

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**June 9, 2020
7:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call

*Dave Bartholomay, Mayor
Matt Percy, Council Member
Jennifer Rauner, Council Member
Dean Goldberg, Council Member
Steve McChesney, Council Member
Patrick Antonen, City Administrator*

3. Setting of Agenda **Note:** Consent Agenda items will be acted on with one motion unless a council member requests their placement on the regular agenda -
4.
 - a. Taxpayer Comments
 - b. Council Member Comments
 - c. Mayor Comments
 - d. COVID-19 Update

5. COMMITTEE REPORTS

- a.
- b.

6. COUNCIL BUSINESS

- a. Consent Agenda

Item

Action

- | | |
|--|---------|
| 1. Minutes - 05/26/20 Regular Council Meeting (Enclosed) | Approve |
| 2. General Fund Disbursements (Enclosed) | Approve |
| 3. Police Disbursements (Enclosed) | Approve |
| 4. Fire Disbursements (Presented at Meeting) | Approve |
| 5. Licenses | Approve |

Council Action _____

- b. Resolution No. 2020-12 Authorizing Participation in State Performance Measures (Enclosed)

Council Action _____

- c. Pay Voucher No. 2 – 2020 Street and Utility Reconstruction Project (Enclosed)

Council Action _____

- d. Review of RFP for Garbage, Recycling, Yard Waste and Organics Disposal 2021 to 2025 (Memo)

Council Action _____

- e. _____

Council Action _____

7. ADJOURNMENT

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**Tuesday, May 26, 2020
7:00 p.m.**

1. CALL TO ORDER

Mayor Bartholomay called the meeting to order at 7:00 p.m. He noted the meeting is being conducted via online video means pursuant to Minnesota Statutes Section 13D.021.

2. ROLL CALL

Also present via video conferencing were Council Members McChesney, Goldberg, and Percy. City Administrator Antonen was present in Circle Pines city council chambers and participating via video conferencing. Council Member Rauner was absent.

3. SETTING OF AGENDA

2020 Street Project Update was added as Item 4e; and Cable Commission and Airport Commission were added as Items 5b and 5c respectively.

4. COMMENTS

a. Taxpayer Comments

It was noted there were no audience members present in council chambers.

b. Council Member Comments

Council Member McChesney reported there are plans to move elections Precinct 1 from the Centennial Fire Station to St. Mark Lutheran Church. He noted this is being done to lessen first responders' exposure to COVID-19 and provide more room for voters to social distance during voting. He noted the primary election will be August 11 with absentee voting starting June 26. McChesney mentioned precautions to be taken include providing masks and gloves to election judges, providing hand sanitizers to judges and voters, pens for voters, and signs and cones for social distancing.

He said the county will send out postcards to encourage voters to vote absentee and currently there are about 10 election judges committed to helping with elections.

c. Mayor Comments

Mayor Bartholomay commented on the following:

- 2020 graduation activities with a bus route parade going through the city Saturday, May 30.
- Recent passing of Bud Dixon

d. COVID-19 Update

City Administrator Antonen commented that four architectural firms have come in to look at city hall for office remodel in two phases. He explained Phase 1 is immediate needs for creating more social distancing, and request for proposals is being developed for Phase 2. He said a reopening plan is being developed as the office needs to be opened by June 26 for absentee balloting.

e. 2020 Street Project Update

City Administrator Antonen reported the street project is progressing well with the curb installed on Civic Heights Drive and Pine Drive and curb started on Civic Heights Circle today. He said hopefully the first lift of asphalt will be applied by the beginning of next week in these areas.

Antonen said work also continues on the north side of the project, with storm sewer and curbs being installed on Center Road.

5. COMMITTEE REPORTS

a. Utilities Commission

Mayor Bartholomay reported the commission met May 20 and business included approval of a resolution concurring with Council action on General Obligation bonds for the 2020 street project. He said the commission also heard a COVID-19 update and adjourned to work session to discuss the impact of COVID-19 on natural gas accounts.

b. Cable Commission

Council Member McChesney reported the commission met May 20. He said North Metro Television is working with high schools to produce virtual graduations and awards ceremonies. He said NMTV will reopen their facility to the public on June 1 with safeguards in place.

McChesney noted all seven member cities approved the Joint Powers Agreement with North Metro Telecommunications Commission, and the Cable Commission heard a 2019 audit that showed the commission is in good financial shape.

c. Metropolitan Airports Commission

Council Member McChesney reported the Airports Commission met May 13 and set the 2020/2021 work plan, reviewed first quarter operations and noise complaints, and set the next meeting for October.

6. COUNCIL BUSINESS

a. Consent Agenda

Items included:

1. Minutes – 05/12/20 Regular Council Meeting
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements

MOTION: Percy moved, seconded by McChesney, to approve the Consent Agenda as presented.

Motion carried by Roll Call Vote of 4 Ayes and 0 Nays.

b. Resolution No. 2020-10 HRA Authorizing Execution of Tax Increment Pledge Agreement

Mayor Bartholomay noted this is related to the city paying off bonds early.

City Administrator Antonen reported the pledge agreement resolution that pledges the tax increment for payment of city bonds is from the 2002 Tax Increment Finance (TIF) No. 4 Lake Drive and Lexington Avenue development. He said because of the recent street project bonding, the city received lower interest rates for repayment of bonds and it requires approval from the council, acting as the HRA.

Nick Anhut, Senior Municipal Advisor from Ehlers, joined the meeting via video conferencing. Bartholomay asked how much longer the TIF district has to pay out. Anhut said the TIF district established in 2002 will sunset in fiscal year 2028 and that coincides with the term of the bonds that are outstanding, so this will carry forward a pledge made in the past by the HRA to put forth those increments to use to pay back these bonds at a savings of about \$8,300 per year.

MOTION: Percy moved, seconded by Goldberg, to approve **Resolution No. 2020-10** a Resolution Authorizing Execution of a Tax Increment Pledge Agreement.

Motion carried by Roll Call Vote of 4 Ayes and 0 Nays.

c. Resolution No. 2020-09 Establishing Precinct and Polling Locations for 2020 Election Year

Mayor Bartholomay expressed thanks to Council Member McChesney for providing updates on the election process.

City Administrator Antonen explained this is a request to change a polling place, as allowed by the state, in response to COVID-19 concerns about the safety of first responders at Centennial Fire Station No. 1. He said St Mark Lutheran Church was available and there is a fee for use of that building for 2020. He noted staff recommends approval of Resolution No. 2020-09 that designates polling places for 2020 as city hall and St. Mark Lutheran Church.

Bartholomay suggested notification and communications be sent to voters north of Lake Drive about the change in polling place.

MOTION: McChesney moved, seconded by Percy, to approve **Resolution No. 2020-09**, a Resolution Establishing Precinct and Polling Locations for the 2020 Election Year.

Motion carried by Roll Call Vote of 4 Ayes and 0 Nays.

d. Strategic Planning and Economic Development Consulting Agreement

City Administrator Antonen commented there was a meeting scheduled for strategic planning with Itasca Public Strategies LLC in late April that was postponed due to COVID-19 and he hopes to reschedule for some time mid- to late-summer, with proper social distancing in place. Antonen said it would be best to have the meeting in a large room with space between people. He said there is a not-to-exceed amount of \$2,500 for the strategic planning session which is below quoted rates from other facilitators.

