



Public Works, Environment and Transportation Commission Agenda

Tuesday, November 28, 2023

6:30 PM

City Council Chambers

Members of the public who wish speak during public comment or an agenda item during this meeting can do so virtually by registering at www.cityofroseville.com/attendmeeting

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 6:30 p.m. **1. Roll Call**
- 6:32 p.m. **2. Public Comments**
- 6:34 p.m. **3. Approval of Meeting Minutes**
 - a. Approve October Minutes
- 6:35 p.m. **4. Communication Items**
 - a. Communication Items
- 6:40 p.m. **5. Recycling RFP Discussion**
 - a. Recycling RFP Discussion
- 7:20 p.m. **6. City Campus Solar Update**
 - a. City Campus Solar Update
- 7:50 p.m. **7. 2024 Public Works Plan**
 - a. Public Works 2024 Work Plan
- 8:25 p.m. **8. Future Agenda Items**
 - a. Future Agenda Items
- 8:30 p.m. **9. Adjourn**

**Roseville Public Works, Environment and Transportation Commission
Agenda Item**

DATE: November 28, 2023

ITEM: 3.a.

ITEM DESCRIPTION: Approve October Minutes

Background

Attached are the minutes from the October 24, 2023 meeting.

Recommendation

Motion approving the minutes of October 24, 2023, subject to any necessary corrections or revision.

Attachments

1. Draft October Minutes

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, October 24, 2023, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Roll Call

Vice Chair Mueller called the meeting to order at approximately 6:30 p.m. and at her request, Public Works Director Jesse Freihammer called the roll.

Present: Vice Chair Des Mueller; and Members Jarrod Cicha, Daniel Fergus, Edwin Hodder, and Allison Luongo

Absent: Chair Bryant Ficek and Member Sarah Rudolf (Excused)

Staff Present: Public Works Director Jesse Freihammer and Assistant City Engineer Stephanie Smith

2. Public Comments

None

3. Approval of September 26, 2023 Meeting Minutes

Comments and corrections to draft minutes had been submitted by PWETC commissioners prior to tonight's meeting and those revisions incorporated into the draft presented in meeting materials.

Motion

Member Cicha moved, Member Hodder seconded, approval of the September 26, 2023 meeting minutes as presented.

Ayes: 4

Nays: 0

Motion carried.

4. Communication Items

Assistant City Engineer Stephanie Smith provided a brief review and update on projects and maintenance activities listed in the staff report dated October 24, 2023.

Member Hodder asked what the quote for 2023 sewer televising was regarding.

34
35 Mr. Freihammer explained what sewer televising is and how the City uses the
36 information to find potential problems.

37
38 Vice Chair Mueller wanted to highlight in the sustainability update there are a few
39 things regarding opportunities with the County and Met Transit.
40

41 **5. Utility Rates**

42 Public Works Director Jesse Freihammer presented the 2024 proposed utility rates
43 and asked for feedback or a formal recommendation to the City Council.
44

45 Member Fergus asked if the City gets many complaints about utility rates and the
46 residents' costs.
47

48 Mr. Freihammer explained the Finance Department does get some but there are
49 ways that the residents can control the costs. He reviewed some of the ways to
50 reduce costs.
51

52 Member Fergus understood that the City needs to get some money in reserves for
53 the storm drain but he did not know if it made sense to do five percent per year
54 instead of thirty-three percent now and two and a half percent later.
55

56 Mr. Freihammer reviewed the discussion from last year and the reason for the
57 increase.
58

59 Vice Chair Mueller asked if staff had any information available from 2022 about
60 what the average cost per year was coming into 2023. She was thinking about what
61 people are spending and how it keeps stacking up year after year and how
62 everybody is spending more on everything. She understood the City needs to build
63 its reserves, but she was trying to get a gut check for what the average family is
64 having to foot the bill for on top of this.
65

66 Mr. Freihammer indicated the City has that historic data and he could get it for the
67 Commission, but he did not have it at the meeting.
68

69 Member Hodder asked if Ehlers revisited the class rates as far as residential,
70 apartments, commercial usage, and effect on the system.
71

72 Mr. Freihammer explained when Ehlers did the last major study the City revamped
73 how it charged the rates between commercial and residential and the tiers were also
74 changed. He reviewed the current tiers in residential and commercial.
75

76 Member Luongo arrived at 6:55 p.m.
77

78 Member Hodder indicated when he looked at the rates and information for
79 commercial versus residential, he thought the commercial could bear a little more

of the weight based on the usage and what they are putting through the system. He thought it seemed to be a little light compared to the residential.

Mr. Freihammer noted he will bring this information up to the Finance Department so when this is looked at by the consultant in 2024 this can be reviewed.

Motion

Vice Chair Mueller moved, Member Cicha seconded, to recommend the City Council approve the 2023 utility rate increases presented by the Finance Department.

Ayes: 5

Nays: 0

Motion carried.

Motion

Member Hodder moved, Member Fergus seconded, to recommend the City take a look at the variance between commercial and residential rates.

Ayes: 5

Nays: 0

Motion carried.

6. County Road B Update

Assistant City Engineer Stephanie Smith provided an update on County Road B and asked for feedback and a recommendation to the City Council on the layout.

Member Fergus wondered if the City has looked into permeable pavers for this project.

Mr. Freihammer explained the City has looked into permeable pavers and do have some in the City with mixed results. He explained the City will probably not do that on the roadway with this project. He noted this project will actually reduce stormwater thresholds and also reduce the impervious surface.

Ms. Smith reviewed the travel route plan with the Commission. She also discussed how the assessment plan would work.

Vice Chair Mueller thanked staff for the presentation. She asked if there was anyone in the public that would like to comment.

Mr. Keith Wietecki, 2428 Farrington Circle, indicated he is a member of the Midland Hills Golf Course, and they are very concerned about what is going on and has been working with staff. The reason why the golf course is concerned is where the thirteenth green and tee is located will be affected. He noted a lot of the irrigation controls and communication with the irrigation are located in the City

right-of-way and has been there many years and has an agreement with the City to have the controls within the right-of-way. He explained when they saw the proposed plan moved onto the golf course it was going to be something like two hundred fifty-thousand-dollar expense to the golf course and they did not think the benefit to the community was worth it. Clearly four stop signs at a couple hundred dollars per sign versus two hundred fifty thousand dollars is a better economic trade off. He explained the golf course is highly in favor of this and recommend it.

Mr. Lawrance Bell, president of Midland Hills Golf Course, indicated they have been working the Public Works Department on the entire street because a lot of the water is coming from the street onto their catch ponds on the course. He explained this does impose an expense on the golf course because they need to reconstruct a part of the course that they just spent money on fixing in 2020. He asked that the City consider the fact that the traffic at the intersection has decreased and is not a dangerous intersection and there are about fourteen homes on the backside that come out there. He appreciated staff's work on this project.

Staff reviewed previous plans with the Commission with revisions that have been made to mitigate the concerns of the golf course.

Motion

Member Cicha moved, Member Hodder seconded, to recommend the City Council to move forward with the current plan presented.

Ayes: 5

Nays: 0

Motion carried.

The PWETC recessed at 8:05 p.m. and reconvened at 8:40 p.m.

7. TH 36 Update

Assistant City Engineer Stephanie Smith presented the TH 36 update to the Commission and asked for feedback.

Vice Chair Mueller indicated she was glad this plan is touching on the crossover/underpass at Dale because it is very dangerous going under Hwy 36. She wondered what their thoughts are on this. She thanked staff for the presentation and indicated if the Commission wanted more information the video can be seen online.

8. Lead Free Roseville

Public Works Director Jesse Freihammer explained the Minnesota Department of Health is requiring all public water systems with over 10,000 services to document what material the water service to the homes and businesses are made of. He indicated to complete this task, the City will be taking a phased approach to get the

information. He reviewed the process the City is intending to take to get the information needed. He also asked for feedback from the Commission.

9. Items for Next Meeting – November 2023

Discussion ensued regarding the November 28, 2023 PWETC agenda:

- Recycling RFP
- Public Works – 2024 Work Plan
- Envision Roseville update.

10. Adjourn

Motion

Member Cicha moved, Member Fergus seconded, adjournment of the meeting at approximately 8:35 p.m.

Ayes: 5

Nays: 0

Motion carried.

**Roseville Public Works, Environment and Transportation Commission
Agenda Item**

DATE: November 28, 2023

ITEM: 4.a.

ITEM DESCRIPTION: Communication Items

Background

At each commission meeting, City staff provides updates on City activities and projects ongoing within the city that pertain to public works activities.

Recommendation

Receive report and provide feedback.

