

Request for Quotes (RFQ) for Curbside Recycling Services for the City of Ramsey, 7550 Sunwood Drive NW, Ramsey, MN 55303

Subject: Request for Quotes for Curbside Recycling Collection Services

1. INTRODUCTION

1.1. Request for Quotes (RFQ) – This RFQ defines the service standards, specifications, and quote requirements for the City of Ramsey’s (the “City”) recycling program. The City is seeking quotes from qualified vendors to provide single-stream curbside recycling collection services for all residential homes and townhomes, beginning January 1, 2026 through December 31, 2029 (four [4] year contract term).

1.2. Intent. The intent of this RFQ is to ensure the residents of Ramsey continue to receive efficient, environmentally conscientious, and customer-oriented recycling services that meet both our community’s needs and regulatory requirements. The goals of the curbside recycling program are to increase participation (current participation rate is at 90%) with enhanced education, expansion of acceptable curbside materials, and meeting the annual tonnage goal set by Anoka County (2025 goal is 3,124 tons; 2026 goal has not been set as of yet.).

The City will not reimburse any expenses incurred by a Respondent including, but not necessarily limited to, expenses associated with the preparation and submission of the quote. Furthermore, the City reserves the right to:

- Reject any and/or all quotes at the City’s sole discretion.
- Waive minor irregularities and informalities in the quote documents.
- Further negotiate with entities that submit a quote regarding matters related to the RFQ.

1.3. Background. The City has had a curbside recycling program since 1990. The current recycling contract requires all households (single family homes and townhouses) to be serviced on an every-other-week cycle. The City is divided into two halves, east and west, with each side currently being serviced on alternating Mondays (see Exhibit 1) and the City would prefer to maintain this service schedule. As the City of Ramsey continues to grow, there could be potential to modify the collection zones, if both the Contractor and the City agree, to create smaller, more manageable, collection zones.

The City currently has a single-stream recycling program for the collection of both Fiber and Rigid materials. Acceptable Fiber materials include newsprint, magazines, phone books, mixed mail, catalogues, circulars, paperback books, corrugated cardboard, boxboard, paper bags, and cartons. Acceptable Rigid materials include aluminum and steel cans, glass bottles and jars, plastic bottles, tubs, and containers with number #1, #2, or #5 (or as the industry dictates).

The current population of the City is approximately 28,560. As of the second quarter of 2025, there were 9,947 recycling accounts (this includes all single-family houses and townhouses).

The City’s current curbside recycling contract will expire on December 31, 2025.

Exhibit 2 includes the past three (3) years of curbside tonnage reports.

2. DEFINITIONS

The following terms, as used in this RFQ, are defined to mean:

Aluminum Cans – Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water, or other beverages.

Bi-weekly – Occurring once every two weeks or every other week.

Boxboard – Dry goods boxes including, but not necessarily limited to, cereal, cake, chip, and cracker boxes.

Collection – The act of collecting Recyclable Materials from the Recycling Carts by the Contractor's personnel in authorized collection vehicles.

Contract – The agreement to be entered into between the City and Contractor.

Contractor – The City's recycling service contractor under the new Contract beginning operations on January 1, 2026.

Corrugated Cardboard – Cardboard material with double wall construction and a corrugated wavy layer separating the outer walls. This does not include plastic, wax, or other coated cardboard.

Curbside – The area of public road right-of-way between the property line and the curb or edge of the street, but not on the street itself.

Curbside Recycling Service – The curbside collection of recyclables, in conjunction with related public education and other customer services, specified within this RFQ.

Fibers – Newspapers, inserts, circulars, magazines, mixed mail, office paper, boxboard, corrugated cardboard, telephone books, catalogs, paperback books, notebooks, brown paper bags, and cartons (soup, wine, milk, juice, and broth).

Glass Jars and Bottles – Unbroken glass jars, bottles, and containers (lids/caps and pumps removed) that are primarily used for packaging and bottling of food and beverages.

Magazines – Glossy and non-glossy magazines and catalogues.

Markets – Any person or company that buys or charges for recycling of specified materials and may include, but are not limited to, end-markets, intermediate processors, brokers, and other recyclable material re-claimers.

Mixed Paper/Mail – Mail, advertisements, office paper, school paper, envelopes, etc.

