VILLAGE OF
ELLSWORTH

REQUEST FOR PROPOSALS

COMMUNITY-WIDE RESIDENTIAL REFUSE AND RECYCLING COLLECTION SERVICES

Publishing of RFP: July 15, 2026
RFP Due Date: August 31, 2026, 4:30pm

VILLAGE OF ELLSWORTH, WISCONSIN
REQUEST FOR PROPOSALS (RFP)
COMMUNITY-WIDE RESIDENTIAL REFUSE AND RECYCLING COLLECTION SERVICES

ISSUE DATE
July 15, 2026

PROPOSAL DUE DATE
August 31, 2026 by 4:30pm

CONTRACT COMMENCEMENT DATE
January 1, 2027

1. INTRODUCTION

The Village of Ellsworth, Wisconsin, is soliciting proposals from qualified refuse and recycling collection contractors to provide community-wide residential refuse and recyclable material collection services.

Pursuant to Village Code §11.10, the Village contracts for the collection and disposal of household refuse and recyclable materials from eligible residential properties within the Village. The Village seeks a contractor capable of providing reliable, efficient, cost-effective, and environmentally responsible service while maintaining a high level of customer service.

2. VILLAGE INFORMATION

The Village of Ellsworth currently maintains approximately 1,100 active refuse and recycling service accounts that are billed through the Village's quarterly utility billing system.

The Village bills residents directly for refuse and recycling services and remits payment to the Contractor in accordance with the terms of the contract.

Proposers shall base their pricing on 1,100 active service accounts.

The Village makes no guarantee regarding the exact number of accounts during the contract term. The number of service accounts may increase or decrease due to development, occupancy changes, annexation, demolition, or other factors.

The successful Contractor shall provide service to all eligible residential properties as required by Village Code §11.10.

3. CONTRACT TERM

The Village seeks proposals for:

- An initial five (5) year contract term; and
- One optional five (5) year extension upon mutual agreement of the parties.

The contract shall commence January 1, 2027.

4. SCOPE OF SERVICES

Residential Refuse Collection
The Contractor shall provide weekly curbside refuse collection for all eligible residential

properties within the Village.

Collection shall occur on Mondays throughout the Village.

Any permanent change to the collection day shall require prior approval of the Village Board.

Residential Recycling Collection
The Contractor shall provide single-stream recycling collection for all eligible residential properties.

Proposers shall provide pricing for weekly recycling collection. Recycling collection shall occur on the same day as refuse collection.

Collection Containers
The Contractor shall furnish and maintain refuse and recycling carts for all eligible dwelling units.

Refuse Cart Options
Residents shall have the option of selecting one of the following refuse cart sizes:

- 35-Gallon Cart
- 65-Gallon Cart
- 95-Gallon Cart

The Contractor shall provide separate pricing for each refuse cart size.

Recycling Cart
The Contractor shall provide one standard 65-gallon recycling cart to each eligible dwelling unit.

Cart Maintenance
The Contractor shall be responsible for:

- Initial cart delivery.
- Cart maintenance and repair.
- Replacement of carts due to normal wear and tear.
- Cart exchanges requested by residents.

Bulk Item Collection
The Contractor shall describe:

- Appliance and white goods collection procedures.
- Furniture and bulky item collection procedures.
- Resident fees for special collections.
- Scheduling procedures for special pickups.

Customer Service
The Contractor shall maintain:

- A local or toll-free customer service telephone number.
- Online service request capability.
- Complaint tracking procedures.
- Resolution of missed collections within one business day.

5. COMPLIANCE WITH VILLAGE CODE

The Contractor shall comply with all provisions of Village Code Chapter 11, including Section 11.10.
The Contractor shall also comply with:

- Wisconsin Statutes Chapter 287.

- Wisconsin Administrative Code NR 544.
- All federal, state, county, and local laws and regulations governing refuse and recycling collection.

6. FREE MUNICIPAL SERVICE REQUIREMENT

The Contractor shall provide refuse and recycling collection services at no charge to the Village for the following facilities:

- Village Hall
- Police Department
- Public Works Facility
- Parks and Park Buildings
- Ball Fields
- Other Village-owned facilities utilized for municipal operations
- Public Sidewalks

The Contractor shall provide all necessary refuse and recycling containers, collection, hauling, and disposal services.

No separate charge shall be billed to the Village for these services. Costs associated with municipal service shall be incorporated into the residential service proposal.

7. CONTRACTOR QUALIFICATIONS

Company Information

Provide:

- Company name.
- Business address.
- Contact person.
- Telephone number.
- Years in operation.

Municipal References

Provide at least five references for municipal contracts of similar size.
Include:

- Municipality.
- Number of residential units served.
- Contact person.
- Telephone number.
- Contract term.

Insurance Requirements

Commercial General Liability
$2,000,000 Aggregate
Automobile Liability
$1,000,000 Combined Single Limit
Workers Compensation
Statutory Limits
The Village of Ellsworth shall be named as an additional insured.
The Contractor's indemnification obligations shall not be limited by the insurance coverage required under this Request for Proposals or any resulting contract.

8. INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless the Village of Ellsworth, its elected

and appointed officials, officers, employees, agents, boards, commissions, and volunteers from and against any and all claims, demands, actions, damages, losses, liabilities, judgments, costs, and expenses, including reasonable attorney fees, arising out of or resulting from the performance of services under this Request for Proposals and any resulting contract, provided such claim, damage, loss, or expense is caused in whole or in part by any negligent act, error, omission, recklessness, or willful misconduct of the Contractor, its employees, agents, subcontractors, or anyone directly or indirectly employed by the Contractor.

The Contractor's indemnification obligations shall include, but not be limited to:

- Personal injury.
- Bodily injury.
- Death.
- Property damage.
- Vehicle accidents involving Contractor personnel or equipment.
- Environmental contamination caused by the Contractor.
- Violations of federal, state, or local laws or regulations by the Contractor.

The Contractor shall not be required to indemnify the Village for claims arising solely from the negligence or willful misconduct of the Village.

The obligations contained in this section shall survive the expiration, termination, or completion of the contract.

9. PRICING PROPOSAL

Provide annual pricing per household for the following service levels:

Service Level	Quarterly Cost Per Account
35-Gallon Refuse Cart + 65-Gallon Recycling Cart	$_____
65-Gallon Refuse Cart + 65-Gallon Recycling Cart	$_____
95-Gallon Refuse Cart + 65-Gallon Recycling Cart	$_____

Provide pricing for:

- Weekly recycling collection.
- Additional refuse carts.
- Additional recycling carts.
- Special collection services.

The annual cost must include all collection, hauling, disposal, recycling, cart maintenance, customer service, and administrative costs.

10. PERFORMANCE STANDARDS

The Contractor shall maintain a collection completion rate of not less than ninety-nine percent (99%).

Missed collections reported to the Contractor shall be corrected within one business day.

Repeated failure to meet service standards shall constitute a breach of contract.

11. MANDATORY REQUIREMENTS

To be considered responsive and eligible for award, proposers must agree to all of the following:

1. Provide community-wide residential refuse collection service in accordance with Village Code §11.10.
2. Provide residential recycling collection service for all eligible residential properties.

3. Provide collection service on Mondays.
4. Provide contractor-owned and maintained refuse carts in 35-gallon, 65-gallon, and 95-gallon sizes and a standard 65-gallon recycling cart for all eligible dwelling units.
5. Provide refuse and recycling service at no cost to Village facilities identified in this RFP.
6. Refrain from imposing fuel surcharges, environmental fees, recovery fees, or similar charges without Village Board approval.
7. Resolve missed collections within one business day.
8. Comply with all applicable laws and regulations governing refuse and recycling collection.
9. Maintain all insurance requirements established by this RFP.
10. Comply with all other terms of the contract.

Failure to meet any mandatory requirement may result in the proposal being deemed non-responsive and rejected.

12. TRANSITION OF SERVICE

The successful Contractor shall be responsible for all costs associated with implementing service, including:

- Delivery of refuse carts.
- Delivery of recycling carts.
- Resident notifications.
- Route implementation.
- Transition from the existing service provider.

No transition costs shall be borne by the Village or its residents.
All carts shall be delivered prior to commencement of service.

13. EVALUATION CRITERIA

The Village may award the contract to the proposer determined to be in the best interests of the Village based on Cost, Experience and References, Service Plan, Customer Service Program, Municipal Benefits, Sustainability/Recycling Initiatives.

The lowest proposal will not necessarily receive the award.

14. RESERVATION OF RIGHTS

The Village of Ellsworth reserves the right to:

- Reject any or all proposals.
- Reject any proposal deemed incomplete, non-responsive, or not in the best interests of the Village.
- Waive any informalities, irregularities, or technical defects in any proposal.
- Request additional information or clarification from any proposer.
- Negotiate modifications to any proposal after submission.
- Conduct interviews with proposers.
- Investigate the qualifications and experience of any proposer.
- Award the contract to the proposer determined to provide the best overall value to the Village.
- Decline to award a contract.
- Reissue the Request for Proposals if deemed necessary.
- Cancel the Request for Proposals process at any time prior to contract execution.

The issuance of this Request for Proposals does not obligate the Village to award a contract

or reimburse any proposer for costs incurred in preparing or submitting a proposal.
The Village Board shall have sole discretion in determining the proposal that is in the best interests of the Village and reserves the right to reject any and all proposals.

15. PROPOSAL SUBMISSION

Sealed proposals shall be submitted to:
Village Administrator
Village of Ellsworth
130 North Chestnut Street
Ellsworth, Wisconsin 54011
Proposals must be received no later than:
4:30 p.m. on August 31, 2026.
Late proposals will not be considered.
Questions regarding this Request for Proposals shall be directed to the Village Administrator.