Attachments

1. Communications Memo
2. 2023 Roseville Project Map
3. October Development Activity Report



Public Works Department

Memo

To: Public Works Environmental and Transportation Commission Members

From: Jennifer Lowry, City Engineer

Date: November 21, 2023

Re: Communications Items

The following are updates to projects and other activities happening in Roseville since the last commission meeting:

Roseville Public Works Project updates:

- Long Lake Lift Station
 - Project has been awarded and is awaiting a schedule from the contractor.
- 2023 Pathway Project (Marion Street, Lexington Avenue and Cleveland Avenue)
 - Substantially complete.
- 2023 Drainage Improvement Project
 - Substantially complete.
- Villa Storm Water Improvements
 - Substantially complete.
- Willow Pond Outlet Structure Repair
 - Construction is underway and work is anticipated to be completed by end of November.

Council Update:

- Below is a highlight of items recently presented to and/or acted on by the City Council. More information can be found in the agenda packets and minutes for the referenced Council meetings:

October 23

- Approved Tamarack Pathway and Wagner Pathway Plans and Authorization for Bids.
- Approved Pathway Transfer Agreement with Southwind of Roseville Homeowners Association.
- Approved Twin Lakes Trail Phase 2 Plans and Authorization for Bids.
- Approved Final Payment for 2023 Pavement Management Project.
- Received Feasibility Report and Ordered Public Hearing for County Road B Reconstruction Project.

November 6

- Held a Public Improvement Hearing for County Road B Reconstruction Project.
- Approved a resolution ordering the improvement and preparation of plans for the reconstruction of County Road B, between Eustis Street and Cleveland Avenue.

- Reviewed 2024 Proposed Fee Schedule.
 - Ordinance Amendment to Title 8, Water and Sewer Rates and Collection of Charges.
 - Adopted 2024 City Council Meeting Calendar.
 - Approved Ramsey County Cooperative Agreement for County Road B from Snelling Avenue to Lexington Avenue.
 - Approved Final Payment for 2022 Villa Park Sedimentation Pond Improvements Project.
 - Approved Construction Cooperation Agreement for Street Construction on Roselawn Avenue.
 - Adopted Resolution Requesting SCORE funding from Ramsey County.
- November 27 (upcoming)
- Hold public hearing and approve vacation of rights-of-way (various locations).
 - Approve Professional Services Agreement with Bolton & Menk, Inc., for engineering services for rehabilitation of the Dale-Owasso Sanitary Sewer Lift Station.

Engineering Updates:

- Lowry and Smith attended the American Public Works Association Minnesota Chapter's fall conference.
- Lowry is serving a four-year term on the new Minnesota Active Transportation Advisory Committee.
- Smith is serving on a Local Road Research Board (LRRB) Technical Assistance Panel to develop "Public Works 101" outreach and educational materials.

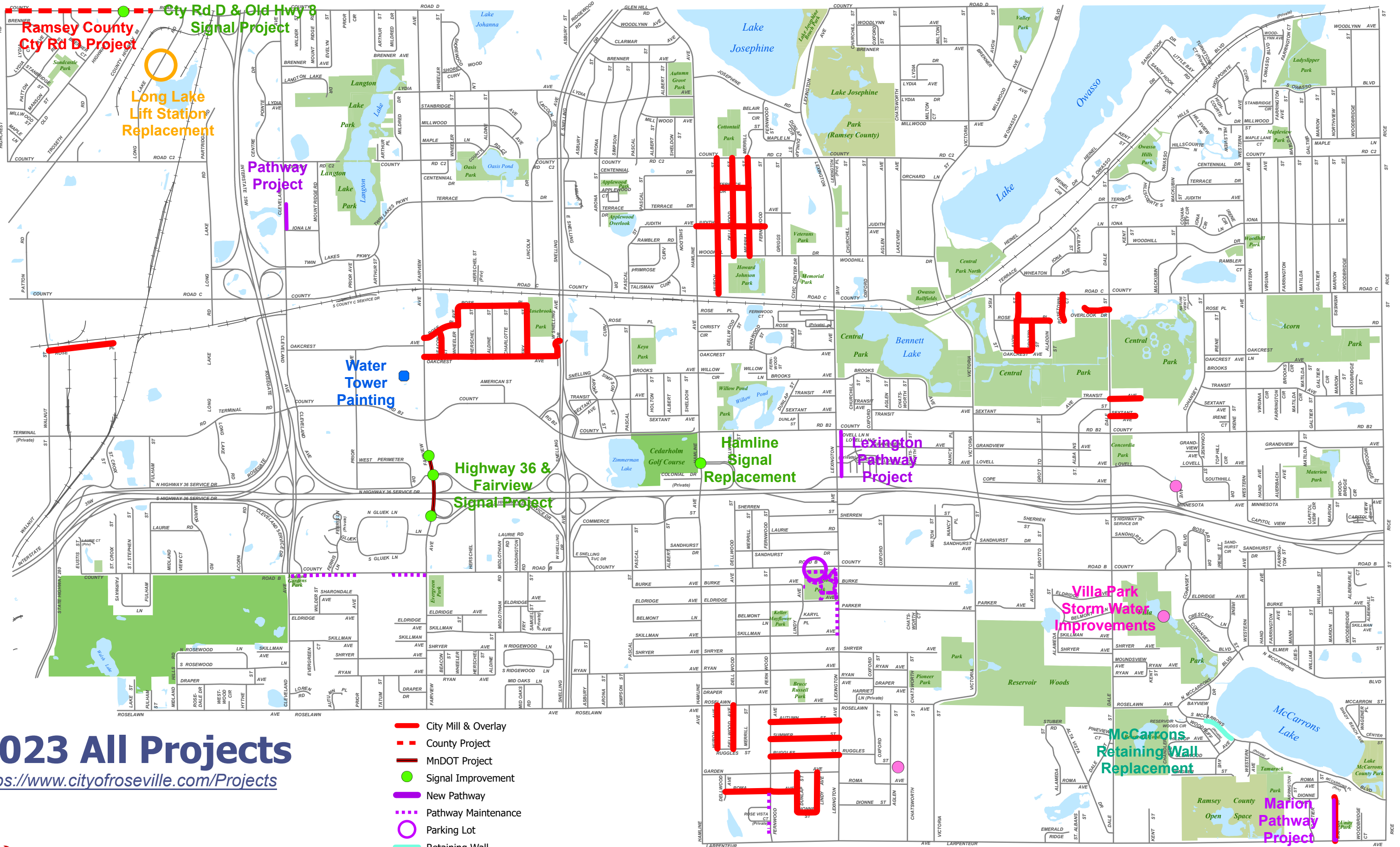
Sustainability Updates:

- Submitted a letter of support to be a listed as a core partner on Saint Paul's Energy Future federal grant application, proposing a planning project with partners across the state of Minnesota to design a replicable financing and partnership model to aid with the cold-climate residential energy transition.
- Staff is serving on a Technical Advisory Team with the Metropolitan Council to advise on regional climate and natural systems policy initiatives.
- Staff attended Saint Paul's inaugural Climate Forum on 11/9 to learn more about their climate action work, particularly regarding their Climate Justice Advisory Board.
- Roseville currently leads in the 2023 Intercity Home Energy Squad Challenge for most air sealing, insulation, and mechanical rebates per capita out of 25 participating cities.
- Staff will be attending the Rice & Larpenteur Alliance Winter Warmup event on 12/2 to promote energy assistance and weatherization programs, the Minnesota Cold Weather Rule, and other available programs to help residents reduce their utility bills.

Major Maintenance Activities:

- Street and Storm
 - Gates are open for drive-in drop-off of leaves at the compost site. Staff manages 20,000 cy of leaves at the site.
 - Started fall sweep October 30 and completed November 21 after snow melted.
 - First plow was October 31 after the 3" snowfall.
 - Ongoing maintenance/management of water break slurries at Ramsey County Kent Street site.

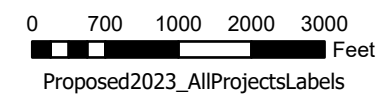
- Ongoing storm sewer maintenance, sign work, and asphalt patching for streets and pathways.
- Water and Sanitary Sewer
 - Continue to work with owners of private hydrants that are in need of repairs.
 - SCADA PLC replacement is complete.
 - Repaired three watermain breaks.
 - Completed jetting for 2022 and 2023 locations.
 - Continued underground locates, weekly lift station inspections, collection of water samples, and replacing water meters and MIUs.