Newsprint – All newspapers, including inserts, coupons, advertisements, etc.

Non-Recyclable Materials – Materials that are not included in the City’s recycling program or accepted by the Contractor. Examples may include pizza boxes, ceramics, plastic bags, hoses, etc.

Participation Rate – A record of which specific households on a recycling route set out Recyclable Materials at some point during a defined period, as a percentage of the overall number of eligible households.

Plastics – Plastic bottles, jugs, containers, and cups marked with a resin code of #1, #2, and/or #5 that contained milk, juice, soft drinks, liquor, water, certain foods, soap, shampoos, conditioners, etc.

Processing – The sorting, volume reduction, baling, containment, or other preparation of Recyclable Materials delivered to the processing center for transportation or marketing purposes.

Recycling Carts – Uniform, wheeled recycling containers in which Recyclable Materials can be stored and later placed for Curbside collection as part of the single-stream collection system. Carts shall be consistent in color and design, with a different color lid that includes an approved instruction label imprinted on top. Carts shall be visibly marked to clearly indicate it is for recycling for the benefit of both the resident and the Contractor driver.

Recycling Manager – City staff person managing the residential recycling program.

Recyclable Materials or Recyclables – The following materials are considered Recyclable Materials for the purposes of this RFQ: Aluminum Cans, Steel Cans, Glass Jars and Bottles, Plastics #1, #2, and #5 (excluding those that contained automotive fluids or cleaning products), Newsprint, Magazines, Mixed Paper/Mail, Boxboard, telephone books, paperback books, notebooks, brown paper bags, household office paper, and Corrugated Cardboard. The City is interested in expanding the list of Recyclable Materials or Recyclables and encourages Respondents to explore potential markets for additional materials. Materials may be added to this list as part of their quote or by written mutual agreement between the City and Contractor.

Residential Property – Includes all single-family homes and townhomes where a separate driveway and/or garage exists for each unit or group of units within the City. For the purposes of this RFQ, multi-family apartment buildings and residential dwelling units above commercial business space, are not defined as Residential Property and are specifically excluded from this contract.

Respondent – Anyone responding to and submitting a quote for curbside recycling service in response to the RFQ.

Rigids – Aluminum Cans, Steel Cans, Glass Bottles and Jars, and Plastics #1, #2, or #5 (bottles, containers, cups, tubs, etc.).

Source Separated Compostable Materials (aka Organics) – has the meaning given in State Statutes.

Steel Cans – Disposable containers fabricated primarily of steel or tin and used for food and beverages.

Finance Department – A department of the City which is the recipient of Contractor’s recycling invoices.

Waste – Any delivered Recyclable Material that is deemed by the processing center to be unable to be marketed into recycled content products.

3. RFQ SCHEDULE AND SUBMISSION REQUIREMENTS

3.1. Schedule – The following outlines the proposed schedule:

August 1, 2025	Issue the RFQ
August 8, 2025	Notification of Intent to Submit Quote from Respondents
August 15, 2025	Clarifications/Questions from Respondents Due
August 25, 2025	City Issues Responses to Respondents’ Questions
September 8, 2025	Quotes Due by 4:00 p.m. (electronic copy required, hard copy optional)
September 9-19, 2025	Evaluation, Review of References, and Selection
September 22, 2025	Contractor Notified; Contract Negotiations Begin
October 14, 2025 (tentative)	City Council Meeting: Consideration of Curbside Recycling Contract and Award Contract (could slide to October 28, depending on negotiations)
December 13-31, 2025	Delivery of Recycling Carts
January 1, 2026	Contract Start Date

3.2. Questions – Questions, clarifications, or requests for additional information about this RFQ or the process must be submitted in writing via mail or email no later than 4:00 p.m. on August 15, 2025 to:

Chris Anderson
Recycling Manager
City of Ramsey
7550 Sunwood Drive NW, Ramsey, MN 55303
Email: canderson@cityoframsey.com

All questions and requests for more information and the City’s responses will be summarized in writing and forwarded to all Respondents on August 25, 2025.

Respondents shall not call members of the Ramsey City Council with questions about this RFQ. All inquiries shall be directed to the Recycling Manager.