In addition, he said as part of this there are other some other economic development activities that could take place this summer to help local businesses and commercial spaces and he feels this business' expertise would be helpful to augment city staff.

Council Member Percy asked if the city has worked with this consultant before. Antonen said this will be the first time working with this consulting firm in this

capacity, but he has worked with this individual before in other arenas and he's confident of their expertise in economic development and strategic planning in this business.

MOTION: Goldberg moved, seconded by Percy, to approve a consulting agreement with Itasca Public Strategies LLC for strategic planning session not to exceed \$2,500 and an hourly rate of \$75 for economic development activities requested by city administrator or city council.

Council Member Goldberg asked if the \$75 per hour is on top of the \$2,500. Antonen said they are two separate things. Goldberg asked if the city already has an economic development relationship with the state and why are we looking to spend additional dollars with this person. Antonen said he believes there will not be many hours with the economic development activity – maybe only 10 hours for redeveloping a central business district. He said Anoka County does have a regional economic development individual who he often consults with, but he thinks having someone on the city's behalf just for Circle Pines is more specific. He said the county is more regional.

Motion carried by Roll Call Vote of 4 Ayes and 0 Nays.

7. ADJOURNMENT

MOTION: Percy moved, seconded by McChesney, to adjourn the meeting at 7:28 p.m.

Motion carried by Roll Call Vote of 4 Ayes and 0 Nays.

Mayor

Clerk

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
05/29/2020						
120406 LEYMAR COMPANIES LLC						
13994	1	Invoice	LASERFICHE LICENSE & SUPPORT	05/29/2020	1,355.40	05/20
Total 13994:					<u>1,355.40</u>	
Total 120406 LEYMAR COMPANIES LLC:					<u>1,355.40</u>	
Total 05/29/2020:					<u>1,355.40</u>	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
06/01/2020						
31320 COVERALL OF THE TWIN CITIES						
7070276842	1	Invoice	June CH Cleaning	06/09/2020	293.40	06/20
Total 7070276842:					293.40	
Total 31320 COVERALL OF THE TWIN CITIES:					293.40	
90157 I U O E LOCAL 49						
60920	1	Invoice	July Benefits	06/09/2020	862.50	06/20
60920	2	Invoice	July Benefits	06/09/2020	1,840.00	06/20
60920	3	Invoice	July Benefits	06/09/2020	230.00	06/20
60920	4	Invoice	July Benefits	06/09/2020	1,035.00	06/20
Total 60920:					3,967.50	
Total 90157 I U O E LOCAL 49:					3,967.50	
110204 KNOWLAN'S SUPER MARKETS						
235	1	Invoice	coffee	06/09/2020	3.15	06/20
235	2	Invoice	coffee	06/09/2020	2.10	06/20
Total 235:					5.25	
Total 110204 KNOWLAN'S SUPER MARKETS:					5.25	
230105 WH SECURITY						
60920	1	Invoice	April Monitoring	06/09/2020	21.54	06/20
Total 60920:					21.54	
Total 230105 WH SECURITY:					21.54	
Total 06/01/2020:					4,287.69	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
06/04/2020						
10905 ANOKA COUNTY TREASURY DEPT						
ELEC052220	1	Invoice	2020 ELEC JPA PAYMENT	06/09/2020	1,137.85	06/20
Total ELEC05222006:					1,137.85	
Total 10905 ANOKA COUNTY TREASURY DEPT:					1,137.85	
20360 BLUE TARP CREDIT SERVICES						
4042184230/	1	Invoice	FLOOR JACK/ADAPTER	06/09/2020	207.98	06/20
4042184230/	2	Invoice	CLEVIS/ADAPTER	06/09/2020	60.98	06/20
Total 4042184230/404110210:					268.96	
Total 20360 BLUE TARP CREDIT SERVICES:					268.96	
20620 BROCK WHITE CO., INC.						
13957798-00	1	Invoice	CRAFCO BOX/ROADSAVER/DETACK CRAF	06/09/2020	3,576.00	06/20
Total 13957798-00:					3,576.00	
Total 20620 BROCK WHITE CO., INC.:					3,576.00	
30540 CENTURY LINK						
060920	1	Invoice	GL PHONE	06/09/2020	28.11	06/20
Total 060920:					28.11	
Total 30540 CENTURY LINK:					28.11	
31009 COMMERCIAL ASPHALT CO, INC						
200531	1	Invoice	STREET REPAIRS	06/09/2020	742.90	06/20
Total 200531:					742.90	
Total 31009 COMMERCIAL ASPHALT CO, INC:					742.90	
50030 ECKBERG LAMMERS, P.C.						
05 2020	1	Invoice	PROSECUTIONS MAY	06/09/2020	3,552.10	06/20
Total 05 2020:					3,552.10	
Total 50030 ECKBERG LAMMERS, P.C.:					3,552.10	
80520 HOFF BARRY, P.A.						
15835	1	Invoice	MAY GENL LEGAL FEES APPRAISAL	06/09/2020	4,100.00	06/20
Total 15835:					4,100.00	
15836	1	Invoice	MAY GENL LEGAL FEES RCWD	06/09/2020	2,868.00	06/20
Total 15836:					2,868.00	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
Total 80520 HOFF BARRY, P.A.:					6,968.00	
90135 IEH AUTO PARTS LLC						
388001244	1	Invoice	ANTI-FREEZE MOWERS/TRACTOR	06/09/2020	36.00	06/20
Total 388001244:					36.00	
Total 90135 IEH AUTO PARTS LLC:					36.00	
130910 MINNESOTA EQUIPMENT						
P04137/P049	1	Invoice	JOHN DEERE TRACTOR MTC PARTS	06/09/2020	39.02	06/20
Total P04137/P04902:					39.02	
Total 130910 MINNESOTA EQUIPMENT:					39.02	
130920 MINNESOTA OCCUPATIONAL HEALTH						
342707	1	Invoice	PRE EMP 3 SEASONAL PARKS	06/09/2020	474.00	06/20
342707	2	Invoice	PRE-EMP 2 PUBLIC WORKS SEASONAL	06/09/2020	31.60	06/20
Total 342707:					505.60	
Total 130920 MINNESOTA OCCUPATIONAL HEALTH:					505.60	
140750 NORTHLAND CHEMICAL CORP.						
5556	1	Invoice	CH NO TOUCH SOAP DISPENSER	06/09/2020	25.80	06/20
5556	2	Invoice	SHOP DISINFECTANT WIPES/DISPENSER	06/09/2020	9.90	06/20
5556	3	Invoice	SHOP DISINFECTANT WIPES/DISPENSER	06/09/2020	19.80	06/20
Total 5556:					55.50	
Total 140750 NORTHLAND CHEMICAL CORP.:					55.50	
180460 ROCK GARDENS, INC.						
52007	1	Invoice	PHEASANT RUN TRAIL IMP RIVER ROCK	06/09/2020	139.98	06/20
Total 52007:					139.98	
Total 180460 ROCK GARDENS, INC.:					139.98	
190020 ST. MARK LUTHERAN CHURCH						
060920	1	Invoice	ELECTION BLDG USE RENTAL 2020	06/09/2020	650.00	06/20
Total 060920:					650.00	
Total 190020 ST. MARK LUTHERAN CHURCH:					650.00	
191118 SURPLUS SERVICES						
20039617	7	Adjustmen	2 tables-covid-19	05/26/2020	13.50-	06/20
20039617	8	Adjustmen	2 tables-covid-19	05/26/2020	9.00-	06/20
Total 20039617:					22.50-	
20039617-	1	Invoice	2 tables-covid-19	06/09/2020	12.00	06/20