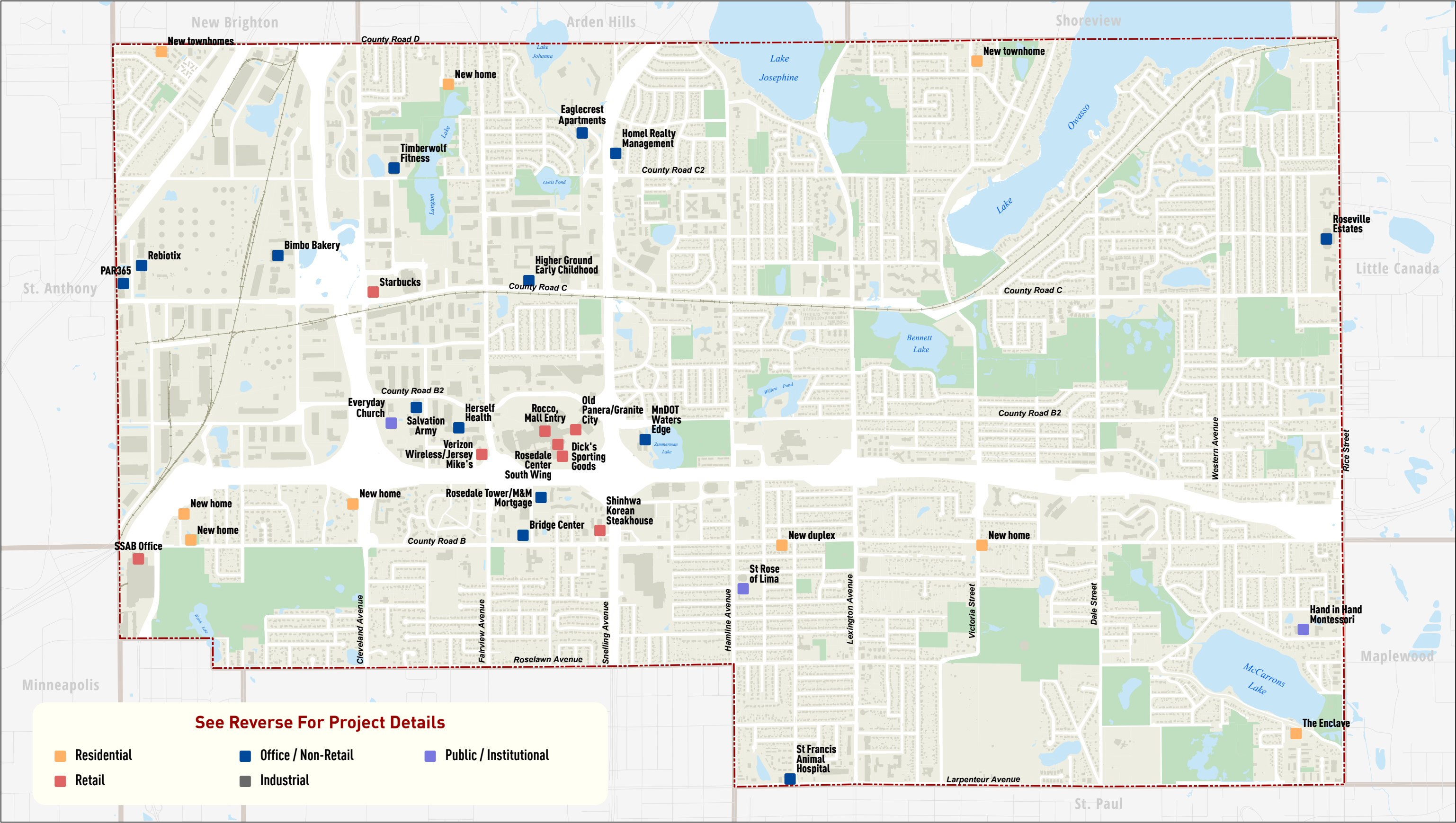


Prepared by: Engineering Department
 8/11/2023

Data Sources
 * Ramsey County GIS (8/11/2023)
 * City of Roseville Community Development
 * City of Roseville Finance Department

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purposes requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





Development Projects: October 2023

ROSEVILLE COMMUNITY DEVELOPMENT DEPARTMENT Updated: October 26, 2023					
	Project Name	Address	Project Description	Applicant/Owner Information	Starting
RESIDENTIAL	The Enclave	201-261 McCarrons Pl	20 detached townhomes	Ovation Homes	Summer 2021
	Residential New Construction	2239 Cleveland Ave	New single family home	Bald Eagle Builders Inc	Fall 2022
	Residential New Construction	1882 Brenner Ave	New single family home	O’Meara Custom Building Inc	Fall 2022
	Residential New Construction	3092-3094 Victoria St	New townhome	Twin Cities Habitat for Humanity	Summer 2023
	Residential New Construction	858 County Road B	New single family home	Lee Homes Inc	Summer 2023
	Residential New Construction	2387 County Road B	New single family home	Creative Homes	Summer 2023
	Residential New Construction	2444-2454 County Road D	New townhomes	JT MEZZ Construction LLC	Summer 2023
	Residential New Construction	1254 County Road B	New duplex	Restoration Professionals	Summer 2023
	Residential New Construction	2415 Laurie Ct	New single family home	Creative Homes Inc	Summer 2023
RETAIL	PAR365	2655 Patton Rd	Tenant buildout: Indoor Golf Simulation		Summer 2023
	Shinhwa Korean Steakhouse	2181 Snelling Ave	Interior Remodel	Chans Consulting	Summer 2022
	Rosedale Center South Wing	1595 Highway 36	Demo of South Wing Entry	VCC LLC	Fall 2022
	Mall Entry and Corridor	1595 Highway 36	New Mall entry and Corridor	VCC LCC	Spring 2023
	Old Panera Bread	1595 Highway 36	Interior Demo	P.R.M. Contracting	Summer 2023
	Old Granite City	1595 Highway 36	Interior Demo	VCC LLC	Summer 2023
	Rocco	1595 Highway 36	Interior Remodel	P.R.M. Contracting	Summer 2023
	SSAB Office	2500 County Road B	Interior Remodel	RAK Construction Inc	Summer 2023
	Dicks Sporting Goods	1675 Highway 36	Footing & Foundation	VCC LCC	Summer 2023
	Verizon Wireless	2325 Fairview Ave	Tenant Remodel	Summit Properties and Development	Summer 2023
	Jersey Mike’s Subs	2339 Fairview Ave	Tenant Remodel		Fall 2023
	Starbucks	2020 Twin Lakes Pkwy	Exterior Remodel	B2 Builders LLC	Summer 2023
NON-RETAIL/OFFICE	M & M Mortgage	1700 Highway 36	Interior Remodel	Encompass Properties LLC	Fall 2023
	MnDOT Waters Edge	1500 County Road B2	Mechanical upgrades		Fall 2023
	Hand in Hand Montessori	211 North McCarrons Blvd	Interior Build-Out	Vanguard Builders Inc	Summer 2022
	St Francis Animal Hospital	1227 Larpenteur Ave	Addition		Fall 2023
	Homel Realty Management	2924 Snelling Ave	Demo Swimming Pool and Sauna	Home Improvement Shop	Spring 2023
	Rosedale Tower	1700 Highway 36	Common Area Remodel	Encompass Properties LLC	Summer 2023
	Bridge Center	1751 County Road B	Interior Remodel	St. Paul Construction Company	Summer 2023
	Salvation Army	2445 Prior Ave	Interior Remodel	Green Construction Services	Summer 2023
	St. Rose of Lima	2072 Hamline Ave	Interior Demo & Remodel	Right Construction	Summer 2023
	Everyday Church	2420 Cleveland Ave	Interior Remodel of former LA Fitness		Fall 2023
	Timberwolf Fitness	2001 County Road C2	Interior Alteration		Fall 2023
	Higher Ground Early Childhood	1751 County Road C	New Build	B2 Builders LLC	Summer 2023
	Roseville Estates	2735-2755 Rice St	Demo old parking structure, add parking and garages		Fall 2023
	Eaglecrest Apartments	2945 Lincoln Dr	Remodel	Window World	Summer 2023
	Bimbo Bakery	2745 Long Lake Rd	Interior Remodel	Montgomery Brinkman	Summer 2023
	Rebiotix	2680 Patton Rd	Interior Alteration		Fall 2023
	Herself Health	2401 Fairview Ave	Interior Remodel	The Bainey Group Inc	Fall 2023

Roseville Public Works, Environment and Transportation Commission
Agenda Item

DATE: November 28, 2023

ITEM: 5.a.

ITEM DESCRIPTION: Recycling RFP Discussion

Background

The City entered into a 3.5 year comprehensive recycling agreement with Eureka Recycling starting on January 1, 2022, and ending on June 30, 2025.

Staff started looking towards the next recycling contract, and has met with Ramsey County to discuss the next steps. The high-level points of our current recycling contract are:

- Contractor-owned carts.
- Every other week servicing for single unit dwellings, weekly servicing of multi-unit dwellings, and a mix of weekly and bi-weekly servicing at our parks and trails.
- No revenue/risk share.

Questions to think about for discussion purposes:

- Should the City own the carts or should the contractor own the carts? Currently, Eureka owns the carts under our contract. There is grant money available to offset the cost of purchasing recycling carts through Ramsey County. Roseville has positioned itself to purchase carts in late 2024/early 2025, if required.
- Do we stay with every other week servicing, or move to weekly?
- Are there points in the last Request for Proposal (RFP) that you like/dislike?
- 3 or 5 year term?
- Enter into a revenue/risk share model, or not?