3.3. Quotes Held as Nonpublic Data – Only the company names of Respondents submitting quotes will be made public. All documents shall be held as nonpublic data until the City Council awards a new Contract and authorizes City Staff to execute the new Contract.

3.4. RFQ and Quote Incorporated into Final Contract – The contents of this RFQ, the successful quote, and any written clarifications or modifications to the contents thereof submitted by the successful Respondent and approved by the City in writing shall become part of the contractual obligations and be incorporated by reference into the ensuing Contract. If any provision of the Contract RFQ

or quote is in conflict, the Contract takes precedence over the RFQ, and the RFQ takes precedence over the quote.

3.5. **Contact Restriction** – Any unauthorized contact with City Staff and/or City Council Members may subject the company to disqualification from further consideration. This restriction will be in effect from the date this RFQ is released through the date of final Contract award (including authorization for execution) by the City Council.

4. **CONTRACTOR REQUIRED SERVICES**

The Contractor shall maintain the City's current bi-weekly curbside recycling collection service at all Residential Properties, and provide recycling services at the specified municipal buildings and/or properties as specified in this RFQ. However, the City is interested in the potential of a weekly collection option that households via an additional subscription service.

4.1. **Collection of Recyclables.** The Collection of Recyclables shall include the following materials:

- Aluminum & Steel Cans
- Boxboard and Corrugated Cardboard
- Cartons (milk, juice, broth, soup, wine)
- Glass Jars & Bottles
- Magazines, Catalogs, Telephone Books, Notebooks, and Paperback Books
- Mixed Paper and Mail
- Newsprint
- Plastics #1, #2, and #5 (bottles, containers, and tubs)
- Any additional material(s) added to the program by the Contractor after approval by the City.

Collection hours shall commence no earlier than 7:00 a.m. and must be completed no later than 6:00 p.m. on the scheduled collection day.

The Contractor shall not be required to make regular Collections on the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving, Christmas Day, and any other holiday mutually agreed to by both the City and Contractor. When a holiday falls on the regularly scheduled collection day, the Contractor shall conduct the Collection on the day following said holiday.

The Contractor shall publish a yearly calendar, including alternate collection days (due to a holiday), for distribution to all City households and supply the Recycling Manager with a minimum of 250 calendars for additional distribution (new residents, available for display in our lobby, etc.).

The Contractor may, at its sole discretion, postpone Collection due to severe weather. If Collection is postponed, the Contractor shall notify the Recycling Manager by telephone and email as soon as possible. Upon postponement, Collection will be completed on an agreed upon day between City and Contractor.

4.2. Services Required by Contractor

4.2.1. **Collection.** The Contractor shall provide Curbside Recycling Service to all Residential Properties on the scheduled day of service. Recyclables are to be collected Curbside, except where residents' physical abilities are impaired. In this instance, the Contractor shall provide a 'walk-up' service to the Recycling Cart at no additional charge.

The Contractor shall offer a 'drive-in' service when requested by a resident. Said 'drive-in' service shall be billed by the Contractor directly to the Residential Property.

4.2.2. **Missed Collections.** The City will notify the Contractor by 12:00 p.m. of the work day following the scheduled collection day of all missed Collections. The Contractor shall pick up missed Collections no later than 6:00 p.m. of the day following the missed collection.

4.2.3. **Customer Complaints.** Service complaints shall be handled by the Contractor. The City will notify the Contractor of all complaints it receives. The Contractor is responsible for corrective actions and shall answer all complaints courteously and promptly. The Contractor shall provide the City an update on how a complaint was resolved.

The Contractor shall provide personnel to receive complaints and answer curbside recycling questions via telephone and email between the hours of 8:00 a.m. and 4:30 p.m. on weekdays, excluding holidays (only those holidays outlined in Section 4.1). Furthermore, the Contractor shall have a voicemail system activated to receive telephone calls after hours and on weekends.

The Contractor shall maintain a log of all complaints, including the nature of the complaint, property address, date and time received, Contractor's response, and the date and time of the response. The Contractor shall provide this information to the Recycling Manager monthly, or upon request.

4.2.4. **Contamination.** The Contractor shall describe the process and/or options they will use to address contamination when evident in a Recycling Cart. Please note that the City will not support the use of financial penalties against Residential Properties.

