

AGENDA

1. CITY COUNCIL WORK SESSION CALLED TO ORDER
2. ROLL CALL: Parisian, Murphy, Mayor Blonigan, Mayor Pro Tem Wagner
3. DISCUSSION
 - A. Sustainability Commission
 - B. Organized Collection - Request for Proposals
4. STAFF UPDATES
 - A. Potential County Highway Turn-back
2025 Calendar Budget Discussion
Legislative Updates
Problem Properties
5. COUNCIL UPDATES
6. ADJOURNMENT



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Kayla Kirtz, Sustainability Coordinator
APPROVED BY: Tim Sandvik, City Manager
DATE: June 11, 2024
RE: Sustainability Commission

Background:

Following a climate action presentation given by University of Minnesota students at the Tuesday, May 21st City Council meeting, members of the Robbinsdale City Council expressed support for exploring the establishment of a citizens' Sustainability Commission.

Analysis:

City commissions and committees are useful tools for enabling capacity, coordinating, engaging the community, and recommending plans of action to the City Council. The formulation of city commissions, committees, or green teams is often recommended in larger scale sustainability planning efforts. The GreenStep Cities program, for example, identifies Best Practice Action 24.1 as "use a city commission or committee to lead, coordinate, report to and engage community members on the identification and equitable implementation of sustainability best practices." The Gold Leaf Challenge directs participating communities to establish a "Green Team" to commit to high-impact climate action that prioritizes community connectedness: "have a green team with government and community member representation that meets regularly (at least 4 times every year) and address topics related to Minnesota's changing climate." Looking at our neighbors and their commissions:

Golden Valley Environmental Commission

- Members: Seven regular and one student.
- Monthly meetings.
- Advises and makes recommendations to the City Council in matters relating to and affecting the environment.

St. Louis Park Environment & Sustainability Commission

- Members: 11 regular and two youth.
- Monthly meetings.
- Dedicated to issues related to environmental stewardship and sustainability in St. Louis Park.

Columbia Heights Sustainability Commission

- Members: Nine regular.

- Monthly meetings.
- Established in 2023 to raise awareness and promote sustainable practices within the community.

The City of Robbinsdale has an evidently active and engaged community that is dedicated to climate action. In February 2023, city staff formally created a Sustainability Committee to accelerate GreenStep Cities efforts. That committee has met monthly since February 2023 and is composed of staff members from the Administration, Community Development, Recreation, and Public Works Departments. MN GreenCorps Member Noah Knapp has been working during his service term to coordinate a team of resident volunteers to assist with the implementation and engagement surrounding Robbinsdale's Energy Action Plan. On March 4, 2024, the Energy Action Volunteer Team held its first meeting, and most recently held its second quarterly meeting on Monday, June 3, 2024. This team has been impactful in connecting the city with residents, spreading the word about energy efficiency and renewable energy programs, and identifying further opportunities for the city and residents to support each other. Finally, this spring, a group entirely initiated and ran by residents, called the Robbinsdale Climate Collective, began meeting monthly to discuss ways residents can get involved in climate action locally.

The Council may establish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, to investigate any subject of interest to the city, or to perform quasi-judicial functions. It is worth noting that this process would require a formal first and second reading of an ordinance, proper public notices, and a 30-day waiting period before going into effect. A formal commission would also be required to follow official procedures set forth in the City Code, including (but not limited to) quorum, voting, duties, and powers.

Prior to establishing a formal Sustainability Commission, the City could consider combining the efforts of the staff Sustainability Committee and the Energy Action Volunteer Group to pilot a combined residential Sustainability Committee. A rough scope of work for the Sustainability Committee could look something like this:

- Meet monthly for 12 months, effective October 2024.
- Meet on the second Thursday of each month.
- Members: Eight regular (two from each ward), one senior, and one youth.
- Prospective members must fill out an application and submit in order to be considered for the Committee. The application will be modeled after the current City Commission application.
- Current members of the Energy Action Volunteer Team and the Robbinsdale Climate Collective will be invited first to apply. Member recruitment will then be held via social media, website, and newsletter outreach.
- Work plan: Energy Action Plan implementation, Gold Leaf Challenge actions, other sustainability- and climate action-related efforts as directed by the Robbinsdale City Council.
- At the end of the 12-month pilot, the Robbinsdale Sustainability Committee will provide a presentation to the City Council detailing the accomplishments of the committee and next steps.