A tentative schedule for the RFP process is:

- Draft RFP for review and comment 1st quarter 2024
- Final RFP for Council consideration by April 2024
- Release of RFP in April 2024
- Proposals due at end of April, early May 2024
- Enter into agreement in July - August 2024

Recommendation

Receive update from staff and discuss upcoming Recycling Request for Proposal.

Attachments

1. Presentation
2. 2022-2025 Eureka Recycling Contract (includes 2021 RFP)
3. 2017 Foth Memo on Cart Ownership

2024 Recycling RFP Discussion



Public Works Environment & Transportation Commission

November 28, 2023

2024 Recycling RFP Discussion

Current Contract

- Term:
 - 3.5 year (Jan 1, 2022 – June 30, 2025)
- Revenue/Risk Share:
 - None
- Cart Ownership:
 - Contractor
- Service Level
 - Every other week (SUDs) & every week (MUDs)
- Park Recycling:
 - 23 parks w/ a total of 124 carts
- Zero Waste Events:
 - Earth Day, Taste of Rosefest, Run for the Roses, Wild Rice Festival
- Contract Extensions:
 - Up to two, one-year extensions

Recycling Services Contract 2022-2025

Comprehensive Recycling Services

City of Roseville, Minnesota

July 26, 2021



2024 Recycling RFP Discussion

2024 Considerations

- General updates
- Contract Term: 3 or 5 Year
- Revenue/Risk Share
- Cart Ownership: city vs. contractor
- Service Level: weekly or every other week
- Park Recycling
- Zero Waste Events
- Educational (ex. MRF tours, posters, handouts, flyers, etc.)
- Costs

2024 Recycling RFP Discussion

2024 Considerations

➤ Base Proposal

- Community Values
 - Diversity, equity, and inclusion (DEI)
 - Non-DEI components
- Value Added
- Contract Term: 3 or 5 Year
- Cart Ownership (city vs. contractor)
- Biweekly servicing
- Zero Waste Event Staffing
- Collection within Roseville Parks
- No revenue share

➤ Alternate Proposal (Optional)

- Revenue Share
- Alternate servicing schedules

2024 Recycling RFP Discussion

Updates - 2021

➤ Diversity, Equity, and Inclusion

➤ Added a section to the RFP

➤ It should be noted that Roseville has one of the first Recycling RFPs to include this level of DEI.

1 Diversity, Equity and Inclusion

The City strongly values racial equity and inclusion. All proposals should reflect this in how services are proposed to be performed. All Respondents must state how their organization's values, policies, programs and practices reflect Roseville's diversity, equity and inclusion (DEI) values. The City's DEI policy statement states:

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn discrimination by or against residents, visitors, workers, City employees or City businesses. In all that we do as a City government, we pledge to treat everyone fairly, respectfully, and without bias, regardless of their color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

1.1 Racial Equity

Racial equity is when race can no longer be used to predict success and outcomes for all groups are improved.

1.1.1 Background

In 2018, a team of 14 Roseville staff members representing every department at the City participated in a year-long racial equity training. The League of Minnesota Cities (LMC) and the Government Alliance on Race and Equity (GARE) facilitated the program.

Race is consistently a primary indicator of a person's success and wellness in society and government has historically played a role in creating barriers and inequities. These actions have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.

1.1.2 Goals

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity. To accomplish this goal, all City departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services. The City of Roseville is committed to taking tangible steps to normalize, organize, and implement racial equity principles and tools, with an eye toward impactful and sustainable

2024 Recycling RFP Discussion

Updates - 2021

City of Roseville Strategic Racial Equity Action Plan

Goal All people of Roseville are welcomed, included and respected.		
Community Indicator	Outcomes	Actions
A. Roseville residents state they feel welcome in the community regardless of background or demographics.	<u>Outcome:</u> Measurable proxies for feelings of welcomeness, inclusion and respect are developed.	1. Find out what it means to a person of color to feel welcome, included and respected through qualitative means.
		2. Develop measureable proxies for feeling welcome, included and respected.
		3. Interact with the community in their areas of comfort.
		4. Develop a network of contacts in communities of color.
	<u>Outcome:</u> Feelings of welcomeness, inclusion and respect are tracked on an on-going basis.	1. A statistically valid and representative survey is developed and administered on an on-going basis to track the feelings of welcomeness, inclusion and respect.

2024 Recycling RFP Discussion

Updates - 2021

2017

Attachment D

Project Community Values Capability

This template must be used. The Contractor must identify its capability to meet the Community Values:

- Collection Operations – which includes Clean and quiet; Impact on street (size and weight of trucks), Easy to participate, Flexibility to Comingle, More materials picked up – particularly plastics, Materials are efficiently recycled (local markets, highest and best use for material), Rewards for adding value, Multi-family dwelling recycling
- Resident and Community Engagement Efforts – which includes Voluntary expansion to businesses, Effective frequent education of residents – with measurement, Community involvement, Annual report that includes information on what happens to material, Outreach to low participating communities, Outreach using electronic communications
- Environmental– which includes Experience with Zero Waste events, Reduced carbon footprint, Education and Leadership on Environmentally Preferred Purchasing (EPP), Local vendor-terminal and MRF locations

The capability claims should be prioritized (list the most important claims first). The Contractor may add or delete Project Capability Claim table templates, but do not exceed the two-page limit. Do NOT include any identifying information in your Plan. Information listed under the “Documented Performance” line may describe where the Contractor has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Community Values Capability 1 Claim: _____

Documented Performance: _____

2021

Proposed Community Values Plan

Respondents must identify their proposal to meet Roseville’s community values, including but not limited to the questions and specific examples below. Additional sheets may be added as needed (no page limit).

Diversity, Equity and Inclusion (DEI)

Have you read Roseville’s DEI policies (as stated in RFP Section 2) and the Roseville Racial Equity Action Plan (Attachment E)? ☐ Yes ☐ No

Does your organization have your own DEI policy statement? ☐ Yes ☐ No

If yes, please include your DEI policy statement here: [Click or tap here to enter text.](#)

Does your organization have your own DEI action plan? ☐ Yes ☐ No

If yes, please summarize your DEI action plan here: [Click or tap here to enter text.](#)

Please quantify the racial diversity (percent composition by race and ethnicity) of your workforce serving the Roseville region of your operations. [Click or tap here to enter text.](#)

Please summarize the means of providing equitable hiring and fair compensation of the workforce at the MRF where Recyclables collected from Roseville will be processed. [Click or tap here to enter text.](#)

2024 Recycling RFP Discussion

Updates - 2021

➤ Scoring

2021 Proposed

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
<i>Relevant experience, references and capacity</i>	Pass/Fail
Category	Weight
Project Capability	20%
How Well Proposal Meets Community Values:	
<i>Diversity, equity and inclusion (DEI)</i>	15%
<i>Other (non-DEI) community values elements</i>	30%
Price *	25%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:

*The City will use the following formula to score the proposed price:

Lowest proposed total annual cost estimate divided by Respondent's price multiplied by the maximum score of 25 points.

2021 Adopted

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
<i>Relevant experience, references and capacity</i>	Pass/Fail
Category	Weight
Project Capability	20%
How Well Proposal Meets Community Values:	
<i>Diversity, equity and inclusion</i>	15%
<i>Other (non-DEI) community values elements</i>	15%
Price*	40%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:

*The City will use the following formula to score the proposed price:

Lowest proposed total annual cost estimate divided by Respondent's price multiplied by the maximum score of 25 points.

2024 Recycling RFP Discussion

Contract Term

➤ Costs & Units

Location		2022	2023	2024	2025	2024 Unit Count
Curbside	SUD	\$3.98	\$4.12	\$4.26	\$4.41	9,487
	MUD	\$3.98	\$4.12	\$4.26	\$4.41	7,486
Parks	Parking Lot	\$3.98	\$4.12	\$4.26	\$4.41	29
	Walk-up	\$3.98	\$4.12	\$4.26	\$4.41	55
	Pathway	\$17.26	\$17.87	\$18.49	\$19.14	40

➤ 2014-2016 Eureka Pricing

- 2014: \$2.22/unit (~\$412,000 annually)
- 2015: \$2.26/unit (~\$420,000 annually)
- 2016: \$2.31/unit (~\$429,000 annually)

➤ 2017-2021 Eureka Pricing

- 2017: \$2.36/unit (~\$446,000 annually)
- 2018: \$2.41/unit (~\$455,500 annually)
- 2019: \$2.46/unit (~\$465,000 annually)
- 2020: \$2.51/unit (~\$474,500 annually)
- 2021: \$2.55/unit (~\$482,000 annually)

➤ 2022 – 2025 Eureka Pricing

- Avg collection cost ~\$850,000 annually

2024 Recycling RFP Proposal Review

Revenue Share

➤ Revenue Share Example (as proposed in 2021)