4.3. Additional Services Required

4.3.1. **Spring and Fall Recycling Day Events.** The Contractor shall provide, at no additional charge, personnel and equipment (truck(s) and roll-off dumpsters) to collect Recyclable Materials and scrap metal at the City's annual spring and fall recycling events (potentially additional materials if agreed upon between the Contractor and the City. Events are *typically* held on the first Saturday in May and the last Saturday in September at the City's Public Works Campus (14199 Jasper St. NW, Ramsey, MN 55303). Events begin at 8:00 a.m. and end at 12:00 p.m. (any customer in line at 12:00 p.m. will be serviced). Personnel are required to arrive by 7:30 a.m. on the event date (or 30 minutes prior to start time should the event time ever be adjusted). The following equipment and labor shall be provided biannually for recycling events:

- Roll-off boxes or equivalent as mutually agreed upon by the City and Contractor for the collection of scrap metal and Recyclable Materials.
- All required labor for loading and removal of materials collected.
- Trucking services for the delivery and removal of the roll-off boxes or equivalent.

4.3.2. **Public Education.** The Contractor shall create and produce, at its own expense, an annual public education marketing piece that is mailed directly to all Residential Properties. Said mailing shall begin with the commencement of the Contract and shall continue each year throughout the duration of the Contract.

The mailer shall include an annual service calendar that details the service weeks for Residential Properties for the year and any holidays that will affect collection service. Additionally, the mailer shall include a list of acceptable Recyclables and proper preparation of said Recyclables, as well as a list of materials that are not accepted in the curbside program. The Contractor shall include their contact information on the mailer for questions, concerns, or comments from residents.

The Contractor shall submit the educational marketing piece to the Recycling Manager for approval prior to printing and dissemination. The Contractor shall provide a PDF of the educational marketing piece and at least 200 printed copies of the document to the Recycling Manager for distribution at the Ramsey Municipal Center (primarily for new residents).

4.3.3. **Parks Recycling.** The Contractor shall provide a 10-yard roll-off box at the City's Public Works Campus, 14199 Jasper St NW, for the City to use to deposit Recyclables collected in the City's park system. Said roll-off box shall be serviced on call as needed. Invoices related to this roll-off box shall be directed to the City's Finance Department and shall specify that it is for Parks Recycling.

4.3.4. **Organics Recycling.** The Contractor shall provide six (6) large (approximately 95-gallons each) collection carts at 14100 Jasper St. NW for use in the City's Organics Recycling Drop-Off program. Carts shall be serviced weekly. Invoices for these carts shall be sent to the City's Finance Department and shall specify that it is for Organics Recycling. See Section 6 for additional information about Organics Recycling.

4.4. Equipment and Contractor Requirements

4.4.1. **Hauler License.** The selected Contractor shall maintain a City issued Hauler License throughout the duration of the Contract.

4.4.2. **Vehicle Identification.** As part of the submitted quote, the Contractor shall identify the number and type of vehicles used in the Curbside Recycling Service to demonstrate they have sufficient capacity to service the City.

4.4.3. **Contractor Vehicles.** The Contractor's vehicles used in the Collection of Recyclables shall be painted and marked uniformly on both sides. Furthermore, all vehicles and equipment shall be maintained in good working condition and kept neat in appearance.

All vehicles used in the Curbside Recycling Service shall be equipped with warning flashers, backup alarms, a broom and shovel in good working condition, a two-way communication device, and shall have the Contractor's company name and phone number prominently displayed on both sides of the vehicle.

All vehicles used in the Curbside Recycling Service shall be designated for collection of Recyclables only and said vehicles shall be clearly signed on both sides as recycling collection vehicle.

All collection trucks used by the Contractor in the Curbside Recycling Service shall be equipped with a closed top on the load portion so that contents will not spill or leak.

4.4.4. **Delivery of Recyclables.** The Contractor shall specify to the City where the Collection trucks will be delivering the Recyclables.

4.4.5. **Insurance.** The Contractor shall maintain and be able to show proof of proper bonding, insurance, and vehicle liability and workers' compensation insurance and they shall be an equal opportunity employer.

4.5. **Recycling Carts.** The Contractor shall delivery a Recycling Cart to each Residential Property for use in the single-stream collection program. Furthermore, the Contractor shall maintain an accurate inventory of Recycling Carts to ensure that the demand is met throughout the duration of the Contract.