Recommendation:

Discuss the recommendation of a Sustainability *Committee*.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: June 11, 2024
RE: Organized Collection - Request for Proposals

Background:

In late summer/early fall of 2019, the City of Robbinsdale solicited bids through the Request for Proposals (RFP) process to entertain bids for organized collection in the City. Through the process, Waste Management was ultimately selected as the service provider, and a formal organized collection contract was executed with the City in April of 2020. This contract is set to expire in 2025, with the option for an extension if mutually agreed upon terms are met.

Analysis:

Staff is currently preparing an RFP to solicit proposals from haulers for refuse, recyclables, yard waste, and organics.

Understanding the market, staff is soliciting Council feedback on areas of focus, and any changes in current services they may consider.

Staff will walk through the attached DRAFT RFP, and take guidance on next steps.

Recommendation:

NA

Attachments:

1. City of Robbinsdale - Organized Collection RFP DRAFT



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Request for Proposals (RFP) - City of Robbinsdale

Organized Hauling – Refuse, Recycling, Yard Waste, Organics Collection

Submissions Due – XXXXX

Introduction

The City of Robbinsdale, MN, (“City”) is requesting proposals to for Custodial Services at City Buildings.

Background Information

Robbinsdale, Minnesota is a city of roughly 15,000 people located next to the northwest corner of Minneapolis. The City is over 100 years old and has maintained its small town feel - part of our [Mission Statement](#).

The city is governed by the Robbinsdale [City Council](#), made up of a Mayor and 4 Council Members. Each Council Member represents a specific area ("Ward") of the city. The City Council formulates the city policy. The City Manager is responsible for city administration.

Purpose

The City soliciting proposals from qualified firms for the organized collection of refuse, recycling, yard waste, and organics for residential dwelling units including duplexes, triplexes, fourplexes, townhomes – in total, roughly 5,100 stops.

Currently, residential dwellings receive collection service from the alley side and street side of their houses. All but a few alleys in Robbinsdale are a paved surface, ranging from 10’ to 14’ in width, and have differing geometric layouts including straight through, T-shaped (3), L-shaped (4) (most with right angles, a few with acute angles), and dead-ends (8). There are a few unique collection needs where one dwelling receives alley side collection while the adjacent dwelling receives street side collection due to being near the alley but having no access to it.

Additionally, the City provides occasional walk-up accounts. The current service contract expires April 1, 2025, but the City may consider an earlier transition if appropriate.

The City of Robbinsdale staff will review and evaluate all proposals, and may request additional information, clarification, or presentations. Vendors should provide specific and pertinent information and submit all information requested.

RFP Administrator

The Request for proposals is being issued by

City of Robbinsdale, MN
4100 Lakeview Ave N
Robbinsdale, MN 55422

Instructions for Submitting a Proposal

Review the entire description of the City's collection needs, then complete the Application Form (attached). Proposals are accepted in hard copy form, or via email to the City Manager.

Robbinsdale City Hall, 4100 Lakeview Avenue North, Robbinsdale, MN 55422-4534, **no later than XXX**

Any questions regarding the proposal should be e-mailed or faxed to City Manager, at (763) 53- or tsandvik@ci.robbsdale.mn.us.

Once the proposal has been received by the City we may request that a representative from your firm meet with city staff to present your proposal and answer any questions.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the contract, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

Description o Services

The Contractor will supply the labor, materials, and equipment necessary to make a complete collection of refuse, recyclables, yard waste, and organics from all residences in the City during the term of the contract. Such collections will include all residential dwelling units, as defined in Section V of this proposal and be accomplished by use of individual containers. The Contractor will provide the personnel, equipment, and facilities necessary to fulfill the terms and conditions of the contract. The Contractor will provide the services in compliance with all applicable laws and charge for the services on a volume-based schedule.