Summary	Tons	%						
Curbside Tons	204.43	80.47%						
Multifamily Tons	49.61	19.53%						
Total Tons	254.04	100.00%						
Material	Composition	Gross Collected (tons)	Curbside (tons)	Multi-unit (tons)	Index Value	Gross Revenue	Processing Fee (\$/Ton)	Processing Fee
News Mix	29.76%	75.60	60.84	14.76	\$70.00	\$5,292.16	\$75.00	\$5,670.17
Cardboard	15.81%	40.16	32.32	7.84	\$100.00	\$4,016.37	\$75.00	\$3,012.28
Mixed Paper	17.37%	44.13	35.51	8.62	\$45.00	\$1,985.70	\$75.00	\$3,309.51
Textiles	0.00%	0.00	0.00	0.00	\$80.00	\$0.00	\$75.00	\$0.00
Aluminum Cans	2.23%	5.67	4.56	1.11	\$1,350.00	\$7,647.87	\$75.00	\$424.88
Steel Cans	1.91%	4.85	3.90	0.95	\$181.50	\$880.67	\$75.00	\$363.91
HDPE NAT	0.94%	2.39	1.92	0.47	\$1,752.00	\$4,183.73	\$75.00	\$179.10
HDPE Col	0.80%	2.02	1.63	0.39	\$722.00	\$1,458.49	\$75.00	\$151.51
PET	4.79%	12.16	9.78	2.37	\$261.67	\$3,181.32	\$75.00	\$911.83
Tubs & Lids	0.68%	1.72	1.38	0.34	\$0.00	\$0.00	\$75.00	\$128.99
Mix Glass	16.91%	42.96	34.57	8.39	-\$29.37	-\$1,261.68	\$75.00	\$3,221.86
Milk Cartons/Juice Boxes	0.38%	0.95	0.77	0.19	\$0.00	\$0.00	\$75.00	\$71.45
Residual	8.44%	21.43	17.24	4.18	-\$85.00	-\$1,821.40	\$75.00	\$1,607.12
Subtotal	100.00%	254.03	204.43	49.61		\$25,563.25		\$19,052.61

Gross Revenue	\$25,563.25
Revenue Share	80%
Gross Revenue	\$20,452.20
Processing Fee	\$19,052.61
Net Revenue	\$1,399.59

2024 Recycling RFP Discussion

Revenue Share - Historic

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2006	\$7,328	\$6,471	\$7,366	\$7,371	\$8,276	\$7,756	\$5,903	\$7,226	\$6,354	\$6,310	\$8,541	\$7,811	\$86,714
2007	\$7,834	\$6,635	\$9,384	\$9,850	\$9,225	\$8,917	\$10,027	\$10,471	\$9,503	\$11,017	\$12,656	\$10,878	\$116,398
2008	\$11,027	\$9,870	\$12,262	\$12,625	\$13,752	\$12,713	\$15,192	\$16,252	\$16,484	\$10,667	\$3,503	\$631	\$134,980
2009	\$147	\$546	\$1,728	\$1,740	\$1,893	\$2,087	\$2,777	\$3,258	\$4,421	\$5,036	\$4,793	\$6,935	\$35,362
2010	\$6,548	\$6,425	\$8,138	\$9,457	\$8,986	\$9,699	\$7,829	\$7,694	\$7,522	\$8,606	\$11,081	\$12,762	\$104,747
2011	\$11,229	\$12,281	\$15,044	\$16,597	\$16,933	\$16,570	\$15,312	\$16,594	\$15,330	\$13,842	\$12,191	\$10,422	\$172,345
2012	\$8,667	\$8,475	\$11,005	\$11,053	\$9,202	\$8,325	\$6,481	\$5,485	\$4,197	\$3,838	\$4,322	\$5,884	\$86,935
2013	\$5,740	\$4,813	\$5,254	\$6,857	\$6,292	\$5,195	\$4,936	\$5,020	\$4,748	\$5,200	\$5,238	\$6,543	\$65,837
2014	\$6,165	\$2,560	\$3,629	\$5,814	\$6,509	\$5,834	\$6,467	\$6,139	\$6,528	\$5,908	\$3,823	\$3,178	\$62,554
2015	\$985	(\$1,455)	(\$2,248)	(\$2,213)	(\$3,506)	(\$3,417)	(\$2,465)	(\$2,875)	(\$3,287)	(\$3,839)	(\$3,965)	(\$4,715)	\$985
2016	(\$4,413)	(\$3,228)	(\$3,224)	(\$2,511)	\$611	\$2,258	\$2,127	\$2,679	\$2,875	\$2,837	\$2,286	\$2,238	\$17,912
2017	\$3,297	\$4,118	\$7,018	\$6,347	\$3,865	\$4,100	\$3,914	\$4,035	\$3,391	(\$1,643)	(\$1,788)	(\$1,793)	\$34,861
2018	(\$984)	(\$1,325)	(\$1,418)	(\$2,550)	(\$3,640)	(\$3,960)	(\$2,755)	(\$3,336)	(\$3,240)	(\$4,210)	(\$4,281)	(\$3,978)	(\$35,677)
2019	(\$4,140)	(\$4,621)	(\$5,423)	(\$7,280)	(\$8,137)	(\$5,959)	(\$6,526)	(\$6,850)	(\$6,914)	(\$7,048)	(\$6,321)	(\$6,289)	(\$75,508)
2020	(\$6,298)	(\$5,016)	(\$6,254)	(\$6,568)	(\$3,791)	(\$5,390)	(\$5,518)	(\$4,476)	(\$3,741)	(\$1,821)	(\$1,073)	(\$190)	(\$50,137)
2021	\$472	\$1,060	\$3,819	\$5,716	\$6,924	\$11,991	\$15,212	\$19,762	\$21,072	\$20,589	\$18,507	\$15,548	\$140,672
	\$53,602	\$47,608	\$66,081	\$72,306	\$73,393	\$76,719	\$78,915	\$87,079	\$85,244	\$75,291	\$69,514	\$65,863	\$898,977

NOTES:

2002 - 2005: No Revenue Share offered

2006-2013: Revenue share was 50% to Roseville

2014: Revenue share changed to 100% to Roseville (w/ \$74/ton processing fee) and had a floor price (Roseville didn't have to pay negative revenue share charges)

Nov 2014 thru current: Ecullet (Glass MRF) shut down and now all glass in metro is going to Chicago (material went from \$15/ton to -\$20/ton due to \$35/ton shipping)

2017-2021: \$58/ton processing fee calculated after 80% Revenue Share

Oct 2017 thru current: China was not accepting dirty recycling materials

2022-2025 No Revenue Share (Potential RS shown)

2024 Recycling RFP Discussion

Cart Ownership

➤ City Owned Carts vs. Contractor Owned Carts

Capital Cost				Ramsey County Grant		
Number of carts	\$/Cart	Cart Assembly (\$/Cart)	Total Capital Cost	Total Capital Cost	Grant %	Reimbursement Amount
12,120	\$55.00	\$4.00	\$715,068	\$715,068	50%	\$357,534

Number of carts assumes number in service now + 10% for on hand

\$/Cart is cost for cart, shipping, and stickers

Cart Assembly is putting carts together and delivery to homes

Replacement/Maintenance Cost						
Number of carts	Est. Service Life	Replacement /year	Carts/Year	Carts/Year	\$/Cart	Annual Maintenance Cost
12,120	15	7%	848	848	\$59.00	\$50,054

Assuming no grant reimbursement, the city would pay ~\$1,466,000 over 15 years for initial capital outlay + maintenance costs starting year 1

2024 Recycling RFP Discussion

Cart Ownership

➤ City Owned Carts vs. Contractor Owned Carts

2017 Price Comparison			
	Vendor Owned	City Owned	Difference
Proposer 1	\$570,000	\$421,500	\$148,500
Proposer 2	\$524,000	\$450,000	\$74,000
Proposer 3	\$453,000	\$480,000	-\$27,000
Proposer 4	\$770,000	\$800,000	-\$30,000

2021 Price Comparison			
	Vendor Owned	City Owned	Difference
Proposer 1	\$1,290,000	\$940,000	\$350,000
Proposer 2	\$910,000	\$1,080,000	-\$170,000

Vendor owned and city owned carts were calculated by taking the average cost per year for both 3 and 5 year terms (2017 price comparison)

Avg Savings/year	Est. Service Life	15 Year savings on service
\$111,000	15	\$1,665,000

Average savings/year was based on average price difference for proposer 1 & 2 (2017 price comparison)

With the initial grant from Ramsey County, the 15 year capital cost plus cart maintenance (starting year 1) would be ~\$1,108,000

2024 Recycling RFP Discussion

Park Recycling



- 124 carts in parks
- ~\$12,000/ year for collection
- ~7,000 lbs collected
- \$1.71/lbs collected
or
\$3,428/ton collected



Roseville Park Recycling
Central Park - Lexington

Prepared by:
Engineering Department
April 26, 2017

Location

- Parking Lot
- Pathway
- △ Walkup
- Pathway

Data Source and Contact:
* Ramsey County GIS Base Map (10/2012)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2960 McClellan Blvd., Roseville, MN
65053

DISCLAIMER:
This map was prepared for the purpose of providing a visual representation of the data provided. It is not a legal document and should not be used for legal purposes. The City of Roseville is not responsible for any errors or omissions in this map. The user assumes all liability for any use of this map.