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
20039617-	2	Invoice	2 tables-covid-19	06/09/2020	8.00	06/20
Total 20039617-:					20.00	
Total 191118 SURPLUS SERVICES:					2.50-	
230100 W S B & ASSOCIATES, INC						
R-013714-00	1	Invoice	APRIL 2020 STREET PROJ	06/09/2020	42,723.41	06/20
Total R-013714-000-15:					42,723.41	
R-015235-00	1	Invoice	APRIL GENERAL ENG	06/09/2020	222.50	06/20
Total R-015235-00-4:					222.50	
Total 230100 W S B & ASSOCIATES, INC:					42,945.91	
Total 06/04/2020:					60,643.43	
Grand Totals:					66,286.52	

Report GL Period Summary

Vendor number hash: 0
 Vendor number hash - split: 0
 Total number of invoices: 0
 Total number of transactions: 0

Report Criteria:

Invoice Detail.GL Account = 10110100-506477506710,70210100-702499702730

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
05/20	05/27/2020	13230	TASC	3RD QTR COBRA ADMIN FEE	60.30
05/20	05/27/2020	2020017	DEARBORN NATIONAL	ACH JUNE LIFE/DISABILITY ODMARK	1,838.41
05/20	05/27/2020	2020018	HEALTH PARTNERS	ACH HEALTH INS JUNE	9,634.09
Grand Totals:					<u>11,532.80</u>

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period	GL Activity
05/27/2020											
40278 DEARBORN NATIONAL											
DEARBOR	40278	052720	1	Invoi	ACH JUNE VOL LIFE	05/27/2020	05/27/2020	405.92	901-21850	05/20	0
DEARBOR	40278	052720	2	Invoi	ACH JUNE LIFE/DISABILITY ODMARK	05/27/2020	05/27/2020	1,432.49	901-42-2100-130	05/20	0
Total 40278 DEARBORN NATIONAL:								1,838.41			
80250 HEALTH PARTNERS											
HEALTH PA	80250	971592	1	Invoi	ACH HEALTH INS JUNE	05/27/2020	05/27/2020	9,634.09	901-42-2100-130	05/20	0
Total 80250 HEALTH PARTNERS:								9,634.09			
200003 TASC											
TASC	200003	IN1767	1	Invoi	3RD QTR COBRA ADMIN FEE	05/27/2020	05/27/2020	60.30	901-42-2100-130	05/20	0
Total 200003 TASC:								60.30			
Total 05/27/2020:								11,532.80			

5/27/2020 GL Period Summary

GL Period	Amount
05/20	11,532.80
Grand Totals:	11,532.80

Grand Totals: 11,532.80

Report GL Period Summary

GL Period	Amount
05/20	11,532.80
Grand Totals:	11,532.80

Vendor number hash: 320531
 Vendor number hash - split: 360809
 Total number of invoices: 3
 Total number of transactions: 4

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	11,532.80	.00	11,532.80
Grand Totals:	11,532.80	.00	11,532.80

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
05/20	05/29/2020	13231	CENTENNIAL UTILITIES	UTILITIES APRIL	296.19
05/20	05/29/2020	13232	DON'S CIRCLE SERVICE	VEHICLE REPAIRS & MTC	334.38
05/20	05/29/2020	13233	KENNEDY & GRAVEN, CHARTERED	APRIL LEGAL FEES	1,068.50
05/20	05/29/2020	13234	NAC	ANNUAL MECHANICAL MTC	1,945.00
05/20	05/29/2020	13235	POPP COMUNICATIONS	DSL LINE FOR WIFI MAY	70.90
Grand Totals:					<u>3,714.97</u>

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period	GL Activity
05/29/2020											
30480 CENTENNIAL UTILITIES											
CENTENNI	30480	052920	1	Invoi	UTILITIES APRIL	05/29/2020	05/29/2020	296.19	901-42-2100-380	05/20	0
Total 30480 CENTENNIAL UTILITIES:								296.19			
40700 DON'S CIRCLE SERVICE											
DON'S CIR	40700	220200	1	Invoi	VEHICLE REPAIRS & MTC	05/29/2020	05/29/2020	334.38	901-42-2100-404	05/20	0
Total 40700 DON'S CIRCLE SERVICE:								334.38			
110125 KENNEDY & GRAVEN, CHARTERED											
KENNEDY	110125	CE290-	1	Invoi	APRIL LEGAL FEES	05/29/2020	05/29/2020	1,068.50	901-42-2100-304	05/20	0
Total 110125 KENNEDY & GRAVEN, CHARTERED:								1,068.50			
140483 NAC											
NAC	140483	172068	1	Invoi	ANNUAL MECHANICAL MTC	05/29/2020	05/29/2020	1,945.00	901-42-2100-401	05/20	0
Total 140483 NAC:								1,945.00			
160470 POPP COMUNICATIONS											
POPP COM	160470	992615	1	Invoi	DSL LINE FOR WIFI MAY	05/29/2020	05/29/2020	70.90	901-42-2100-321	05/20	0
Total 160470 POPP COMUNICATIONS:								70.90			
Total 05/29/2020:								3,714.97			

5/29/2020 GL Period Summary

GL Period	Amount
05/20	3,714.97
Grand Totals:	3,714.97

Grand Totals: 3,714.97

Report GL Period Summary

GL Period	Amount
05/20	3,714.97
Grand Totals:	3,714.97

Vendor number hash: 482258
 Vendor number hash - split: 482258
 Total number of invoices: 5
 Total number of transactions: 5

<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Net Invoice Amount</u>
Open Terms	3,714.97	.00	3,714.97
Grand Totals:	<u>3,714.97</u>	<u>.00</u>	<u>3,714.97</u>

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
06/20	06/04/2020	13238	ASPEN MILLS, INC	UNIFORMS NW	31.85
06/20	06/04/2020	13239	EMERGENCY CONTRACTORS	JUNE LANDSCAPING	815.00
06/20	06/04/2020	13240	NARTEC, INC	COCAINE TEST KITS	38.65
06/20	06/04/2020	13241	QUILL CORPORATION	TONER, FLASH DRIVE, PAPER PADS	373.86
06/20	06/04/2020	13242	VERIZON WIRELESS	SQUAD LAPTOPS MAY	1,220.67
06/20	06/04/2020	2020019	DELTA DENTAL	ACH JUNE DENTAL	1,245.80
Grand Totals:					<u>3,725.83</u>