Collection services contract would include:

- Weekly residential refuse collection and disposal for single family and up to 4 unit multi-family
- Additional collection service available to residents (in excess of containers)
- Weekly yard waste collection and disposal between April and November
- Bi-weekly single sort recycling collection & conveyance
- Collection of bulk items and appliances for an additional fee
- Walk-up accounts- reasonable collection exceptions for seniors or disabled
- Weekly collection of refuse and recycling from City facilities.
- Recording of customer service communications, requests and complaints
- Reporting of tonnage, end market, storage, and recycling participation
- Assisting the City with public education through articles, handouts, other media, or events
- Informing the public and City of timely changes in service and other changes
- Working with the City to maintain excellent service to the residents of Robbinsdale
- Special clean up projects- work with code enforcement staff

Term of Contract

It is the City's preference to enter into a service contract lasting five (5) years. Services may be extended by agreement of both parties providing extension is agreed upon by XXX.



Definitions

For purposes of the contract, the terms defined in this section have the meanings given them:

- a) Additional Collection Service. Bagged, boxed, or bundled refuse in excess of the designated volume-base per residential dwelling unit.
- b) Bulky items. Large household items including carpeting and padding (less than three feet and under 50 lbs), mattresses, chairs, couches, tables, and other such items of furniture that are too large for one person to pick up.
- c) City of Robbinsdale Solid Waste Sticker. A sticker purchased directly from the City to be affixed to any Additional Collection Service item (i.e. extra bags), the City keeps the revenue. The number of stickers required per item is to be established by the City and enforced by the Contractor.
- d) Collection Service. A private operation engaged in collection and transportation of refuse, yard waste and recyclables.
- e) Independent Contractor. A person authorized by the Contractor to perform refuse collection services within the City.
- f) Multi-Family Dwelling Unit. A Multi-Family Dwelling Unit is any dwelling unit designed for multiple housekeeping units that does not qualify for regular garbage service under this Contract.
- g) Single Sort Recycling. The commingled collection of all recyclables in a single 30-36, 60-66, or 90-96 gallon wheeled cart.
- h) Recyclables. Items such as, but not limited to, newspaper, plastics with a neck, catalogs, magazines, phone books, junk mail, corrugated cardboard, 4C's boxboard, ledger paper, bi-metal cans, aluminum, and glass.
- i) Refuse. Putrescible and nonputrescible solid waste from residences including garbage and rubbish, and specifically excluding yard waste, recyclables, and toxic and hazardous wastes. Refuse further excludes industrial, commercial, agricultural, and construction garbage or rubbish and wastes. Includes garbage- organic waste, including discarded material resulting from the handling, processing, storage, preparation, serving, and consumption of food. Includes rubbish-solid waste, including ashes consisting of both combustible and noncombustible wastes, such as wood, bedding, crockery, and other non-reusable waste: the term also includes non-recyclable types of glass, paper, cardboard, and metal cans.
- j) Residential Dwelling Unit. A single family dwelling unit and each unit of a duplex, triplex, fourplex, and townhome: the term does not include apartment buildings.

k) Townhome. Structures containing two or more units that are contiguous to each other governed by a homeowner's or renter's association.

l) Toxic and Hazardous Wastes. Waste materials including, but not limited to, poisons, pesticides, herbicides, acids, caustics, pathological wastes, radioactive materials, flammable or explosive materials, and similar harmful chemicals and wastes that require special handling and must be disposed of in a manner to conserve the environment and protect public health and safety.

m) White Goods. Household appliances including items such as refrigerators, freezers, stoves, dishwashers, washers and dryers, water heaters, microwave ovens, furnaces, air conditioners, dehumidifiers, and trash compactors.

n) Yard Waste. Compostable organic plant material that consists of grass clippings, leaves, and soft garden material, including brush and limbs less than four inches in diameter and four feet in length provided they are bundled with twine.

Scope of Contract

Collection Service Provided by Contractor.

Refuse Collection

Description: Refuse collection service includes the collection of Refuse from Residential Dwelling Units in the City. Included in the cost of this Refuse service is the annual collection of one Christmas tree (not wrapped in a plastic bag and free of decorations) placed at Curb (separate from cart) Collection costs are described in Attachment A.