0 110 220 440 Feet

Inspector: Mike A. Recycling and
Map: Park Recycling 08/17



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2024 Recycling RFP Discussion

Timeline

- November 2023 – PWETC RFP Discussion #1
- December 2023 – RFP Updates
- 1st Q 2024 – PWETC RFP Discussion #2
- April 2024 – City Council Overview (for RFP Release)
 - Mandatory Pre-bid Meeting
- Late April/early May – RFP responses due
- May 2024 – RFP scoring
- June 2024 – City Council approval to enter negotiations
- July/August 2024 – Contract execution
- 2nd Q 2025 – Cart Rollout (if required)
- July 1, 2025 – New contract begins

NOTE: Timeline subject to change

2024 Recycling RFP Discussion

PWETC Comments 2020 - 2021

➤ PWETC comments from September 22, 2020

➤ *City cart ownership*

- *Topic did not have strong support for City ownership*
- *Commission would like additional information on total cost of ownership looked like*
- *Commission would like additional information on where the carts would go if Roseville didn't use them anymore*

➤ *Revenue Share*

- *Commission would like to see what costs would look like with and without revenue share*

➤ *Diversity, Equity, and Inclusion (DEI)*

- *Commission would like and equity and inclusion component in the RFP*
- *Commission would like to have the overall RFP scoring modified to adjust for a DEI section*

2024 Recycling RFP Discussion

PWETC Comments 2020-2021

➤ *PWETC comments from January 26, 2021*

➤ *City cart ownership*

➤ *Commission was open to cart ownership, pending that costs were acceptable*

➤ *Revenue Share*

➤ *Commission would like to see what costs would look like with and without revenue share*

➤ *Diversity, Equity, and Inclusion (DEI)*

➤ *Commission was supportive of the Diversity, Equity, and Inclusion section in the RFP*

➤ *Commission was supportive of the weighting given to DEI and Community Values*

Q & A

Questions?



THANK YOU

Public Works Department

Recycling Services Contract 2022-2025

Comprehensive Recycling Services

City of Roseville, Minnesota

July 26, 2021



Comprehensive Recycling Services

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Exhibits

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Exhibit B	Single Unit and Multi-Unit Dwelling Levels of Service
Exhibit C	Annual Tonnages and Composition Chart
Exhibit D	City Buildings and Parks Recycling
Exhibit E	List of Current Opt-In Program Establishments
Exhibit F	List of Acceptable and Not-Acceptable Recyclables
Exhibit G	Annual Costs for Recycling Collection Services

1 Definitions

Aluminum cans

Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water or other beverages.

Annual Work Plan

The Contractor and City shall develop an Annual Work Plan to describe initiatives the City and the Contractor will undertake to improve the City's recycling program.

Aseptic Packaging and Milk Cartons

Containers designed to maintain the sterility of a sterile (aseptic) product such as food. (e.g., gable-top milk cartons, juice boxes, and aseptic packaging used for soup, broth, soy milk, etc.) Aseptic packages are typically a mix of paper, polyethylene (low-density polyethylene [LDPE]), and aluminum.

Carrier Stock

Paper injected with resins in order to resist moisture and used for containers to carry products such as beer and soda pop.

City's Designated Contact Person

The City of Roseville (City) has designated Environmental Specialist Ryan Johnson as the City's sole point of contact for prospective Contractors.

City-Designated Recyclables, or Recyclable Materials, or Recyclables

Acceptable Recyclable materials are listed and defined in Exhibit F, including the explicit list of unacceptable materials.

The City encourages the Contractor to explore markets for additional types of Recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written Contract between the City and the Contractor.

City Buildings and City Parks

Municipal facilities where Recycling services are provided under this Agreement. See Exhibit D for detailed lists and maps.

Clothes and Textiles

Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts, coats, hats, gloves, and shoes and boots that are dry, clean, and free of mold, mildew, and excessive stains.

Collection

The aggregation and transportation of recyclable materials from the place at which they are generated including all activities up to the time when they are delivered to a recycling facility.

Commodity

Any individual material, including specific industrial grade, as defined by this Contract.

Contract

Agreement between the City and Contractor to provide recycling collection services.

Contractor

The City's recycling service Contractor under the new Contract beginning operation on January 1, 2022.

Corrugated Cardboard (Old Corrugated Cardboard)

Cardboard material with double wall construction and corrugated separation between walls including boxes for delivery and take out pizzas. Does not include cardboard heavily coated in plastic or wax.

Curbside

The area of public right-of-way between the property line and the curb or edge of the street but not on the street. The term "curbside" may also include alley collection.

Curbside Recycling Carts

Wheeled carts used as part of a single-stream collection system. If the Contractor owns the carts, carts shall be consistent in colors and design with a recycling symbol that is at least 4 inches tall on two sides and approved instruction label on each lid, so as to be easily identified by the resident/customer and the Contractor driver as the container for recyclable materials collection.

Curbside Recycling Service

The recycling collection services, specified in this RFP and the subsequent Contract, serving customers with recycling pickup at the curb or alley at their residence.

Diversity, Equity and Inclusion (DEI)

The City is dedicated to promoting respectful conduct, equitable service, and diversity in our community. Contractors partnering with the City shall support and abide by the City's commitment to prioritize racial equity in their planning, delivery, and evaluation of programs, policies and services.

Food Scraps

Residential organic materials derived from plant and animal matter including food waste that is collected for composting.

Glass Jars and Bottles

Glass jars, bottles, and containers (lids/caps and pumps removed) that are used for packing and bottling of food and beverages.

High-Density Polyethylene (HDPE) - Colored

Plastic bottles and thermoforms made from high density polyethylene resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

High-Density Polyethylene (HDPE) – Natural

Plastic bottles and thermoforms made from high density polyethylene resin without pigment or coloring (e.g., milk jugs, gallon water jugs, and ice cream pails).

Holidays

Days on which recycling service is deferred one calendar day, including January 1, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Market Indicator

Commodity price indices as per the recycling industry publication specified in the Contract.

Markets

Any person or company that buys (or charges) for recycling of specified materials and may include but are not limited to: end-markets, intermediate processors, brokers, and other recycling material reclaimers.

Materials Recovery Facility (MRF)

A facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

Multi-Unit Dwellings

A building or a portion thereof containing five or more dwelling units.

Multi-Unit Dwelling Recycling Containers

Recycling containers used for multi-unit dwellings, including any bin, cart, dumpster, or other receptacle for temporary storage and collection of designated Recyclables from residents in multi-unit dwellings prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to Recyclables included, and colored differently from other containers for mixed solid waste or trash.

Multi-Unit Dwelling Recycling Service

Recycling collection service, together with related public education and other customer services, provided to multi-unit dwelling residents that utilize multi-unit dwelling recycling containers, defined above, and use multi-unit dwelling recycling stations, defined below.

Multi-Unit Dwelling Recycling Stations

The location of Multi-Unit Dwelling recycling containers will be designated by the City the Contractor and the Multi-Unit Dwelling building owner. Multi-Unit Dwelling recycling stations will likely be a cluster of recycling carts and/or Recycling dumpsters.

Non-Targeted Materials

Non-recyclable materials that are not included in the City's recycling program. Examples of non-targeted items include but are not limited to: pumps on plastic bottles, ceramic materials, heavily coated paper packaging, etc.

Paper

Paper includes the following: newspapers including inserts; household office paper and mail; boxboard; carrier stock cardboard; old corrugated cardboard, including boxes for delivery and take out pizzas; phone books; kraft bags; and magazines/catalogs.

Partial Dumps

When the Contractor tips the Recycling cart into the truck, but only a portion of the Recyclables are emptied and the Recyclables were not over-packed into the cart.

Participation Rate

The number of Single Unit Dwellings (SUDs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible SUDs in the City.

Plastic Containers

Rigid plastic containers, lids, and toy and electronic packaging, excluding black plastic, with a resin identification code of: #1 (polyethylene terephthalate [PET or PETE]); #2 (HDPE); and #5 (polypropylene [PP]).

Polyethylene Terephthalate (PET or PETE)

Plastic bottles made from PET (e.g., soft drink, water, and other bottles).

Process Residuals

The material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals include but are not limited to bulky items, contaminants as collected, sorted tailings, floor sweepings, and rejects from specific processing equipment (e.g., materials cleaned from screens, etc.). Process residuals does not include clean, separated products that are normally processed and prepared for shipment to markets as commodities but are of relatively low value because of depressed market demand conditions.

Processing

The sorting, volume reduction, baling, containment, or other preparation of recyclable materials delivered to the processing center for transportation or marketing purposes.

Processing Fee

Agreed-upon unit fee allocated towards Contractor's cost of processing Recyclables.

Recyclables

Acceptable materials for the Roseville Recycling program as defined herein and in Exhibit E.