The standard size Recycling Cart delivered to each Residential Property shall be approximately sixty-five (65) gallons. All Recycling Carts shall be uniform in both color and design and shall have markings to be clearly and easily identifiable as the container for Recyclables. All Recycling Carts shall include an approved instruction/recycling guide imprint or a weather-resistant, durable label on the lid. The imprint or label shall clearly indicate what items can be placed in the Recycling Cart.

The Contractor shall also have alternative Recycling Cart sizes available as well. These shall be approximately thirty-five (35) gallons and ninety-five (95) gallons in size.

4.5.1. **Upsizing, Downsizing, and/or Additional Recycling Carts.** The City periodically receives requests from residents for a different size Recycling Cart and/or for a second Recycling Cart. Thus, the Contractor shall, upon request by the City, provide a larger or smaller Recycling Cart to the Residential Property address specified at no additional charge. If requested, an additional Recycling Cart shall also be provided at no additional charge.

4.6. **Required Reporting by the Contractor.** The Contractor shall provide certified weight receipts and tonnage reports for all collected Recyclables via the Curbside Recycling Service no later than the 15th of each month (for the materials collected the previous month). The report shall indicate the total number of tons of Recyclables collected for the month. In addition, the report shall indicate the average participation rate and an explanation of how the participation rate is calculated. The Contractor shall also indicate the primary purchaser of the Recyclable Materials. Finally, a log of all complaints received, including the nature of the complaint, the date and time said complaint

was received, the property address of the complaint, the Contractor's response and the date and time of said response, shall also be provided.

4.7. Personnel Requirements. The Contractor shall maintain sufficient personnel and equipment to fulfill the requirements of the services described in this RFQ. The Contractor's personnel shall be trained in program operations and customer service. All personnel shall maintain a courteous, positive attitude when interacting with the public and shall:

- Conduct themselves in a professional manner and abstain from using abusive or foul language.
- Wear a uniform and employee identification badge or name tag.
- Drive in a safe and considerate manner.
- Handle all Recycling Carts with reasonable care to avoid damage.
- Monitor for any leaks and spillage and be responsible for cleaning them up.
- Maintain compliance with all existing Federal, State, and local laws and regulations.
- Avoid damage to public and private property.

The Contractor shall also specify the name, telephone number, and email address, for the person that the Recycling Manager can contact with questions, concerns, etc.

5. **COMPENSATION.**

5.1. Compensation Based on a Fee Per Household. The City agrees to pay the Contractor for Curbside Recycling Services within the City, as described in the Respondent's quote and as outlined in an executed Contract, based on the number of Residential Properties certified by the City (see Section 5.2 below).

Each month, the Contractor shall submit an itemized invoice for the Curbside Recycling Service provided to the City. Said invoice shall be directed to the City's Finance Department.

The rate of compensation paid by the City to the Contractor for the Curbside Recycling Services shall be based on the Pricing Worksheet (see Exhibit 3).

5.2. Number of Residential Properties. On a quarterly basis, the City will identify the total number of Residential Properties within the City and will provide that count to the Contractor for use in billing the City for the Curbside Recycling Service.

5.3. Damage to Property. The Contractor shall take all necessary precautions to avoid damage to public or private property. The Contractor shall repair or replace any private or public property, including but not necessarily limited to, sod, mailboxes, or Recycling Carts, which are damaged by the Contractor. The Contractor shall address such property damage within forty-eight (48) hours of the incident. Repair or replacement shall be of equivalent value at the time of damage.

If the Contractor fails to repair or replace the damaged property within forty-eight (48) hours, the City may, but is not obligated to, repair or replace the damaged property and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within ten (10) working days of receipt of the City invoice.

5.4. **Fuel Surcharges/Environmental Fees.** The Contactor shall not add on fuel surcharges or environmental fees without prior approval of the City, in addition to the monthly Residential Property fee.

6. ORGANICS

6.1. **Drop-Off Program.** The City currently operates an Organics Recycling Drop-Off Program that residents can sign up for and participate in. The program utilizes six (6), 96-gallon carts for residents to drop off their organics. The Contractor shall continue to provide the equivalent equipment so this program is not interrupted (refer to Section 4.3.4 for more information).