Exclusions: Refuse collection service does not include the collection of:

- Toxic and Hazardous Waste including items such as batteries, tires, construction material, motor oils, and paint in liquid form;
- Yard Waste;
- Recyclables;
- animal waste and solid waste materials resulting from industrial, commercial, and agricultural operations;
- earthen fill, boulders, rock, and other materials normally handled in construction operations, solids or dissolved materials in domestic sewage or other significant pollutants in waste resources, such as silt, dissolved or suspended solids in industrial waste water effluent, dissolved materials in irrigation return flows or other common water pollutants.
- White Goods.

Carts: The Contractor must provide a cart for each residential dwelling unit. All replacement carts will be provided by the Contractor at the Contractor's sole expense and maintained by the Contractor throughout the life of this Contract. Three sizes of containers have been approved for use:

- a container of 35 gallons;
- a container of 64 gallons;



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- a container of 96 gallons.

Location: A residential dwelling unit must have its container at the street curb or alley adjacent to the unit on or before 6:00 a.m. on the designated day of collection. Collection from City owned properties per container location.

Frequency A residential dwelling unit must have its Refuse collected a minimum of once per week.

Additional Collection Service: Refuse in excess of the provided cart will be picked up by the Contractor when placed in a resident- provided container or bag not exceeding 33 gallons when properly affixed with a City Solid Waste Sticker. Collection service for White Goods must be by prior arrangement with the Contractor for collection and will be billed in accordance with agreed upon pricing.

Reporting: Tonnages of Refuse collected must be reported by Contractor to the City on a monthly basis.

Pick-Up at City-Owned Properties: Contractor will provide service as necessary for the collection and disposal of Refuse and Recyclables from City- owned properties and parks listed in Attachment C at no additional cost to the City.

Disposal: The Contractor will dispose of Refuse collected in Robbinsdale at the Hennepin County Disposal facility. The Contractor must maintain Hennepin County receipts of delivery and shall provide the City with copies of such receipts upon request. Estimated City tonnages must be reported by the Contractor to the City monthly.

Notification: If a resident of the City places an item out for pickup and the item is not taken by the Contractor, the Contractor must provide immediate written notification to the resident of reason for refusal to pick up the item. Notification must be left on the cart.

Walk up Service: The Contractor shall provide walk up service for residents who have a disability and who have been deemed by the City to be eligible for such service.

Snowbirds: Although residents may indicate to the Contractor that they will be away for an extended period of time, this Contract anticipates that the refuse container will be checked at every home, every week.

Yard Waste Collection

Description: Yard Waste collection service includes the collection of yard waste from Residential Dwelling Units in the City. Cost for this service is described in Attachment A.

Location: A Residential Dwelling Unit must have its Yard Waste segregated from other refuse in an approved Yard Waste bag or a container clearly identified as “Yard Waste” located at the boulevard adjoining the street curb or alley or other designated pick-up location on or before 6:00 a.m. on the designated day of collection. Twigs and small branches will be collected at no extra charge as long as the branches are less than three inches in diameter and less than five feet long. Branches and twigs must be placed in a customer-owned container, compostable bag or tied into bundles.

Frequency: Yard Waste Collection Service will be provided from April through November each year. A Residential Dwelling Unit must have its Yard Waste collected a minimum of once per week on the same day as Refuse collection service.

Reporting: Tonnages or yards of Yard Waste collected must be reported by the Contractor to the City on a monthly basis.

Conveyance of Yard Waste: The Contractor will transport the Yard Waste to a compost site as approved by the City. The Resident may not mix Refuse or inorganic materials with the Yard Waste or take any action so as to make the Yard Waste material unacceptable to the operators of the compost site.

Notification: If a resident places Yard Waste out for pickup and the material is not taken by the Contractor, the Contractor will provide immediate written notification to the resident of reason for refusal to pick up the item. Notification must be left on the cart or item in question. The Contractor must make reasonable accommodations as required by state and federal law, including but not limited to the manner of pickup for individuals with a disability.

