



Request for Proposals

Processing and Marketing of Recyclable Materials

City of Moorhead

Moorhead, MN

Due by September 25, 2025 at 2:00 PM Central Time

City of Moorhead, MN

ATTN: Processing and Marketing of Recyclable Materials

PO Box 779

Moorhead, MN 56561-0779

Drop Off Location:

City Clerk Office

403 Center Ave

Moorhead, MN 56560

Email: Paul.Fiechtner@MoorheadMN.gov



1. SUMMARY INFORMATION

The City of Moorhead, Minnesota (the “City”) is requesting proposals from providers for processing and marketing recyclable materials from the City’s residential recycling program. The vendor will provide services outlined in this RFP to support the Sanitation Divisions operations.

2. SCOPE OF WORK

The City is issuing this Request for Proposals (“RFP”) to identify a company for processing and marketing recyclable materials for the residential recycling program. The City operates a residential recycling program which consists of single-stream, co-mingled curbside collection and source separated drop-off sites. The purpose of this RFP is to select a preferred vendor that is the best fit for this project. The qualified vendor shall:

- ~ Receive deliveries of single-stream, co-mingled materials from the City. The City will perform curbside collection of residential single-stream materials and deliver to the vendor. Deliveries will be performed Monday through Friday. The City prefers a location within 15 miles of Moorhead.
- ~ Collect source separated materials from the drop-off sites. Collections will be performed Monday through Saturday afternoon.
- ~ Process and market the following material types:
 - Cardboard
 - Cans
 - Plastics
 - Magazines
 - Newspaper
 - Glass
- ~ Offer Market Share Reimbursement for marketed materials.
- ~ Comply with all insurance and licensing requirements applicable to City, County, and the State.

The City of Moorhead Sanitation Division collects approximately 1,900 tons of curbside single-stream recyclable materials. The City also operates 2 drop-off sites located at 418 Elm St S. and 700 15th Ave N. which produce approximately 200 tons of source separated materials.

The City wishes to issue a multi-year contract with the vendor. The contract will set annual contract rates and offer multiple extensions up to 5 years.

The timeline for this project is:

- **RFP Closes September 25, 2025**
- **City Council Approval of RFP Selection October 14, 2025**
- **Contract Beginning: January 1, 2026**
- **Contract Completion: Multiyear with options to extend**



3. SUBMITTAL REQUIREMENTS

Submittals shall include the following:

- ✓ **Section 1: Company information**
 - Business name and address
 - Contact name, address, phone and email
 - A copy of the standard contract you utilize for services (*this standard contract is not included in the maximum page count*)
- ✓ **Section 2: Submittal Information**
 - Please provide information for all items listed on Attachment #1

4. SELECTION PROCESS

Proposals will be reviewed by a Selection Committee. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions and change timelines.

5. EVALUATION CRITERIA

The City's selection is based on several criteria that will meet the needs of the project. Consideration will be included, but not be limited to, the following factors:

- a. **Cost (50 Points)**
- b. **Location (20 Points)**
- c. **Performance (20 Points)**
- d. **Schedule (10 Points)**

6. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to Paul.Fiechtner@MoorheadMN.gov. Questions must not contain confidential or proprietary information. Questions may be submitted through September 19, 2025. Answers to questions received will be posted online as an addendum. The City does not guarantee that questions received after the deadline will be answered.

7. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.



8. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

9. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.



ATTACHMENT #1

SUBMITTAL INFORMATION

- List material types to process and market with detailed description
- List location for deliveries of material and hours of operation
- List days and hours available to service drop-off locations
- List 2026 pricing for material types (\$/ton)
- List 2026 pricing to service drop-off locations (\$/trip)
- Provide a description of current or previous contracts of similar size and nature
- Provide at least three (3) references of current or previous contracts