Recycled Content Products

Products or goods, including roadbed or other aggregate products that are openly marketed and have positive value. Recycled content products do not include use of any commodity for use at landfills.

Respondent

An organization responding to the City's RFP for Recycling Services.

Set-Out Rate

The number of SUDs that set out recyclable material each week as a percentage of the number of eligible SUDs in the City.

Single Unit Dwelling (SUD)

A building containing up to four dwelling units.

Steel cans

Disposable containers fabricated primarily of steel or tin used for food or beverages.

Walk-Up Service

A service where the driver will walk up to the resident's garage door, stoop, or other designated location to collect recyclable material. The driver returns the carts to the same location.

Waste

Any material that is deemed by the processor to be unable to be marketed into recycled content products. Typical "waste" includes pumps on plastic bottles, ceramic material in glass streams, and other prohibited items. (Also referred to as "Non-Targeted Materials".)

Zero Waste Events

Public events where organizers minimize the amount of waste generated by requiring Recyclable or compostable packaging and products, and Recycling or composting those materials.

2 General Requirements for All Collections

2.1 Service Requirements

The Contractor shall provide comprehensive recycling services described herein and as described in the proposal. Collection shall occur bi-weekly on the day of the week designated in Exhibit A, “Recycling Zones Map.” Contractor may submit an alternate bid for weekly collection.

2.2 Collection Vehicle Equipment Requirements

All vehicles must be clearly identified on both sides with Contractor’s name and telephone number. In addition, all collection vehicles used in performance of the Contract shall:

- ♦ Be duly licensed and inspected by the State of Minnesota;
- ♦ Operate within the weight allowed by federal and Minnesota statutes and local road weight limits;
- ♦ Be Minnesota Department of Transportation (DOT)-compliant at all times;
- ♦ Be leak-proof;
- ♦ Be maintained to operate within acceptable residential neighborhood noise levels; and
- ♦ Be kept clean and as free from offensive odors as possible.

Each Collection vehicle shall be equipped with the following:

1. Two-way communications device;
2. First aid kit;
3. All safety equipment required by federal, State of Minnesota, and local governing bodies, including federal and State (DOTs);
4. Universal spill kits, or other appropriate equipment for cleaning up spills and/or leaks; and
5. Receptacle for driver’s cigarette or cigar butts, tobacco ashes, and chewing tobacco residue.

2.3 Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of this Contract. The Contractor will provide a route supervisor to oversee the recycling route drivers servicing the City. The route supervisor will be available to respond to

customer complaints by cell phone or voice mail. The route supervisor and all collection vehicles must be equipped with two-way communication devices.

The Contractor's personnel will be trained in: program operations specific to Roseville's recycling program and this Contract and in customer service. The Contractor shall insure that all personnel maintain a courteous, professional, and positive attitude with the public and in the work place. The Contractor shall notify employees working within the City of its policies to promote racial and socioeconomic diversity, equity, and inclusion (DEI) in all City services and contracted operations.

The Contractor shall ensure that all personnel will adhere to the appropriate personnel conduct including but not limited to the following requirements:

1. Conduct themselves at all times in a courteous manner and use no abusive, discriminatory, or foul language. The Contractor employee actions and communications shall be in compliance with the City's DEI policies.
2. Perform their duties in accordance with all existing laws, ordinances, and regulations; and future amendments thereto of the federal, State of Minnesota, and local governing bodies, including federal and state DOTs.
3. Be clean and presentable in appearance, as so far as possible.
4. Wear a uniform and employee identification badge or name tag.
5. Drive in a safe, legal, and considerate manner.
6. Manage Recycling carts in a careful manner by picking them up, emptying their contents into the collection vehicle, and placing the container back in its curbside location with the lid closed, so as to avoid spillage and littering or damage to the cart.
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Only discard cigarette or cigar butts and tobacco ash in a proper receptacle on the collection vehicle.
10. Not smoke while inside garages or other enclosed buildings.

2.4 Recycling Containers

The standard cart approximate dimensions shall be:

- ♦ 36-gallon cart (36 inches high by 18.5 inches wide by 23.5 inches deep).
- ♦ 64-gallon cart (39 inches high by 25 inches wide by 31 inches deep).
- ♦ 96-gallon cart (41 inches high by 30 inches wide by 36 inches deep).

The cart surface shall be smooth for ease in cleaning. Carts shall be consistent in colors and design. The sides of the carts shall have a Recycling symbol that is at least 4 inches tall on two sides. The lid shall contain a City-approved label with explicit photos and words of acceptable Recyclable materials. The City shall approve the cart, color, and labeling prior to manufacture; final draft plans for these cart designs shall be submitted to the City 30 days prior to the Contractor submitting the final order to the cart manufacturer.

The driver is required to record and report to Contractor dispatch the location of any cart that is damaged and that cart shall be repaired or replaced by the Contractor or designated subcontractor within one week of the report of damage.

Damaged or unusable carts must be recycled. All costs incurred in recycling carts shall be the responsibility of the Contractor, at no additional cost to the City. The Contractor will provide documentation showing the City where the carts were recycled.

2.5 Collection

2.5.1 Curbside Collection

Residents shall place recycling carts at curbside or at the alley on collection day, placing the cart with the handle toward the house and the lid opening toward street. The Contractor shall collect from each participating household all acceptable materials. The driver is required to place the emptied cart back down in the same curbside location as set by the resident. In no case is the cart to be left in the street.

On a rare, occasional basis, a reasonable amount of Recyclables placed outside of and next to the cart shall be collected by the Contractor. Extra materials outside the cart is limited to 4 paper grocery bags of extra materials, or one bundle of cardboard that is broken down small enough to fit into the resident's cart so that the driver can utilize cart tipper to load material into the truck. The Contractor shall leave an education tag that states that continued overflow Recyclables will necessitate a larger cart and/or a second cart. If a residence continues to have an overflow Recyclable material, after the second or third consecutive collection, the Contractor shall place an additional 95-gallon cart at the residence.

Walk-up service shall be provided at no additional charge for customers with special needs as approved by the City. The City will compile a list of seniors, disabled, and/or other special needs residents who request such service.

On-board cameras will be used by drivers to monitor carts for contamination as they are being emptied into the truck hopper. If a driver notices contamination, they will report it using the onboard computer on their truck, and then will leave an educational tag on the cart for the resident.

If the driver sees that there is contamination before tipping the cart, such as plastic bags sticking out, the driver will not empty the cart and will leave an educational tag and report the contamination using the on-board computer on their truck. A summary of these contamination reports will be submitted to the City on a monthly basis (see Attachment R).

Contractor will calculate the city's contamination rate annually through a composition study. Material collected from the City will be held aside for one week and run through our MRF separately from other material, and each category that the material is sorted into will be weighed separately, including contamination. During this study, contractor will also take note of common contamination issues to aid future education efforts.

Contractor will calculate the city's participation rate annually through a participation study. In this study, data from the on-board computers on the recycling trucks will be pulled for a six week study period and analyzed to calculate the city's set-out rate, or the average number of households that set out material for recycling collection on a given day, and the city's participation rate, which is the number of households that set out recycling at least once within the six-week study period.

2.5.2 Multi-Unit Dwellings

Contractor shall empty all acceptable materials from inside the containers and a reasonable amount of acceptable, overflow Recyclable materials that may be set adjacent to the containers. The Contractor shall contact the multi-unit building owner that continued overflow Recyclables will necessitate increased service levels (e.g., more containers, more frequent collections, and/or larger containers). After emptying the containers, the Contractor shall return the containers to their appropriate locations.

Multi-unit dwellings shall receive service once a week unless a different service frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week multi-unit dwellings shall receive service. Contractor shall inform the City and each dwelling owner or manager the day and approximate time the dwelling is scheduled to receive service.

2.5.3 Municipal Facilities

Contractor will provide weekly recycling service at no additional charge to:

1. City Hall – 2660 Civic Center Drive.
2. Roseville Skating Center – 2661 Civic Center Drive.
3. Roseville Maintenance Facility – 1140 Woodhill Drive.
4. Roseville Fire Station – 2701 Lexington Avenue.
5. Cedarholm Community Building – 2395 Hamline Avenue.
6. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street.
7. Other mutually agreed upon City facilities.

Contractor will provide on-call recycling service to:

1. License Center – 2737 Lexington Avenue.

2.5.4 City Parks

Contractor shall provide a proposal for recycling services in City Parks. The proposal should include servicing carts adjacent to parking lots and buildings (less than 25 feet from parking lot), and on trails/pathways on a dollar-per-pull basis.

The Contractor shall use a smaller vehicle appropriate for driving on City Parks trails. The Contractor shall comply with the Roseville Parks Safety Plan (<http://www.cityofroseville.com/436/Recycling>). Contractor shall submit its operating plan, including vehicles, for City review and approval.

The Contractor should also provide a recommended schedule for servicing the parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Exhibit D, City Buildings and Parks Recycling, contains the maps and list of parks and number of carts that will need servicing either weekly or every other week.