6.2. **Curbside Organics Program.** The City is interested in receiving a quote for a subscription service for the curbside collection of organics. This service would be optional for Residents (they would need to sign up for this service) and would need to be billed by the Contractor directly to participating Residential Properties. The Pricing Worksheet (Exhibit 3) has space to include pricing for this service along with a description (size of collection carts, fee per household per month, and a summary of a curbside organics collection program).

Respondents should include a brief description of any experience they have with curbside collection of Organics and/or how they would develop such a program within the City. While this is of interest to the City, the City reserves its right to opt not to include or implement a subscription service Curbside Organics recycling program.

7. TERMS OF CONTRACT

7.1. **Duration.** The contract duration shall be four (4) years, commencing on January 1, 2026 and terminating at the end of business on December 31, 2029. Contract pricing shall not deviate from the agreed upon rates in the executed Contract.

7.2. **Contract Termination.** The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract if the default has not been remedied within thirty (30) days after receiving writing notice of said default. The City shall pay the Contractor all compensation earned prior to the date of termination, minus any damages and costs incurred by the City as a result of said default. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, route maps, route notes, models, photographs, reports, or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination. Upon termination, Contractor shall be responsible for retrieving all Recycling Carts within seven (7) business days from the date of termination.

7.3. **Hold Harmless.** The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgements, and expenses, including attorney's fees, resulting directly or indirectly from an act or omission of the Contractor, its employees, its agents, and/or its subcontractors, in the performance of the services provided

by the Contract or by reason of failure by the Contractor to fully perform, in any respect, any of its obligations under the Contract. If Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute §3.732, et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to the City.

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EXHIBIT 1
Map of Division of City for Collection Purposes