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period	GL Activity
06/04/2020											
11565 ASPEN MILLS, INC											
ASPEN MIL	11565	257124	1	Invoi	UNIFORMS NW	06/04/2020	06/04/2020	31.85	901-42-2100-218	06/20	0
Total 11565 ASPEN MILLS, INC:								31.85			
50160 EMERGENCY CONTRACTORS											
EMERGEN	50160	1049	1	Invoi	JUNE LANDSCAPING	06/04/2020	06/04/2020	815.00	901-42-2100-401	06/20	0
Total 50160 EMERGENCY CONTRACTORS:								815.00			
140040 NARTEC, INC											
NARTEC, I	140040	14305	1	Invoi	COCAINE TEST KITS	06/04/2020	06/04/2020	38.65	901-42-2100-217	06/20	0
Total 140040 NARTEC, INC:								38.65			
170165 QUILL CORPORATION											
QUILL COR	170165	716612	1	Invoi	TONER, FLASH DRIVE, PAPER PADS	06/04/2020	06/04/2020	373.86	901-42-2100-201	06/20	0
Total 170165 QUILL CORPORATION:								373.86			
220190 VERIZON WIRELESS											
VERIZON	220190	985524	1	Invoi	CELL PHONES MAY	06/04/2020	06/04/2020	765.54	901-42-2100-321	06/20	0
VERIZON	220190	985524	2	Invoi	SQUAD LAPTOPS MAY	06/04/2020	06/04/2020	455.13	901-42-2100-386	06/20	0
Total 220190 VERIZON WIRELESS:								1,220.67			
Total 06/04/2020:								2,480.03			

6/4/2020 GL Period Summary

GL Period	Amount
06/20	2,480.03
Grand Totals:	2,480.03

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period	GL Activity
06/05/2020											
40300 DELTA DENTAL											
DELTA DEN	40300	060520	1	Invoi	ACH JUNE DENTAL COBRA CL	06/05/2020	06/05/2020	84.60	901-11600	06/20	0
DELTA DEN	40300	060520	2	Invoi	ACH JUNE DENTAL	06/05/2020	06/05/2020	1,161.20	901-42-2100-130	06/20	0
Total 40300 DELTA DENTAL:								<u>1,245.80</u>			
Total 06/05/2020:								<u>1,245.80</u>			

6/5/2020 GL Period Summary

GL Period	Amount
06/20	<u>1,245.80</u>
Grand Totals:	<u><u>1,245.80</u></u>

Grand Totals: 3,725.83

Report GL Period Summary

GL Period	Amount
06/20	<u>3,725.83</u>
Grand Totals:	<u><u>3,725.83</u></u>

Vendor number hash: 632420
 Vendor number hash - split: 892910
 Total number of invoices: 6
 Total number of transactions: 8

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	<u>3,725.83</u>	<u>.00</u>	<u>3,725.83</u>
Grand Totals:	<u><u>3,725.83</u></u>	<u><u>.00</u></u>	<u><u>3,725.83</u></u>

2020 Licenses Needing Approval

All licenses on this list have insurance, bond, worker's comp, and have paid fee.

Date for Council Approval: 6/9/2020

- 1 Minnesota Mechanical LLC
- 2 Alexander Management Co. LLC (dba Richfield Blacktop)
- 3

RESOLUTION NO. 2020-12

**STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF CIRCLE PINES**

Resolution Authorizing Participation in State Performance Measures and Continuation of the Ten City Performance Measures of the Local Results and Innovation Council

WHEREAS, Benefits to the City of Circle Pines for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any city participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The City Council of Circle Pines has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, The City Council of Circle Pines will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city’s website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, The City Council of Circle Pines will submit to the Office of the State Auditor the actual results of the performance measures adopted by the city.

Adopted this 9th day of June, 2020 by the City Council of the City of Circle Pines.

___ Ayes, ___ Nays, ___ Abstention

ATTEST:

Dave Bartholomay, Mayor
(Seal)

Patrick Antonen, City Administrator

This item will be emailed separately or presented at meeting .



200 Civic Heights Circle
Circle Pines, MN 55014
Office: (763) 784-5898
TDD: (763) 784-9724

CIRCLE PINES

Fax: (763) 785-2859
www.circle-pines.mn.us

TO: City Council Members

FROM: Chandra Peterson *cp*

DATE: June 5, 2020

RE: Request For Proposals for Refuse, Recycling and Organics

Attached to this memo is a Request For Proposals (RFP) for garbage, recycling and organics. The RFP entails various options for the city to consider moving forward with a new contract coming in 2021. The RFP also includes organics as a possible option for residents as well as the option of customer services being handled by the contractor.

The consideration of customer service being handled by the contractor would save current staff time taking various cart exchange calls, missed pick calls, purchasing of stickers, etc. This would cut the city out of being the go-between on many of the calls that we take as well as the back-and-forth from contractor to resident.

The proposed timeline is listed below.

RFP Timeline

June 10, 2020	Send RFP to Proposed Haulers
July 6, 2020	RFP Due
July 11-August 1, 2020	Negotiate Contract
August 12, 2020	Council Decision
August-November	Communication to residents of any changes
October	Cart Exchange Plan
November-December	Cart Changes, if necessary

Recommendation: Staff recommends Council to move forward with sending out the RFP to local refuse and recycling haulers.



**Request for Proposals for Residential Garbage, Recycling,
Organics Recycling and Yard Waste
January 1, 2021 to December 31, 2025**

The city of Circle Pines is seeking proposals for the collection and disposal of garbage, recycling, organics recycling and yard waste. Pursuant to City Ordinance, no hauler shall collect refuse within the city without a license from the City Council.

Please complete the response from below and return it by 4:30 on Monday, **July 6**, 2020 to:

**City of Circle Pines
Attn: Chandra Peterson
Assistant City Administrator for Public Services
200 Civic Heights Circle
Circle Pines, MN 55014**

Service Summary

The city of Circle Pines is seeking bids from qualified companies to provide a comprehensive set of residential refuse and recycling services.

The list of contract services include, but are limited to:

- Citywide, weekly refuse collection service and delivery to disposal facility.
- Citywide, weekly organics recycling and delivery of material to disposal facility.
- Citywide, every-other-week recyclables collection service and delivery of materials to recovery facility.
- Subscription, weekly seasonal (April-Nov) yard waste collection service and delivery to composting facility.
- Subscription, "on-call" bulk item collection, including appliances and electronics, service and delivery to disposal facility.
- Refuse and recyclables services from designated city buildings, park facilities and special events, no charge to the city.
- Refuse collection and disposal service from two city cleanup days annually (spring and fall), offered at no charge.
- Two Christmas tree pickups annually, at no charge to the city.

- One spring and two fall leaf pickup at the curb annually, at no charge to the city.
- Public education services from the contractor.

Background

The city of Circle Pines has a population of approximately 5,061; 2,020 households and is 2 square miles in size. Circle Pines has 1,391 Single Family Homes and 482 Townhomes.

The city currently bills approximately 1,894 residents for garbage and recycling services monthly and also receives customer service calls including cart exchanges, general information, complaints and comments.