Education: The Contractor will assist the City in the education of residents on how to properly prepare Yard Waste. Contractor will work with City staff on a seasonal and as needed basis to prepare educational materials for residents.

Single Sort Recycling Collection

Description: Recyclable collections service includes the collection of Recyclables, from Residential Dwelling Units. Cost for this service is described in Attachment A.

Containers: Each residential dwelling unit will be supplied with a recycling container by the Contractor of 35, 64, or 96-gallon size as requested by owner or renter. The containers are to be owned and maintained by the Contractor. Commencing with the signing of this Contract, all new and replacement containers will be provided by the Contractor at the Contractor's expense and maintained by the Contractor throughout the life of this Contract. Residents are allowed to have an additional recycling container at no additional fee.

Location: Residential Dwelling Units must have their Recyclables in approved containers located at the boulevard adjoining the street curb or alley or other designated pick-up location by 6:00 a.m. on the scheduled pick up day.



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Frequency: Each residential dwelling unit and City owned property will have its Recyclables collected by the Contractor every other week on the same day as Refuse collection service.

Reporting: Tonnages of Recyclables collected must be reported by the Contractor to the City on a monthly basis. These tonnages must be reported by individual materials collected and the place where the Recyclables are delivered must be disclosed. If the tonnages are estimates, the method of estimation must also be disclosed and Contractor will do everything possible to ensure the accuracy of estimates.

Conveyance of Recyclables: The Contractor must convey the Recyclables to a recycling center, which assures these materials will not be land filled. The Resident may not mix other types of Refuse or inorganic materials with the Recyclables or take any action to make the Recyclables unacceptable to the operators of the recycling center.

Education: The Contractor will assist the City in the education of residents on a monthly and as needed basis on types of recyclable materials and how to properly prepare materials for recycling, including single-sort recycling.

Promotions: Contractor will work with City staff on an as needed basis to create and conduct promotions to encourage additional recycling participation and tonnage.

Materials: The Contractor may discontinue the collection of approved materials in the event they are no longer accepted as recyclable in the marketplace after prior thirty days' written notice to the City. Contractor shall also continually add all newly-approved materials to collection as they become accepted as recyclable in the marketplace.

Material Preparation/Notification: The Contractor must promptly inform owners and occupants of Residential Dwelling Units of how to properly prepare Recyclables for collection. If the Contractor fails to pick up a recyclable at a residential dwelling unit because it was improperly prepared, it is the Contractor's responsibility to immediately inform in writing the Residential Dwelling Unit how to properly prepare the Recyclables to make the Recyclables acceptable for pick up. Contractor shall assist the City for notifying residents of changes in Recyclables accepted for collection.

Organics Collection

Description: Organics collections service includes the collection of Organics, from Residential Dwelling Units.

Containers: Each residential dwelling unit will be supplied with a container by the Contractor of 35, 64, or 96-gallon size as requested by owner or renter. The containers are to be owned and maintained by the Contractor. Commencing with the signing of this Contract, all new and replacement containers will be provided by the Contractor at the Contractor's expense and

maintained by the Contractor throughout the life of this Contract. Residents are allowed to have an additional recycling container at no additional fee.

Location: Residential Dwelling Units must have their Recyclables in approved containers located at the boulevard adjoining the street curb or alley or other designated pick-up location by 6:00 a.m. on the scheduled pick up day.

Frequency: Each residential dwelling unit and City owned property will have its Organics collected by the Contractor every week on the same day as Refuse collection service.

Reporting: Tonnages of Organics collected must be reported by the Contractor to the City on a monthly basis. These tonnages must be reported by individual materials collected and the place where the Organics are delivered must be disclosed. If the tonnages are estimates, the method of estimation must also be disclosed and Contractor will do everything possible to ensure the accuracy of estimates.

Conveyance of Organics: The Contractor must convey the Organics to a place, which assures these materials will not be land filled.

Education: The Contractor will assist the City in the education of residents on a monthly and as needed basis on types of Organics and how to properly prepare materials.

Promotions: Contractor will work with City staff on an as needed basis to create and conduct promotions.

Multi-Family Recycling Collection.

