

## **City of Chanhassen: Residential Garbage Collection Organization Kit**

The City of Chanhassen requires all garbage haulers in the City to be licensed but does not limit the number of haulers or the days on which these haulers are allowed to haul. Some neighborhoods in the City have successfully banded together to select one hauler. By doing so, they received favorable rates and same pickup days for their neighborhoods. Below are suggested ideas and resources that can be used as a tool for residents who wish to attempt the process of unifying neighbors in their garbage pickup.

### **PROCESS:**

1. Start by surveying fellow neighbors to see if they want to organize a single collection date and what factors of garbage collection are important to them.
2. Record results from surveying fellow neighbors.
3. Check the City of Chanhassen website or contact Chanhassen City Hall to see which companies are licensed to collect garbage in Chanhassen.
4. Contact the licensed haulers to see whether they want to receive a proposal letter. Record the name, address and telephone number of each company representative contacted. If the company requests to receive the proposal letter, document the name, address, and phone number of the person to receive the letter.
5. Draft a proposal letter and share it with each participating neighbor/resident to allow for their reaction and feedback. Include the name and phone number of the neighbor/resident's group representative so a garbage hauler representative can contact that individual if the hauler has any questions about the proposal letter.
6. Mail a finished proposal letter to each hauler requesting one. For additional record-keeping, mail the letter via certified mail to receive a written record that shows each vendor received the letter.
7. Document responses received from garbage haulers and tabulate them into a summary and share this with each neighbor.
8. Record neighbor reaction from the vendor responses.
9. Negotiate further with remaining viable vendors.
10. Neighbors choose the winning vendor bids.
11. Notify the winning vendor of their winning bid by the election of the neighbors.

RESIDENTS GARBAGE SURVEY

Are you interested in being part of a group to have garbage collected from our neighborhood on a single day each week at a discounted price?

YES \_\_\_\_\_ NO \_\_\_\_\_ NOT SURE \_\_\_\_\_

Please identify your current garbage-collection company and how much you pay for this service.

\_\_\_\_\_

How much into the future have you pre-paid for service from your current garbage collector? (For example, have you already paid for three more months?)

\_\_\_\_\_

What is the minimum size garbage and recycling containers we should seek in a group effort?

Garbage \_\_\_\_\_ Recycling \_\_\_\_\_

Do you have a preference on which day of the week garbage is collected? If yes, please identify the day and explain briefly why that day is preferred.

\_\_\_\_\_

\_\_\_\_\_

What other features or services of garbage collection, if any, are important to you?

\_\_\_\_\_

\_\_\_\_\_

Other thoughts or comments: \_\_\_\_\_

\_\_\_\_\_

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Your telephone number: \_\_\_\_\_



All garbage haulers must be licensed by the City of Chanhassen in order to collect waste and recycling from contracted customers. The City of Chanhassen maintains a list of licensed haulers on its website. Visit [www.ci.chanhassen.mn.us](http://www.ci.chanhassen.mn.us) to find a list of licensed haulers

**INITIAL CONTACT OF EACH COMPANY**

(Record name, mailing address and phone number of each company's representative and whether or not they want to receive the proposal letter. Make note if the person to send the proposal letter to is different from the person you speak with.)

**PROPOSAL LETTER**

*The proposal letter is addressed individually to each company. The proposal should identify the location of the neighborhood and the number of residences that are seeking competitive proposals for garbage and recycling collection services. Set a deadline for proposals to be received, identify the date when you want the winning vendor to begin providing service, and include any other particular concerns or highlights of your neighborhood.*

**REQUEST FOR PROPOSAL FROM:**

*(Insert vendor name and address)*

**SERVICES TO BE PROVIDED TO:**

*(Insert neighborhood name, location, number of homes to serve)*

**DEADLINE TO RETURN PROPOSAL:** \_\_\_\_\_

**DURATION**

All proposals submitted shall honor all quoted prices until *(insert a date)*, but each vendor has the option of guaranteeing initial prices for a longer duration and/or offering price increase guarantees for future years.

**Initial term:**

All quoted prices will be honored until *(insert a date)*.

**Future Extensions:**

(Optional) Each following year of continued service, quoted prices in this proposal will increase by no more than this maximum percentage: \_\_\_\_\_ percent.

**GARBAGE COLLECTION TIMING**

We prefer to have all waste picked up *(insert day of week)*, but we do not rule out any other weekday. Please identify which day you would provide regular service and which day you would provide service if the regular day is a legal holiday.

\_\_\_\_\_ (Day of week for regular service)

\_\_\_\_\_ (Day of week for service if regular day is a legal holiday)

**CONTACT PERSON**

Each vendor shall identify a company representative as the contact person to receive and respond to questions, complaints or calls for service, such as replacing carts.