Cart Size	Number of Refuse Carts
35 Gallon	496
64 Gallon	1,094
96 Gallon	304
Total	1,894

Total Recycling Carts-1,876

Total Yard Waste Carts-461

Circle Pines currently hosts two cleanup/recycle day events per year, one in the spring and one in the fall. The refuse company is responsible for only the refuse portion of the events. Other vendors are responsible for recycling materials.

Terms & Conditions

All communications or inquires regarding the proposal process and the RFP must be submitted via email to Chandra Peterson at cpeterson@ci.circle-pines.mn.us only. The city will respond to questions in writing to all interested proposers. The city reserves the right to amend or clarify this RFP by addenda.

Minimum Qualifications to be Eligible

Proposers must meet the following minimum qualifications to be considered eligible to respond.

- Have provided collection services of similar size and scope to other municipalities.
- Have adequate truck, personnel, customer service/communication and management capacity to service the City as per the specifications within this RFP.
- A minimum of three (3) references of current or past customers is required.
- Proposers shall possess a Regional MMSW Collection and Transportation License, Anoka County Hauler License, and Circle Pines Hauler License, or be able to obtain the aforementioned licenses upon being awarded the contract.

The city reserves the right to reject any or all proposals if they fail to meet the minimum qualifications. This judgement by the city shall be final and not contestable. Only eligible proposals will be considered and evaluated by the city.

Contract Period/Renewals

The term of the Contract shall be for a period of five (5) years commencing operations on January 1, 2021 to December 31, 2025. The actual Contract may be executed earlier to allow for any required transition planning. At the sole option of the City of Circle Pines, the contract may be renewed or extended.

Proposal Evaluation Criteria

The City Council will, in its sole discretion, consider various factors such as (without limitation) those set forth below, which Proposer shall be awarded the Contract.

The following criteria will be used to evaluate proposals:

- Price schedules (Estimate total costs over the five-year Contract period.)
- Experience and capacity (Demonstrated capability, including the company’s financial condition.)
- References
- Thoroughness and responsiveness to this RFP (Demonstrated understanding of the City’s needs, goals, objectives and service specification and quality standards)

All responsive proposals will be reviewed and compared with competing proposals in order for the City Council to determine, in its sole discretion, which proposal is in the best interests of the residents of Circle Pines. The City of Circle Pines reserves the right to contract with a solid waste hauler who does not submit the lowest proposal.

Proposers May Inspect City Routes and Facilities

Prospective proposers are encouraged tour the City’s residential routes and the specified City buildings and City parks to become familiar with the solid waste and recycling collection work described in this RFP.

Amendments to the Scope of Services

The City may, at its own discretion, add services to or delete services from the scope of work described in this RFP. The City will notify prospective Proposers of any such amendments by issuing an addendum to this RFP.

Scope of Service

Refuse Collection and Processing

Refuse collection operations under the new Contract should be very similar to the current system. Refuse collection and disposal system requirements include (but are not limited to):

- Weekly collection of 35-gallon, 64-gallon, or 96-gallon wheeled refuse carts.
- The color and labeling of the refuse carts must distinguish them from the recycling carts, and yard waste carts.
- Residents may set out extra garbage bags of refuse at an additional cost using the city's sticker system. **The City requests alternative pricing for the contractor to provide customer service services.**
- Pursuant to Minnesota State Statute 115A.9302, the Contractor shall provide a waste disclosure notice to all customers on an annual basis.
- This RFP requires that residential refuse collected from Circle Pines under this Contract will be kept separate from other materials. Circle Pines loads of residential refuse shall be weighed on designated truck scales and weights reports to the City. The Contractor shall retain truck scale weight tickets for City inspection upon request.
- Proposers must identify their proposed disposal facility or transfer station.
- Cart Exchanges at no extra charge to the city.

Recyclables Collection and Processing

Recyclables collection operations under the contract should be very similar to the current system. Recyclables collection and processing system requirements include (but are not limited to):

Every-other-week recyclables collection from 35-gallon, 64-gallon, or 96-gallon wheeled recycling carts.

- **The City requests alternative pricing for weekly recycling pick-up.**
- The color and labeling of the recycling carts must distinguish them from the refuse carts, and yard waste carts.
- Customers may obtain a second 35-gallon, 64-gallon, or 96-gallon wheeled recycling cart at no additional collection cost.
- Proposers must identify their proposed recyclables processing facility or transfer station.
- This RFP requires that residential recyclables collected from Circle Pines under this Contract will be kept separate from other materials. Circle Pines loads of residential recyclables shall be weighed on designated truck scales and weights reported to the City. The Contractor shall retain truck scale weight tickets for City inspection upon request.
- Cart exchanges at no extra charge to the city.

Yard Waste Collection and Composting

The City requires a yard waste collection subscription program. Yard waste collection and disposal system requirements include (but are not limited to):

- Subscription, weekly yard waste collection and delivery for composting on a seasonal basis from approximately April through November each year.
- Eligible residents may subscribe for regular yard waste collection service and receive a 96-gallon yard waste cart.
- Proposers must provide proposed prices for yard waste cart service which includes an additional cart price.
- Proposers must identify their proposed composting facility or yard waste transfer station to be utilized.
- This RFP requires that yard waste collected from Circle Pines under this Contract will be kept separate from other materials. Weight/yardage totals from Circle Pines yard waste loads shall be reported to the City. The Contractor shall retain weight/yardage tickets for City inspection upon request.
- The color and labeling of yard waste carts must distinguish from refuse and recycling carts.
- Cart exchanges at no extra charge to the city.

Christmas Tree Collection and Composting

Christmas Tree collection and composting system requirements include (but are not limited to):

- **Two (2) Annual Christmas Tree curbside collections for all residents within the service area, at no charge.**
- Proposers must identify their proposed composting facility or yard waste transfer station to be utilized.

Cart Ownership and Management

This RFP requires that the Contractor shall be responsible and pay for all aspects of cart management and operations including (but not limited to): transportation from the manufacturer, ordering, receiving, assembly, distribution (aka new cart “roll out”), excess cart inventory, spare parts inventory, warranty maintenance and other repairs.

Upon a change in Contractor, this RFP requires that the successful Contractor submit a detailed cart management and transition plan within two (2) months after the new Contract has been fully executed. For example, the Contractor shall include a summary that adequately describes these transition operations (e.g., timing and content of any public notices about cart switches, etc.). The Contractor shall be primarily responsible for all aspects of the transition operations, but shall keep the City fully informed of field operations during the transition period

Fuel Surcharge/Environmental Fee

No fuel surcharge or environmental fee shall be applied to services offered through this RFP. All costs shall be incorporated into the monthly rates.

Refuse and Recyclables Collection from City Buildings and Park Facilities

Collection operations from City buildings and City park facilities under the Contract shall be at no charge. A detailed listing of specified City buildings and City park facilities, is included in

Attachment A. The City reserves the right to add other similar future facilities after consultation with the Contractor. High quality service to these City facilities is expected, including collections and customer service communications.

