYCLING COLLECTIONS FOR

City of Park Falls, Wisconsin

January 5, 2026

Section I: Background

The City of Park Falls is requesting proposals for refuse and recycling services from qualified individuals or companies. The agreed upon contract would begin January 1, 2028.

Overview of the City

Park Falls covers a total area of 3.55 square miles, of which 0.23 square miles is water. The City is located in the northern section of Price County.

Current Refuse Service

The City currently has a three-year contract with Howard Disposal that ends on December 31st, 2027. 1201 units are currently registered for refuse service. Garbage pick-up is weekly from 5:00AM-5:00PM, and recycling is picked up bi-weekly from 5:00AM-5:00PM. The current contractor provided their own 65-gallon garbage bin and 90-gallon recycling cart. They are paid monthly, and receive only tipping fees from the following City buildings:

1. City Hall (2 dumpsters)
2. Police and Fire Hall (bins)
3. Hines Park (seasonal bins)
4. City Garage (dumpster)
5. The community pool (seasonal bins)

Each unit is currently charged \$21.07 a month (2026 rate) for refuse services.

The citizens and noncitizens of Park Falls are allowed to bring their waste themselves to the transfer station. The allocated time for people to discard their trash is 8:00AM-4:00PM Tuesday through Thursday, 7:30AM to 3:30PM on Fridays and 8:00AM-12:00PM on Saturdays (Winter months only 1st and 3rd Saturdays); they are charged based on the weight of their disposals.

Park Falls does not currently have an annual Spring/Fall clean-up day, nor does it have a bulk pick-up service; however, the City is open to proposals that include these services.

Questions on the RFP

If an applicant has questions regarding this RFP, or is having difficulty with the application process, please contact Scott Kluver, City Administrator, at 715-744-0142.

Section II: Proposal Criteria

Method of Submission

Park Falls is looking for a 5-10 year contract with a garbage disposal company that proves to have the qualification to aid the City. Those wishing to submit an application must either mail the proposal to P.O. Box 146 Park Falls WI 54552, or email it to the City Administrator at admin@cityofparkfalls.com with the subject line, "ATTN: Refuse Service Proposal February 12, 2026". The City needs a total of 6 copies of the proposal. The City is not required to reimburse fees incurred from the application process, and the City has the right to reject any and all proposals.

Characteristics That are Required

The following should be included in your proposal:

1. Proof of a Wisconsin license, and insurance.
2. The background information of the company, which should illustrate the competence of the staff, the reliability of the machinery, and prior related experience(s). It must also include the best method of contact for the staff and the applicant of this proposal.
3. Proposed routes and methods within Park Falls.
4. Costs of service.
5. Hours of collection, and if and how, if hours of collection are different from our current schedule, does the company plan to inform the public?
6. The companies' expectations, including what duties the applicant expects the City to take on and specific desires the firm has moving forward.
7. The categorization of disposal items.
8. Preferred rates and hours of the transfer station.
9. References from clients that the company performed related services for.

Section III: Desired Service

Garbage and Recycling Pick-Up

Garbage and recycling pick-up should be done at regular intervals. Garbage must be picked up on the same day, once a week, at an appropriate time. Carts properly placed at the curb or on approved streets, and are in adequate condition, should be indiscriminately serviced. Recycling pick-up can occur either weekly or bi-weekly, but it must take place on the same day each interval, and within an equally appropriate time as garbage pick-up.

Garbage pick-ups at city-owned buildings should also be done weekly within the same schedule as residential buildings. Those locations are:

1. City Hall - 410 Division St. Park Falls, Wisconsin 54552
2. Police Department and Fire Hall - 414 3rd St. South
3. City Garage - 96 Case Avenue
4. Hines Park - 1013 Saunders Avenue, Park Falls, Wisconsin 54552
5. Park Falls Community Pool - 310 5th St. North

Transfer Station

Park Falls owns a transfer station, located at 940 Case Ave, Park Falls, Wisconsin 54552, that should be utilized by the firm for the storing and sorting of waste. The City's current disposal company rents it out for \$840 a month, but this fee is subject to change with a new contract. As previously mentioned, citizens and noncitizens of Park Falls are allowed to dispose of their garbage at the station for a fee during explicitly stated hours.

The City requires that the firm performing refuse services must rent and utilize the transfer station. Additionally, the company must allow the public to continue discarding their trash themselves at the transfer station; the amount the public is charged will be determined by the firm.

The hours of operation for the transfer station will also be at the discretion of the company.

Holiday Schedule and Documentation

The company must inform the public of their holiday schedule annually, and the City must receive a hard and digital copy of the schedule. When a holiday interferes with a regular service day, pick-ups should occur the next business day, and then the regular schedule shall revert back the following week.

The firm must also update the City and public when changes occur to item categorization, when and why a service cannot be met, and any other operational alterations.

The firm must record and properly maintain documentation that is acquired from the service(s), including - but not exclusively - the total weight of collections, billings, and maps. The City has the right to request a copy of any such documentation for its required annual reports.

They should also provide to the public, and to the City, information as to what items are acceptable for recycling service and issue updates when there are any changes.

Refusal of Service

The companies' workers have the right to refuse service to those who were informed of the corporation and cities' expectations, but whose carts are not properly maintained and placed in the approved locations. In such situations, the company should inform the resident of the

material through writing of why their garbage was not picked up, and City Hall shall be notified through a written report.

Rules and Regulations

Park Falls expects the company and its staff to follow the laws of the City and the state of Wisconsin; this entails adhering to not only specific regulations on refuse services, but also general street and employment laws.

It is also the expectation that the firm should adhere to the aesthetic goals of the City. The company should be considerate and deliberate in its work of maintaining the cleanliness of the town in order to guarantee a satisfactory appearance.

Section III: Time/Evaluation

Evaluation Considerations

Proposals from individuals and companies will be weighed in a fair and consistent manner by the Public Services Committee. The evaluation process shall occur in a timely manner, and all applicants will be notified of either an acceptance or rejection. The following will be considered during the evaluation:

1. If the applicant followed the proposal guidelines described above.
2. If the staff related to the individual or company is fit to perform refuse services.
3. Whether the applicant has the necessary insurance and license.
4. Costs.
5. The extent of proposed services.
6. If the applicant has performed a similar service before that sufficiently demonstrates the applicant's capability.
7. If there are conflicts of interest related to the applicant.
8. The firm responds promptly to clients.
9. If the firm agrees to rent the transfer station and how much they will charge residents.

As previously stated, the city has the right to reject any and all applicants. When the decisions are made, applicants will be notified through the specified mode of communication on the application. If a proposal is accepted and the individual/firm is notified, but they do not perform the follow-up steps or contact a member of City Hall or the Public Services Committee, the City has the right to rescind the offer.

Evaluation Timeline

The following dates will guide the cities' evaluation timeline:

Release Date: January 5th, 2026
Proposal due date: February 12th, 2026
Decision Date: May 11th, 2026

The applicant will hear from the city shortly after the decision deadline.