The Contractor is required to provide recycling services similar in nature to residential units for those Multi-Family Dwelling Units that have elected to use the City's provider. A list of properties participating is included in Attachment D. This list will be updated as needed during the term of this Contract.

Service Schedule.

- Hours: The Contractor will perform collection services between the hours of 6:00 a.m. and 6:00 p.m., on Monday through Friday, except when an emergency exists, at which time the Contractor must notify the City of such emergency. The Contractor may perform collection services on Saturday when a holiday falls on a weekday.
- Holidays: The Contractor will observe the following legal holidays on which its offices and operations will be closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When holidays fall on a weekday, the collection for each day of that week after the holiday will be made one day later.
- Authorized Pickups: Only pickups authorized by this Contract may be made. The Contractor is not entitled to payment for any pickups not authorized by this Contract.
- Street Improvements: The Contractor will reasonably adjust its collection route to accommodate street improvement projects.



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- **Administration:** Contractor must maintain an office equipped with electronic communication equipment and staffed with sufficient personnel to handle complaints, orders for special service, or to receive instructions.

The office must be staffed from 8:00 a.m. to 4:30 p.m., Monday through Friday (except holidays). The Contractor will maintain a written log of all complaints, the date thereof and the action taken pursuant thereto or the reason for non-action. Complaints must be responded to within 24 hours of their receipt. The log of complaints must be made available for inspection by an authorized City representative upon request.

Performance Standards: The Contractor will supply the labor, material, and equipment necessary for the performance of this Contract.

As a part of considering services, the City will propose additional language on Legal Compliance, Payment Methods, Additional Collection services, Disposal fees, Insurance/Indemnification, Applicability of Appropriate federal/state/local Laws and Regulations, Limiting Transfer or Sale, Termination clause(s), and other considerations.

City-Owned Properties

The following is a list of City-Owned Properties that the Contractor will provide refuse and recycling collection services.

City Hall – 4100 Lakeview Ave N.	1-3 yd, 1x/wk
Police & Fire Station – 4101 Hubbard Ave N.	1-4 yd, 1x/wk & 1-2 yd cardbrd
Public Works Facility – 4601 Toledo Ave. N.	1-6 yd, 3x/wk & 1-30 yd cardbrd
Robbinsdale Historic Library Building – 4915 42 nd Ave N.	1-2 yd, 3x/wk
RC Liquors – 4130 Hwy 81.	1- 2 yd, 1x/wk & 1-6 yd cardbrd
Whiz Bang Days- Lakeview Terrace Park	2-20 yd, on-call
Twin Lakes Rest Area- Lakeland Ave & 43 rd Ave	1-8 yd, 1x/wk

The Public Works Facility includes the following services:

- Weekly pickup of recyclables
- Pickup of scrap metal containers 2-3 pulls/month. The City will contact Contractor when containers need to be picked-up.

Selection Criteria

Responses to this RFP will be evaluated by a selection committee based upon the consultant's proposal and information submitted. The Committee will review all proposals, and make a recommendation to the City Council as necessary. Proposals will be considered on the following:

- Monthly service cost to residents.
- Cost of service for public facilities.
- Reputation of provider.
- Customer service.

- Professional references.
- Availability for special events.

Tentative Timeline

Event	Date
Issue Request for Proposals	June 24, 2024
Consultant Questions Due	July 22, 2024
Submissions Due	August 5, 2024
Consultant Approval	Fall 2024

Disclosure

All information in the Consultant's proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 – Minnesota Government Data Practices Act.



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CITY OF ROBBINSDALE, MINNESOTA

PROPOSAL APPLICATION FORM CONTRACTOR QUALIFICATIONS

REFUSE, RECYCLING, ORGANICS AND YARD WASTE COLLECTION SERVICES

Proposal Application Instructions:

All questions must be answered completely. Please submit answers on separate sheets. The proposal must be notarized. The Contractor may submit any additional information to support its qualifications.