Collections from Special Events

The City currently doesn't have an annual special event, but if the city does have a special event, the Contractor shall provide refuse, and recyclable containers and collections at these special events. All containers shall be clearly labeled. The City will work with the Contractor to plan and schedule these special events.

Organic Waste Collection

Proposers should describe any experience they have with residential organic waste collection programs. Proposers should briefly summarize how they will approach the process of developing of an organic waste collection plan for the City of Circle Pines. The City reserves the right to discontinue planning for organic waste collection at any time. The City currently envisions this to be a new carted, subscription service similar to yard waste collection, but provided twelve (12) months per year, not seasonally. Starting the organic waste collection service on a subscription basis will provide a voluntary means to evaluate resident interest and compliance with program instructions before consideration of city-wide service. Separate organic waste collection will be partially dependent on the proposals received in response to this RFP and the innovations proposed by the selected Contractor.

Collections from Clean- Up Day

The City of Circle Pines conducts two Clean-up/Recycle Days annually, one in the spring and one in the fall. The Contractor will be responsible for the collection of refuse on those days. The City will work with the Contractor each year to plan and schedule this event. There will be no extra charge for these days.

Biannual Report

The Contractor shall submit biannual progress report to the City by January 15 of each year and July 15 of each year. This annual report shall include:

Program results (year-to-date): Performance statistics including:

- Refuse tonnage from residents
- Recycling tonnage from residents
- Recyclables composition estimates based on actual sorts from Circle Pines recyclables
- Refuse tonnages from City buildings, parks facilities, and events
- Recyclables tonnages from City buildings, parks facilities, and events
- Organics tonnages from residents
- Organics tonnages from City buildings, parks facilities, and events

Payment Terms

Currently, the City bills residents, takes cart exchange information, sells stickers for extra items at the curb and takes resident questions and complaint calls, etc. **The Proposer shall**

indicate if there would be a cost difference if the city would continue to take on customer calls versus the Contractor taking the calls.

Proposed Price Elements

All proposers shall submit a complete Price Worksheet. If the Proposer is awarded the Contract, this Price Worksheet will be the basis for final terms of the City-approved rate schedule.

All proposed fees shall be exclusive of all other charges and taxes (e.g., State Solid Waste Management Tax.)

No fuel surcharge or environmental fees shall be applied to services offered through this RFP.

Insurance and Other Legal Requirements

Proposers shall provide, prior to the effective date of the contract, evidence of adequate liability insurance at \$5,000,000 combined single limit for auto and general liability. The City of Circle Pines shall be named as an additional insured. The Proposer shall file a current certificate of insurance with the City during the full term of the contract. Such policies shall provide for a thirty (30) day notice by the insurance company to the City of any changes, cancellations or lapses of such policies. The Proposer, if awarded the contract, agrees to take all precautions to protect the public against injury and to hold the City harmless from all damages and claims that may arise by reasons of any negligence of the service by Proposer's agents or employees while engaged in the performance of the contract. The Proposer, if awarded the contract, agrees to indemnify the City against all claims arising from intentional or negligent actions by the Proposer/Contractor or persons hired by the Contractor.

Proposer/Contractor shall provide Workers Compensation insurance for its employees as required by Minnesota Statutes.

Anti-Discrimination

The Contract to be awarded will require the Contractor to agree:

1. That, in the hiring, pay or promotion of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall discriminate against any persons protected by Minnesota Statutes Section 363A.08 subd. 2 who are legally eligible to work in the United States and who are qualified and available to perform the work to which the employment relates;
2. That no Contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment or performance of work of any person or persons identified in clause one (1) of this section.
3. That a violation of this section is a misdemeanor.

4. That this Contract may be canceled or terminated by the city, and all money due, or to become due, under the Contract may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

Certificate of Non-Barred Proposing

The undersigned firm certifies that it is not barred from proposing on this contract as a result of a conviction for the violation of State laws prohibiting "proposal" rigging or "proposal" rotating.

Data Practices Act

The Contract to be awarded will be subject to the Minnesota Government Data Practices Act and will include the following provision:

Pursuant to Minnesota Statutes § 13.05, Subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes § 13.08 apply to the Contractor. The Contractor does not have a duty to provide access to public data to the public if the public data available from the City, except as required by the terms of this contract.

Record Keeping / Audits

The Contract to be awarded will be subject to record keeping and audit requirements and will include the following provision:

Pursuant to Minnesota Statutes § 16C.05, Subd. 5, Contractor agrees that the books, records, documents, and accounting procedures and practices of the Contractor, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six (6) years. Contractor shall maintain such records for a minimum of six (6) years after final payment.

Compliance with State and Federal Employment Laws and Regulations

Proposer/Contractor agrees to make best efforts to comply with applicable State of Minnesota and federal employment laws including but not limited to FLSA, Minnesota Statutes Chapters 177 and 181, OSHA, immigration and Equal Pay laws.

Legal Interpretation and Venue

The Contract to be awarded, shall be interpreted according to State of Minnesota law. Any action between the City and the Contractor shall be located in Anoka County, Minnesota.

PROPOSAL CONTENT

Qualifications Section

All Proposers must submit a Qualifications Section within their proposals. The Qualifications Section must include information in the following three areas:

- General management ability;
- Financial stability and strength; and
- Solid waste collection experience; including refuse, yard waste, recycling, and bulky waste collections. This RFP requires Proposers to document their planned arrangements for refuse processing, either through a transfer station or direct to a mixed MSW resource recovery facility. Proposals must include written certification that adequate processing capacity has been secured. The Qualifications Section of each proposal must include the following subsections:

General Management

Proposers will be evaluated on the basis of their demonstrated overall management and experience, as reflected in the successful implementation of previous and/or current materials collection projects. Each Proposer shall demonstrate the ability to perform all required tasks successfully, and must demonstrate the necessary management skills and experience in integrating the performance of such tasks.

Information submitted by each Proposer shall define both technical and managerial capabilities in terms of past performance.

A clear statement of the management structure of the Proposer's company must be supplied. Other management evaluation criteria will include, but will not be limited to the following factors:

- Demonstrated successful working relationships with municipalities and/or public solid waste agencies;
- Number of similar collection projects within the greater Twin Cities metropolitan area; and
- Past and anticipated approach to customer service.

Financial Stability and Strength

The Proposer must demonstrate sufficient financial resources to carry out its responsibilities as outlined in this RFP and to back up its contractual obligations. Proposers will be evaluated on the basis of their credit references, demonstrated ability to finance the required equipment, and ability to provide a performance bond.

A specific letter from a surety company or a guarantor indicating the intent to provide the Proposer's performance bond must be provided in the proposal. Proposers must submit at least three (3) credit references.

Proposers must submit evidence of the ability to finance the equipment needed by submitting a financing plan for necessary equipment. Where the Proposer is a corporation, submit evidence that the Proposer is in good standing under the laws of the state of incorporation.

The Proposer must submit the litigation history (with explanation) for the last five (5) years regarding any company, partner, subcontractor(s), or subsidiary involved in this venture, and/or any corporate officer.