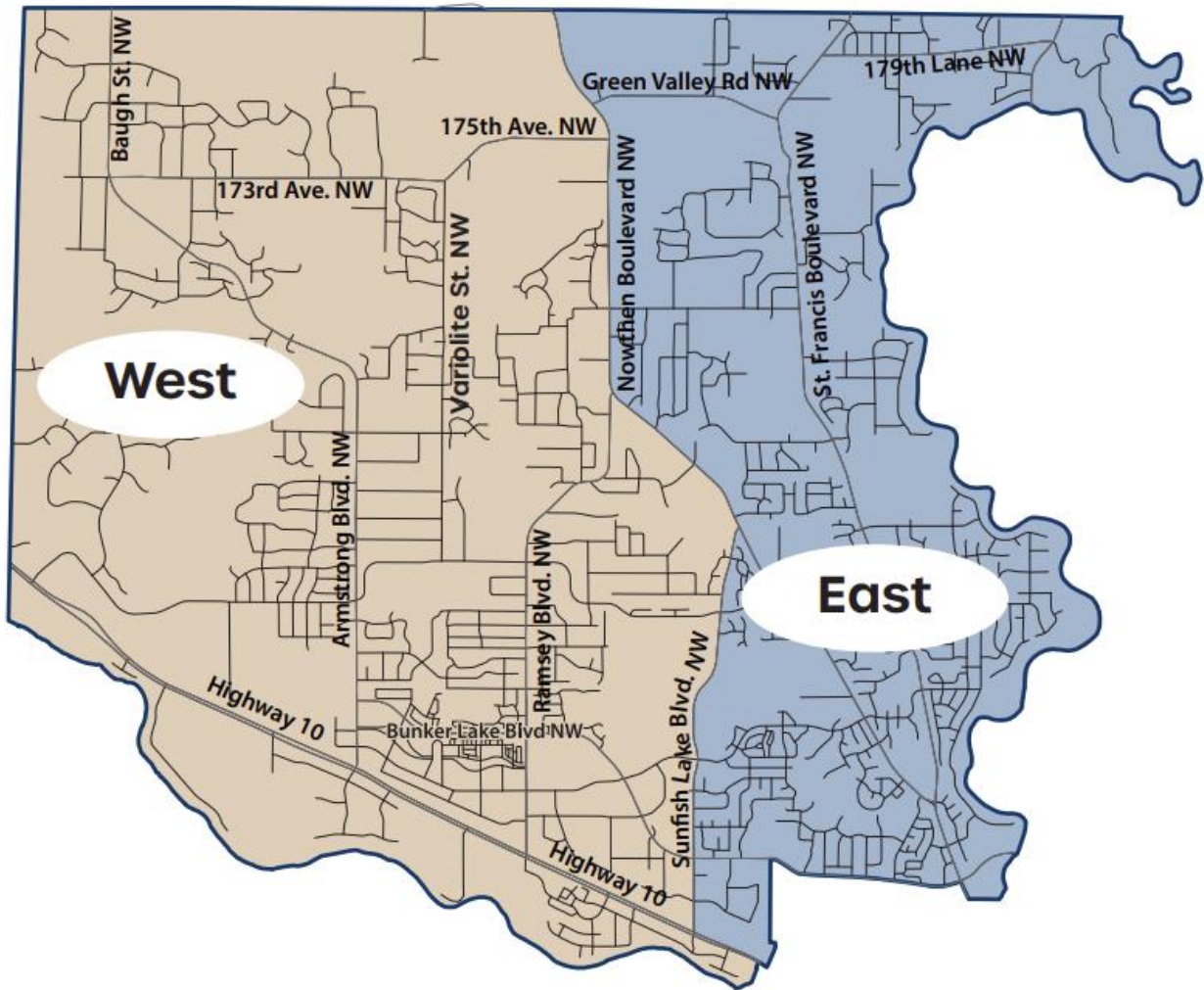


EXHIBIT 2
Curbside Residential Recycling Tonnages from 2022-2024

Month	2022 Tons	2023 Tons	2024 Tons
January	224.78	252.34	242.78
February	195.12	214.65	202.30
March	236.28	242.17	201.38
April	232.38	228.12	249.17
May	253.45	243.11	255.97
June	253.67	252.73	249.29
July	228.43	229.71	251.66
August	262.58	256.10	237.82
September	236.93	233.82	226.01
October	222.58	249.31	236.92
November	230.86	230.56	229.39
December	256.16	234.00	238.96
Yearly Total Tonnage	2,833.22	2,866.62	2,821.65

**EXHIBIT 3
Pricing Worksheet**

Company Name: _____

Contact Person and Title: _____

Address: _____

Telephone: _____ Email: _____

Residential Properties Collection of Single-Stream Recyclables (Bi-Weekly)

Contract Year	Price Per Residential Property Per Month
2026	\$
2027	\$
2028	\$
2029	\$

In addition to bi-weekly collection of recyclables, the City is interested in understanding what the per month cost would be if the Contract included an option for weekly curbside recycling service. Additionally, the City is also interested in the potential of a curbside organics collection service. If either of these services are something the Contractor can accommodate, please complete the below tables as well.

Add Alternate: Residential Properties Collection of Single-Stream Recyclables (Weekly)

Contract Year	Price Per Residential Property Per Month
2026	\$
2027	\$
2028	\$
2029	\$

Add Alternate: Curbside Collection of Organics (subscription service)

Contract Year	Price Per Residential Property Per Month
2026	\$
2027	\$
2028	\$
2029	\$

EXHIBIT 4

Signature Page

Project Name: City of Ramsey Residential Recycling Services

Date/Time Quotes Due: September 8, 2025; no later than 4:00 p.m.

Submitted by:

Name: _____

Title: _____

Signature: _____

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Email: _____

Submit quotes to:

Ramsey Municipal Center
Attn: Chris Anderson, Recycling Manager
7550 Sunwood Drive NW
Ramsey, MN 55303

<i>For Office Use Only</i>	
Date Quote Received	
City Staff Person Accepting Quote	
Date	
Time	

Checklist for Submitting Quote

Please utilize the below list to ensure that you are submitting a complete quote.

- ❖ Narrative that summarizes the Respondent's qualifications.
- ❖ Contact information for the Contractor's designated contact person (see Section 4.7).
- ❖ Pricing Worksheet (Exhibit 3)
- ❖ Contact information of at least three (3) references from municipal clients where curbside recycling services were performed.
- ❖ Example(s) of public education marketing materials.
- ❖ Example of monthly tonnage report.
- ❖ Summary of capability of adding additional acceptable materials within the duration of the Contract should new markets arise.
- ❖ Summarize how the Respondent will address contamination identified in a Recycling Cart.