1. Name of Contractor (including legal and dba):
2. Permanent & main office address, including City, State, and Zip Code, Telephone, and E-mail:
3. When organized:
4. If a corporation, where incorporated:
5. How many years have you been engaged in refuse, recycling, and yard waste collection services under your present firm or trade name?
6. List any municipal contracts: (include name of municipality and contract dates):
8. Has your company failed to initiate any contract awarded to you? If yes, state when, for whom, and why:
9. Has your company ever failed to perform a contract after starting collection services? If yes, state when, for whom, and the reasons why:
10. List your major equipment available for this contract and whether it is owned or leased:

11. Describe your company's experience related to municipal waste collection:

12. Describe your company's customer service capabilities and how you would respond to customer service situations:

13. How would your company handle resident education and what type of plan would be most effective both at the beginning of the contract and over the term of the contract?

14. Describe your company's understanding of environmental stewardship and how it is integrated into your collection services:

15. Providing a cost effective collection service to residents is important to the City. How does your company define cost effectiveness and what does your company do to ensure its rates are cost effective to your customers?

16. Was there anything in this Request for Proposal that your company would be unable to meet? If yes, why?

17. Provide contact information for three references for which your company has performed contracted work (include name, contact name, and phone number):

- 1.
- 2.
- 3.

18. Please list three credit references, at least one bank reference, include company name, contact name, and telephone number:

- 1.
- 2.
- 3.

19. Will you, if requested, provide financial statements that may be required by the City for purposes of confirming your qualifications for the contract?



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BID RATE INFORMATION

List your monthly rates for Year 1 as described below for each service. This rate also includes the cost of new containers for all refuse and recycling purposes and delivery of such to residents.

30-36 gallon service	\$ _____	, list actual size: _____
60-66 gallon service	\$ _____	, list actual size: _____
90-96 gallon service	\$ _____	, list actual size: _____
Organics Collection	\$ _____	
Yard waste weekly, mid-April to mid-November	\$ _____	
Single family recycling bi-weekly	\$ _____	
Multi family recycling bi-weekly	\$ _____	
Appliances	\$ _____	
Walk up accounts accommodations for handicap & disabled	\$ _____	
All other city buildings	\$ _____	
Cost of new container delivery to resident	\$ _____	30 gallon include
Cost of new container delivery to resident	\$ _____	60gallon include
Cost of new container delivery to resident	\$ _____	90 gallon include

List the monthly per household Refuse, Recycling, and Yard Waste Rates for years 2 – 5.

	Year 2	Year 3	Year 4	Year 5
30-36 gallon				
60-66 gallon				
90-96 gallon				
Recycling				
Yard Waste				
Organics				

AGENDA



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: June 11, 2024
RE: Potential County Highway Turn-back
2025 Calendar Budget Discussion
Legislative Updates
Problem Properties

Background:

Staff will provide various updates

Analysis:

Potential County Highway Turn-back

For many years, City staff together with Crystal staff have been discussing the potential jurisdictional turn-back of West Broadway (CSAH 8) from County Road 9 to Douglas Drive.

The City of Crystal has linked this turn-back as a condition of providing their Municipal Consent for the current Blue Line LRT project.

The staff from all parties are in general agreement that jurisdictional transfer is appropriate, given the proximity of the parallel County Road 81. The timing of the transfer remains a negotiation point.

Discussions continue among staff of the three agencies. The biggest issue from City staff perspective is the amount of payment the County will provide to each City toward the ultimate reconstruction of the route. Both City's staff are seeking substantial payment given that the road segment has been accruing State Aid needs for decades without any substantial improvement or maintenance having been carried out.

From a practical perspective, the reconstruction of the road would be handled by the Cities and would not take place until after the roadwork on CR81 has been completed, as it is expected that

West Broadway will be used heavily as a bypass route.

Staff has been advised that the County wishes to have Agreement language together by the end of July in order to satisfy the City of Crystal. It is currently understood that the County wants to develop a single agreement that encompasses both Cities. Another meeting of the agency staff is scheduled for June 20th.

Further information will be brought to City Council for consideration as it is developed.