Refuse and Recyclables Collection Experience

Proposers will be evaluated on the basis of their demonstrated experience in the collection of refuse, recyclables, yard waste, organic materials, bulky waste and other special collection of other waste materials. Proposers are encouraged to submit references for existing residential collection services, especially under contract to municipalities, to demonstrate their experience and success. The City may give particular attention to the performance data provided for these reference projects.

The Proposer must demonstrate the following:

- Overall experience in the solid waste industry; and
- Experience in the successful operation of the type of residential refuse, recyclables, yard waste, organic materials, bulky waste and other special collection services solicited in this RFP.

Hiring of Drivers and Staff

If the selected contractor is not the current service provider. The selected contractor will agree to hire all drivers and mechanics employed by the former service provider if those employees are laid-off as a result of the change in providers. Each employee must meet the employment qualifications of the selected contractor.

Overview of Services

The Proposer shall describe services proposed in response to this RFP. This Overview shall provide sufficient information to demonstrate the Proposer's clear understanding of the services requested by the City through this RFP.

Collection Proposal

The proposal shall describe the proposed collection service. The document shall provide sufficient information to demonstrate that the proposed service will, at a minimum, satisfy all of the performance objectives provided in this RFP and handle the quantity and composition of materials to be collected. The information should include, at a minimum, equipment descriptions and identification of and schedule for obtaining necessary permits.

Proposed Refuse Processing Plan

All refuse collected under this Contract, must be processed according to Minnesota

Statutes (M.S. 115A.471 and M.S. 473A.848). All Proposers must have secured adequate capacity for processing refuse under this Contract and proposals must fully describe their refuse processing plan including explicitly listing all resource recovery facilities and/or transfer stations to be used. Proposals must also include a dated and signed letter of intent from a resource recovery processing facility that states this facility has adequate processing capacity to handle the City's refuse. If a transfer station is also to be used, proposals must also include a dated and signed letter of intent from this transfer station owner.

Equipment and Route Description

The Proposer shall submit equipment specifications of all the equipment to be used. Form G, Itemized Listing of Trucks and Other Collection Equipment, is to be used for this purpose.

Road Weight Restrictions

The Proposer shall state in his list of truck equipment how the vehicle design and operation will meet all city, county and state load weight limits. The fully loaded gross vehicle weight and weight per axle shall be listed for each of the proposed trucks.

Cart Management and Administration

The Proposer shall describe a plan for receipt, assembly, distribution, storage, maintenance, and replacement of carts.

Public Education Plan

The proposal must describe the public education services as specified in this RFP.

Operations Management Plan

The Operations Management Plan must include a description of the proposed management structure and approach, as well as a statement of the problems that the Proposer believes are likely to arise during collection, start-up, and for ongoing operations and the methods proposed to deal with them. This should include, at a minimum, such problems as: employee absenteeism; equipment breakdowns; and capability to provide collection of optional/additional materials.

The Management Plan must address specifically how the Proposer will work with the City to identify and resolve consistent sources of problems. A Staffing Plan indicating number of employees and how they will be staffed to ensure collections capacity and customer service must also be included in the Operations Management Plan.

Clean-up Day Plan

The Proposer shall submit a description of the intended approach to provide a clean-up day collection service. Describe proposed equipment and labor and how the Contractor will coordinate the event with the City.

Price Proposals

All proposed prices shall be submitted on the attached forms and executed by an authorized official.

PROPOSAL FORMS

Responsive proposers must submit all of the following forms as an integral part of their proposals:

- Proposal Cover Letter
- Form A: Proposal Content Checklist
- Form B: Proposer Information Questionnaire (including references)
- Form C: Certification of Binding Signature
- Form D: Certification of Independent Proposal Pricing
- Form E: Price Worksheet
- Form F: Listing of Proposed Prices for Special Collection of Bulky Items
- Form G: Itemized Listing of Trucks and Other Collection Equipment
- Form H: Acknowledgement of Receipt of Addenda

All forms must be completed and submitted for the proposal to be deemed completed. The Proposer must indicate clearly on the form(s) if any information is not applicable. All forms must be executed by an official authorized to bind the Proposer, and must be submitted as part of the proposal.

RFP for Residential Solid Waste and Recycling Services

PROPOSAL FORMS: RFP FORMS A THROUGH H

FORM A: Proposal Content Checklist

Instructions: Please check off the forms and other proposal sections to assure that your proposal is complete and all forms are signed:

- Proposal Cover Letter
- Form A: Proposal Content Checklist
- Form B: Proposer Information Questionnaire (including references)
- Form C: Certification of Binding Signature
- Form D: Certification of Independent Proposal Pricing
- Form E: Price Worksheet
- Form F: Listing of Proposed Prices for Special Collection of Bulky Items
- Form G: Itemized Listing of Trucks and Route Planning
- Form H: Acknowledgement of Receipt of Addenda

FORM B: Proposer Information Questionnaire

General Contact Information

Name of Company Proposing: _____

Name of Parent Company: _____

Address: _____

Telephone: _____

Email: _____

Website: _____

Name of contact person: _____

References: **Please provide on separate page(s)** collection references (provide municipality, capacity [number of households per day], contract structure between the organization and the municipality or public agency being serviced, type and frequency of service provided, etc.).

FORM B: Proposer Information Questionnaire

Please provide your company's standards relating to the following...

General Management

Financial Stability and Strength

Refuse and Recyclables Collection Experience

Hiring of Drivers and Staff

Overview of Services

Collection Proposal

What is your refuse processing plan, including resource recovery facility selected and/or any transfer station?

Transition and Cart Management Plan

FORM B: Proposer Information Questionnaire

Impacts on Roads -The City will require that all refuse collection vehicles are in full compliance with City, County and State road weight restrictions. What are your plans for reducing impacts on roads and means to comply with road weight restrictions?

Clean-Up Day Plan

Organic Waste Collection (Summarize experience and how you will approach the process of developing of an organic waste collection plan for the City of Forest Lake.

List of proposed facilities to be utilized for refuse, recyclables, yard waste, Christmas trees

FORM B: Proposer Information Questionnaire

Business Information

State the length of time you have been in business under your present name.

Within the past five (5) years, has the Company submitting this proposal failed to complete a contract? _____Yes _____No

If so, state name of parties to the contract, the date of the contract and the reason for non- completion. If a bond was posted, state the contact information for the bond company.

Within the past five (5) years has the Company submitting this proposal or any facility or property owned or operated by this Company failed to perform any of its contract obligations with any municipality, county or other public entity? _____Yes _____No

If so, state the nature of the failure?

Within the last five (5) years, has the Company submitting this Proposal, or any facility or property owned or operated by your Company ever been the subject of administrative or judicial action for alleged violation of the conditions of a permit issued by a governmental entity; or alleged violations of employment, environmental, zoning, or public health laws or regulations? _____Yes _____No

If so, state the details and disposition.

Has the Company submitting this proposal or any of its subsidiaries been a party to any lawsuits within the last five (5) years that may affect its ability to perform the obligations described in the Proposal? _____Yes _____No

If so, list these lawsuits.

FORM B: Proposer Information Questionnaire

List names and business address of all individuals financially associated with the Company that is submitting this Proposal.