\_\_\_\_\_ (Name of company representative)

\_\_\_\_\_ (Title of company representative)

\_\_\_\_\_ (Telephone of company representative)

\_\_\_\_\_ (E-mail address of company representative)

**PROPOSAL LETTER**

REQUEST FOR PROPOSAL FROM:

SERVICES TO BE PROVIDED TO:

DEADLINE TO RETURN PROPOSAL: \_\_\_\_\_

DURATION

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\_\_\_\_\_ (E-mail address of company representative)

**BASIC SERVICES**

HOUSEHOLD GARBAGE

STANDARD

60-68 GALLON CART WITH LID -- \$ \_\_\_\_\_ TOTAL MONTHLY PRICE

OPTIONAL

90-96 GALLON CART WITH LID -- \$ \_\_\_\_\_ TOTAL MONTHLY PRICE

RECYCLING

- All vendors shall provide a recycling container that is a wheeled cart with lid. Small tubs/bins are not an acceptable alternative.
- All vendors shall accept all recycled material in one cart without the sorting of recycled materials.
- This proposal prefers weekly pickup of recycled material, but will consider proposals providing recycling material pickup once every two weeks.

Please identify what materials you accept for recycling in recycling carts:

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How often do you collect recycling material?

- \_\_\_\_\_ Once per week  
\_\_\_\_\_ Once every two weeks  
\_\_\_\_\_ Other time frame (please specify \_\_\_\_\_)

STANDARD RECYCLING CART

60-68 GALLON CART WITH LID -- \$ \_\_\_\_\_ TOTAL MONTHLY PRICE

OPTIONAL RECYCLING CART

90-96 GALLON CART WITH LID -- \$ \_\_\_\_\_ TOTAL MONTHLY PRICE

NOTES:

- Identify price for recycling ONLY if not included in household garbage price cited above.
- Identify recycling carts sizes if different from ranges cited above.

YARD WASTE

- All yard waste services offered will be optional at the sole discretion of the individual homeowner.
- Each vendor shall offer annual and weekly pricing for weekly collections.
- Each vendor shall offer pricing based on yard waste contained in hauler-provided wheeled cart with lid or homeowner-provided compostable bags.
- The number of bags shall be unlimited unless the vendor identifies a limit.

**CART**

SIZE OF CART: \_\_\_\_\_

ANNUAL PRICE: \$\_\_\_\_\_

WEEKLY PRICE: \$\_\_\_\_\_

**BAGS**

ANNUAL PRICE: \$\_\_\_\_\_

WEEKLY PRICE: \$\_\_\_\_\_

NUMBER OF BAGS ALLOWED PER WEEK \_\_\_\_\_

CHARGE FOR EACH ADDITIONAL BAG PER WEEK \_\_\_\_\_

OTHER SERVICES

- Residents occasionally may have the need for collection of discarded appliances, furniture or other special wastes.
- Please explain your frequency of pickup, charges and any restrictions regarding such special wastes.

SPECIAL PROGRAMS

We realize that some companies have special programs or incentives that separate them from competitors. Please share with us any such programs or incentives you offer that we should consider in reviewing your proposal.

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**BILLING**

The homeowners are interested in paying for services on a (insert time, such as three months) basis, but we would entertain offers for other billing periods, including any discounts offered for advance payments.

YOUR BILLING CYCLE IS: \_\_\_\_\_

IDENTIFY ANY DISCOUNTS OFFERED ON ABOVE QUOTED PRICES FOR ADVANCE PAYMENT:

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**NOT A CONTRACT**

The homeowners and any garbage-collection company submitting a proposal acknowledge and agree that any business relationship formed from this effort is not a collective contract because the group of homeowners within the City is not a homeowners association or other legal entity.

Each homeowner will be individually and solely responsible for paying any or all bills for services provided by the garbage-collection company to each homeowner. It is understood and agreed that no homeowner will have any obligation, responsibility, duty or debt for any other homeowner in the group.

A list of all homeowners in the group by name and address will be submitted to the chosen garbage-collection company once agreement is reached for that company to provide services to the group of homeowners.

Although the homeowners anticipate a long-lasting and mutually beneficial arrangement with the chosen garbage-collection company, it is acknowledged and agreed that each homeowner and the chosen garbage-collection company are entitled at any time, with or without cause, to cancel the business relationship formed by this effort without any penalty and without prejudice.

PROPOSAL LETTER GENERATED BY:

(Your name)

(Your address)

(Your telephone number)

PROPOSAL SUBMITTED BY GARBAGE-COLLECTION COMPANY:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date proposal submitted \_\_\_\_\_

Signature \_\_\_\_\_

SUMMARY OF PROPOSALS FROM GARBAGE HAULERS

	90-96 GALLON PER MONTH	60-68 GALLON PER MONTH	PRICE GOOD UNTIL
Name of 1 <sup>st</sup> hauler	(price)	(price)	(date)
Name of 2 <sup>nd</sup> hauler	(price)	(price)	(date)
Etc.			

NOTES:

This is the place to identify any special or unusual points from each hauler's response (such as an offer of a free month for signing up)

RESIDENTS REACTION TO PROPOSALS FROM GARBAGE HAULERS:

(Name)  
(Comments by that person)

(Name)  
(Comments by that person)