

# CITY OF KINDRED, NORTH DAKOTA

## REQUEST FOR BIDS (RFB)

### RESIDENTIAL SOLID WASTE & RECYCLING COLLECTION SERVICES

#### 1. INVITATION TO BID

The City of Kindred, North Dakota (the “City”), invites bids from qualified contractors to provide **exclusive residential solid waste and recycling collection services** within the City limits.

**Bid Deadline:** March 2, 2026 at 4:00 pm

**Bid Review:** Regular City Council meeting on March 4, 2026 at 7:00 p.m.

**Location:** Kindred City Hall, 31 5th Avenue N, Kindred, ND 58051

Bids received after the stated deadline will not be considered.

The City reserves the right to reject any or all bids, waive informalities, and accept the bid deemed to be in the best interest of the City.

Bids may be submitted to Kindred City Hall via mail or email.

Kindred City Hall

Attn: Kindred City Council

31 5<sup>th</sup> Ave N

PO Box 158

Kindred, ND 58051

**email:** [cityofkindred@msn.com](mailto:cityofkindred@msn.com)

#### 2. BACKGROUND & GENERAL INFORMATION

The City of Kindred is a Council City located in Cass County, North Dakota, with a population of approximately **1,000 residents**.

Current estimated service locations include:

- Residential units with one tote: 350
- Residential units with second tote: 15

These figures are estimates only and are provided for bid comparison purposes. The City does not guarantee the number of accounts.

### 3. SCOPE OF SERVICES

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#### A. RESIDENTIAL SOLID WASTE COLLECTION

- Weekly curbside collection for all eligible residential properties
- Collection on a single designated weekday, as approved by the City
- Collection hours between 6:00 a.m. and 7:00 p.m., unless otherwise approved
- Contractor shall prevent and immediately clean up any spillage

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#### B. RECYCLING COLLECTION

- Bi-weekly single-stream recycling collection
- Contractor shall clearly identify accepted recyclable materials
- Contractor shall address contamination management procedures in the bid

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#### C. CONTAINERS (TOTES)

- Contractor shall provide, maintain, repair, and replace all residential refuse and recycling containers

Minimum standards:

- 96-gallon or 64-gallon refuse tote with lid and wheels
- Second residential tote available at an additional approved rate

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#### D. ROUTES & SERVICE AREA

- Routes established by Contractor and subject to City review
- Service area includes all residential properties within City limits, including future annexations unless otherwise specified

### 4. HOLIDAYS & MISSED COLLECTIONS

- Contractor may suspend service on recognized holidays at their discretion
- Missed holiday collection shall be rescheduled during the same week
- A holiday service calendar must be submitted to the City by December 20 for the following year
- Missed pickups must be remedied within 24 hours of notification

## 5. ADDITIONAL & SPECIAL SERVICES

Optional services to residents (pricing to be disclosed):

- Bulky item pickup	- Appliance pickup
- Additional residential containers	- Compost containers
- Curbside bulk garbage cleanup	- Community or special event services

## 6. CUSTOMER SERVICE & COMPLAINTS

The City will contact Contractor with new customer information

The City will contact Contractor and communicate customer changes or updates

The City will receive and forward complaints and service requests to Contractor; residents may also contact the Contractor directly

Contractor shall provide a dedicated customer service phone number or online portal

Customer complaints shall be addressed within **one (1) business day**

## 7. PRICING & RATE STRUCTURE

Bidders shall submit pricing on a **per-residential-unit, per-month** basis.

Rates shall include: - Solid waste collection - Recycling collection - Container provision and maintenance - Administrative and customer service costs

Rates shall remain fixed during the contract term except:

- Documented increases in landfill fees
- Changes in federal, state, or local regulations affecting operational costs

All rate adjustments require City Council approval

## 8. CONTRACT TERM

Initial contract term: Five (5) years

Renewal contract term: Three (3) years, auto renewal

Anticipated contract and service start date: May 1, 2026

The City and Contractor may mutually agree to extend the contract without rebidding, subject to City Council approval

## 9. INSURANCE & COMPLIANCE

The Contractor shall maintain, at minimum: - General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate - Automobile Liability: \$1,000,000 combined single limit - Workers' Compensation: As required by North Dakota law

The City of Kindred shall be named as an additional insured.

Contractor shall comply with all applicable federal, state, and local laws and regulations.

## 10. BID SUBMISSION REQUIREMENTS

Each bid shall include:

- Completed Bid Form (Attachment A)
- Company qualifications and experience
- Description of equipment and operations
- Proposed service schedule
- Pricing proposal
- Proof of insurance
- References from similar-sized communities

## 11. EVALUATION CRITERIA

Bids will be evaluated based on:

- Cost and rate structure
- Experience and qualifications
- Service quality and reliability
- Customer service capabilities
- Responsiveness to this RFB

The City may conduct interviews or request additional information.

## 12. RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all bids	- Waive informalities
- Negotiate final contract terms	- Award a contract in the best interest of the City

## ATTACHMENT A – BID FORM (SUMMARY)

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Proposed Cart Sizes: \_\_\_\_\_

If pricing varies based on tote size, please indicate such.

Monthly Rate per Residential Unit (includes one garbage tote & one recycling tote):  
\_\_\_\_\_

Monthly Rate for Second Tote (either garbage or recycling):  
\_\_\_\_\_

**Optional services – indicate if offered, rates, frequency of service, limitations, etc:**

Appliance pickup: \_\_\_\_\_

Freon Appliance pickup: \_\_\_\_\_

Curbside bulk garbage pickup: \_\_\_\_\_

Compost (grass/leaves/branches) containers: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_