Class and Compensation Study

Earlier this spring, the City solicited proposals for a classification and compensation study. Our objectives are:

- To build a position classification and compensation program that effectively attracts, motivates and retains the high performing talent that you need to serve your community.
- To ensure that your City's compensation program is compliant and that it is competitive within your established peer group and competitors.
- To ensure that every employee is appropriately recognized and compensated for their contributions to the organization.

Many cities undertake this type of study on a periodic basis. The last time that Robbinsdale completed a similar study was 2017. In that kind of time frame, it is easy for salaries and job descriptions to get out of whack as labor markets and business needs evolve, so we feel that now is the right time to do this.

We have hired ABDO as our consultancy firm. Leah Davis is our lead consultant and comes highly recommended. At this stage we are asking that a questionnaire be completed by an employee in each title, describing their tasks and the time spent on them. When completed, we will share these with our consultants along with salary and other data. They will conduct a thorough analysis, comparing our job titles with those from peer cities and other organizations, including private sector in some instances.

The output of the study will be a set of recommendations, mostly around compensation but also including organizational structure and benefits. We will also have a complete set of up to date job descriptions and an updated scoring system for pay equity. Having these foundational materials will help us chart our course for a number of years ahead. The goal is to have considerations prepared for 2025-Budget discussions later this summer.

Budget Calendar

*See attachment

Recommendation:

Attachments:

1. Budget Calendar 2025-2026 (003)

CITY OF ROBBINSDALE
BUDGET CALENDER
FOR 2025-2026 BUDGET

February

12 City Council Goals Review Session

April

2 City Council adopts Budget Calendar outlining budget process.

May

May 1 BS&A Budget module available for departments to enter in “2025 Dept Requested” and “2026 Dept Requested”

May 1 - May 31 Finance to set budgets and establish charges for Internal Service Funds.

May 1 - May 31 Departments submit requests to Finance for Capital Equipment for the 2025 - 2034 CIP.

May 13 - July 5 Departments submit requests for Capital Improvement Projects to Finance or Engineering for the 2025 – 2034 CIP.

June

17 BS&A “2025 Dept Requested” and “2026 Dept Requested” amounts finalized for Finance to review

July

June 17 - July 5 Finance to prepare preliminary budget (requested).

12 BS&A “2025 Finance” and “2026 Finance” amounts finalized and available for departments to review

15 Departments submit changes or errors from BS&A “2025 Finance” and “2026 Finance” amounts

17 Preliminary budget delivered to City Manager for review.

August

1-5 Department of Revenue certifies LGA amounts to all cities.

1-5 Department Heads meet with City Manager and Budget Committee.

8 Finance Department makes adjustments and prepares City Manager’s Preliminary Budget.

- 12 City Manager's Preliminary budget document distributed to City Council for review.
- 12 Engineering and Finance deliver preliminary ranking of CIP requests to Capital Works Group Members.

August

- 19 Capital Works Group to finalize preliminary CIP Project list for 2025-2034
- 15-30 Council meets in recessed budget work session to review the Proposed City Manager's Budget for 2025-2026 (General Fund and Internal Service Funds) and to establish the Council's proposed General Fund and Debt Service fund property tax levies.

September

- 3 or 17 City Council meeting to certify the proposed property tax levies to County Auditor (by 9/30/2024). The adopted property tax levy cannot exceed the preliminary property tax levy. *(continue discussion at special meeting if needed).*
- 10 Preliminary CIP Document distributed to Capital Works Group for review and comment.
- 10 Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the CIP Document distributed to City Manager for review.
- 17 Finance Department certifies City Council approved preliminary property tax levy to Hennepin County.
- 23 Discussion with Capital Works Group to finalize preliminary CIP

October

- 1 Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the ten-year CIP are distributed to City Council.
- 7 - 25 Council to meet in recessed budget meetings to review and discuss the 2025 and 2026 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2025-2034). (As Needed)

November

- 1 - 5 County Auditor begins required mailing of property tax notices to each owner of record with prior year's comparison.
- 4-15 Council to meet in recessed budget meetings to review and discuss the 2025 and 2026 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2025-2034). (As Needed)

December

- 3 Cities are required to hold public hearings on their budget and property tax levy.
- 3 City Council Adopts final 2025 Budget and 2025-2034 CIP.