Have you secured a dated and signed letter of intent from a Resource Recovery Facility and/or transfer station (if one is to be used) to Provide Refuse Processing Services and is this letter of intent attached? _____Yes _____No

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

FORM C: Certification of Binding Signature

Instructions: All forms provided in this RFP are required to be completed and be executed by an official authorized to bind the Proposal offer. All completed forms shall be made a part of the Respondent's proposal. All proposal forms must be signed by the same authorized person.

The undersigned Respondent further certifies that he/she has read the information submitted by the Proposer and has personal knowledge that the information submitted is true and correct.

I, _____ (Name of Authorized Officer)

_____ of _____
(Title) (Proposer Firm name)

(Date)

I swear that I am authorized to execute all Proposal forms included in this Proposal response to the RFP and to bind the company to these agreements; and swear that I have read the information contained in this Proposal and that I have personal knowledge that it is true and correct.

FORM D: Certification of Independent Proposal Pricing

Instructions: This form shall be executed by the authorized official to bind the company. The Proposer makes the following representations and certifications as part of this proposal:

The undersigned respondent certifies that the Proposer has not directly or indirectly entered into any agreement, express or implied, with any other Proposer(s) for any of the following:

- A. Controlling of the price of such proposal(s);
- B. Limiting of the number of proposals or Proposers; or
- C. Parceling or farming out to any Proposer(s) or other persons of any part of the Contract or any part of the subject matter of the proposal(s) or of the profits.

The undersigned respondent certifies that they have not and will not divulge the sealed proposal to any person except those as a part of a legitimate Team as per the specifications of this RFP or having a partnership or other financial interest with them in said proposal or proposals until after the Contract is fully executed or until the City publicly releases this sealed information.

The undersigned respondent further certifies that the Proposer has not been a party to any collusion including, but not limited to, actions such as:

- A. Proposers restraining the freedom of competition by agreement to make a proposal at a fixed price or pre-arranged price limit;
- B. Refraining from submitting a proposal at a fixed or pre-arranged price limit; or
- C. Refraining from submitting a proposal.

The undersigned respondent further certifies that the Proposer has not engaged in any prohibited contact or conflict of interest with any City official or its agents such as, but not limited to:

- A. Discussion of service quantity, quality, or price in the prospective Contract or any other terms of said prospective Contract; or
- B. Any other prohibited discussions between the Proposers and City officials or agents concerning exchange of money or other things of value for special consideration in the letting of a Contract.

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Printed Name

Authorized Signature

Date

E: Price Worksheet

All fees listed on this form shall exclude state solid waste management tax. No fuel surcharge or environmental fees shall be applied to services offered through this RFP.

Proposed Trash Collection Fee price. Price must exclude Trash Disposal tipping fees and should not include taxes or other charges.

Service Level	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024	Jan 1 - Dec 31 2025
35-gallon weekly					
64-gallon weekly					
96-gallon weekly					

Proposed Monthly Refuse Collection Fees for Additional Cart(s)

Please provide per month cost for an additional refuse cart

Service Level	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024	Jan 1 - Dec 31 2025
35-gallon					
64-gallon					
96-gallon					

Proposed Overflow Bag of Refuse Fee

Please state cost to the customer for a per-bag overflow charge.

Service Level	Jan 1 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024	Jan 1 - Dec 31 2025
Overflow Bag of Refuse					

Proposed Every Other Week Recycling Collection Fees

Please provide per-month cost to the customer for every other week recycling service, based on one cart. If cart size is different, please strike out and indicate proposed cart size.

Service Level	December 1, 2019 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024	Jan 1 - Dec 31 2025
35-gallon EOW					
64-gallon EOW					
96-gallon EOW					

*EOW – Every other week

Proposed Weekly Recycling Collection Fees

Please provide pre- month cost to the customer for every week recycling service, based on one cart. If cart size is different, please strike out and indicate proposed cart size.

Service Level	December 1, 2019 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024	Jan 1 - Dec 31 2025
35-gallon					
64-gallon					
96-gallon					

Proposed Monthly Yard Waste Collection Fee

Please provide per month cost to the customer for yard waste service, April to November. Please indicate cost for each additional compostable bag.

Service Level	December 1, 2019 - Dec 31 2021	Jan 1 - Dec 31 2022	Jan 1 - Dec 31 2023	Jan 1 - Dec 31 2024	Jan 1 - Dec 31 2025
96-gallon weekly					
For each additional compostable bag					

Provide additional cost, if any for contractor to oversee customer service duties such as billing, cart exchanges, comments and complaints. _____

Provide additional cost, if any for contractor to oversee customer service duties such as cart exchanges, comments and complaints only not including billing.

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

Route Planning Assumptions

Type of Service	Number of Routes	Average Stops Per Load	Average Stops Per Day	Collection Hours Per Full Load	Cubic Yards Per Load	Crew Size	Total Operating Hours Per Day
Refuse							
Recycling							

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

FORM H: Acknowledgement of Receipt of Addenda (If published)

Please acknowledge receipt of addenda to the City's RFP for Solid Waste and Recycling Services with your signature. An opportunity to acknowledge up to five (5) addenda is included in this form but does not necessarily mean that any addenda will be provided.

- Addendum 1
- Addendum 2
- Addendum 3
- Addendum 4
- Addendum 5

Signature of person duly authorized to sign submittal on behalf of the Proposer:

Authorized Signature

Printed Name

Date

Attachment A

List of City Buildings, Parks, and Events to Be Served at no cost by the Contractor

Facility	Address	Container Size	Frequency
City Hall	200 Civic Heights Circle	4 Yard Refuse	Weekly
City Hall	200 Civic Heights Circle	6 Yard Mixed Paper	Weekly
City Hall	200 Civic Heights Circle	96 Gallon Recycle Cart	EOW
City Hall	200 Civic Heights Circle	Organics	
Public Works	2 Golden Oak Dr	4 Yard Refuse	Weekly
Public Works	2 Golden Oak Dr	6 Yard Mixed Paper	Weekly
Public Works	2 Golden Oak Dr	Organics	
Golden Lake Park	67 W Golden Lake Rd	4 Yard Garbage	Weekly
Golden Lake Park	67 W Golden Lake Rd	10-96 Gallon Recycle Carts	EOW
Baldwin Park	400 Baldwin Dr	2 Yard Refuse	Weekly
Baldwin Park	400 Baldwin Dr	?-96 Gallon Recycle Carts	EOW
Carl Eck Park	2 Fire Barn Rd	4 Yard Refuse	Weekly
Carl Eck Park	2 Fire Barn Rd	4 Yard Mixed Paper	Weekly
Carl Eck Park	2 Fire Barn Rd	?-96 Gallon Recycle Carts	EOW
Fire Station	2 East Rd	2 Yard Trash	Weekly
Fire Station	2 East Rd	1-96 Gallon Recycle Cart	EOW
Police Station	54 North Rd	4 Yard Refuse	Weekly
Police Station	54 North Rd	2 Yard Mixed Paper	Weekly
Police Station	54 North Rd	1-96 Gallon Recycle Cart	EOW
Police Station	54 North Rd	Organics	