Contractor will provide carts, dumpster, or other mutually agreed upon containers to facilitate municipal facility recycling service.

2.5.5 Zero Waste Events

Roseville holds four Zero Waste events each year at which Food Scraps are collected for composting:

- ♦ Earth Day Celebration (third Saturday in April).
- ♦ Taste of Rosefest (fourth Thursday in June).
- ♦ Run for the Roses (fourth Saturday in June).
- ♦ Wild Rice Festival (second Saturday in September).

The Contractor shall be responsible for attending the events to staff and monitor the Zero Waste collection stations and educate residents. Prior to the event date, the Contractor will also be responsible for educating any vendors that attend and hand out, sell, etc., any goods or services. All material (Food Scraps, Recyclables, trash) collected shall be the responsibility of the Contractor for appropriate processing or disposal. Food Scraps shall be disposed of at a permitted composting facility. After the event, the Contractor shall provide a report to the City, highlighting the amount recycled, composted, and landfilled. The report shall also include ways to improve diversion at the event and any other successes/opportunities that were identified.

2.5.6 Curbside Collection of Residential Food Scraps

The City may consider the option to offer curbside Food Scraps (food waste and non-recyclable paper) collection during the term of the Contract. The City retains the rights to initiate negotiations with the Contractor to implement curbside Food Scraps collection.

2.5.7 Opt-in Program

The City allows small businesses and faith organizations to opt in to the City's recycling program through an application process. To opt in, organizations and businesses need to send in an application to the City, have a similar composition to a SUD, and be able to recycle materials in a 96-gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to Contractor. The Contractor is then responsible to drop off the cart(s) and start collection on the next scheduled service date.

2.5.8 Procedure for Non-Targeted Materials

If the Contractor determines that a resident has set out noticeable and significant Non-Targeted Materials, the driver shall use the following procedures:

2.5.8.1 Curbside

Contractor shall leave the Non-Targeted Materials and leave an "education tag" indicating acceptable materials and the proper method of preparation.

If the Non-Targeted Recyclables have been tipped into the collection truck, the driver shall record the address of the stop, and leave an education tag on the cart. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses to the City Recycling Coordinator at the end of each month.

Upon request of the City, the Contractor will undertake additional efforts to educate the resident or owner regarding proper materials preparation. These additional education efforts shall be conducted at no additional cost to the City.

2.5.8.2 Multi-Unit Dwellings

Contaminated carts or dumpsters of material **will not be collected**, and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by email that the material was left and the reason that the material was unacceptable. It will be the responsibility of the Contractor to obtain cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced. The Contractor shall provide the City with a minimum of one month's notice of any multi-unit education campaign plans.

2.6 City's Annual Recycling Public Education Flyer

The Contractor will be responsible for publishing and dispersing an annual public education flyer to be sent to all residents that contains the following recycling information:

- ♦ List of materials to be included for recycling.
- ♦ List of materials excluded that cannot be recycled in the City's program.
- ♦ How to prepare materials.
- ♦ How to receive additional information about the program.
- ♦ Annual calendar of curbside recycling districts.

The flyer shall be delivered to homes no later than January 31 of each year. The City shall review a draft of the flyer and, if necessary, offer comments and edits prior to publishing. The flyer shall be published with language translations, at a minimum: for Spanish, Hmong, Somali, and Karen.

2.7 City Retains Rights to Specify Resident Preparation Instructions

The City and the Contractor shall negotiate any changes to the resident sorting and setout requirements. Any changes made to the instructions shall be included in the annual public education flyer as detailed in Section 2.6.

2.8 Collection Zones

By Ordinance, the City of Roseville is divided into five zones, each with its own day of the week for collection of refuse and recycling, as detailed in Exhibit A, Recycling Zones Map. Collection in each zone shall occur on the designated day, except for Holidays. The number of housing units in each collection zone is detailed in Exhibit B, Single Unit and Multi-Unit Dwellings Level of Service.

2.9 Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7 a.m. and are completed by 6 p.m. on the scheduled collection day.

2.10 Non-Completion of Collection and Extension of Collection Hours

If Contractor determines that the collection of Recyclables will not be completed by 6 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4 p.m. and request an extension of the collection hours. Contractor shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will request the Public Works Director. If the Public Works Director cannot be reached, the Contractor shall contact the City Manager.

2.11 Cleanup Responsibilities

Contractor shall immediately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Driver shall take all precautions possible to prevent littering of acceptable Recyclables and Non-Targeted Recyclables.

Contractor shall immediately clean up any spills or leaks from equipment and will follow proper reporting. All spills must be reported to the City, and spills over 5 gallons must also be reported to the Minnesota Pollution Control Agency (MPCA) Duty Officer (651-649-5451).

Each piece of equipment on public property must have a Universal Spill Kit or other appropriate spill kit.

2.12 Missed & Partial Dump Collection Policy & Procedures

Contractor shall have a duty to pick up missed and partially dumped collections. Contractor agrees to pick up all missed and partially dumped collections on the same day that the Contractor receives notice of a missed collection or Partial Dump, provided notice is received by the Contractor before 11 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11 a.m. on a business day, the Contractor agrees to pick up that missed or partially dumped collection before 6 p.m. on the business day immediately following.

2.13 Severe Weather

Recycling collections may be postponed due to severe weather upon mutual agreement between the contractor and the Public Works Director. If a decision to postpone is outside of normal operational hours, contractor will attempt to reach the Public Works Director by phone and email. If a response is not received, and due to safety a decision needs to be made, the contractor will postpone collections.

“Severe Weather” shall include but shall not be limited to those cases where the temperature at 6 a.m. is minus 20 degrees Fahrenheit (°F) or colder. Upon postponement, Collector shall notify the City within two hours, put notice on the Contractor’s website, alert the news media, and use other means to contact residents. The City will be responsible for notifying the residents by municipal cable TV, email notification, and any other means identified by the City. Collection will be made the following business day.

2.14 Weighing of Loads

Contractor will keep accurate records consisting of the date, time, collection route, driver’s identification, vehicle number, tare weight, gross weight, net weight, and number of recycling stops for each loaded vehicle. Collection vehicles will be weighed empty before collection to obtain a tare weight and weighed after completion of a route or at the end of the day, whichever occurs first. These records shall be maintained on file by the Contractor for at least three years in the event of an audit by the City or County.

2.15 Ownership

Ownership of the Recyclables shall remain with the person placing them for collection until Contractor’s personnel physically touches the Recyclables for collection, at which time ownership shall transfer to the Contractor.

2.16 Scavenging Prohibited

Any person or persons taking recyclable materials from a recycling container without explicit permission of the inhabitant of a SUD or the owner or manager of a multi-unit dwelling complex will be in violation of local ordinance (City Code 403.03) and subject to penalty. The Contractor

shall report to the City any instances of suspected scavenging or unauthorized removal of recyclable materials from any collection containers.

Contractor will immediately report all witnessed scavenging to Roseville's Police dispatch (651-767-0640.)

2.17 Utilities

The Contractor shall be obligated to protect all public and private utilities, whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under the executed Contract, he/she shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made, and the cost of doing so shall be deducted from payment to be made to the Contractor.

2.18 Damage to Property

The Contractor shall take all necessary precautions to protect public and private property during the performance of this Contract. The Contractor shall repair or replace any private or public property, including but not limited to sod, mailboxes, or recycling bins/carts that are damaged by the Contractor. Such property damage shall be addressed for repair or replacement within 48 hours with property of the same or equivalent value at the time of the damage, at no charge to the property owner.

If the Contractor fails to address the repair or replacement of damaged property within 48 hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within 30 days of receipt of the City's invoice.

2.19 Street Improvements

This Contract is subject to the right of State of Minnesota, Ramsey County, or the City of Roseville to improve its highways and streets. The Contractor accepts the risk that such improvements may prevent the Contractor from traveling its accustomed route or routes for the purpose of collecting Recyclables. The Contractor agrees not to make any claim for compensations against a City for such interference. The City of Roseville shall, whenever possible, advance information and instructions about how the Contractor may best provide services in the improvement area.

3 Annual Reporting and Promotional Activities

3.1 Monthly, Quarterly, and Annual Materials Reports

The Contractor will submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected, by recyclable material (in tons).
2. Net amounts of materials marketed, by recyclable material (in tons).
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons).
4. The markets generally used for the sale of Recyclables.
5. Amounts of process residuals disposed (in tons).
6. Quarterly reports of the basket value from the sale of the material processed based on the City's annual composition.
7. Total number of stops.
8. End Market Certification as specified in Section 4.6.
9. Monthly reports, due to the City by the 15th day of each month.

Annual reports shall be due by January 31. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education; multi-unit recycling; sustainability planning; diversity, equity and inclusion; etc.). Examples of monthly and annual reports shall be included with the Contractor's proposal.

3.2 Customer Relations Report

Monthly the Contractor shall provide the City with:

1. A list of all customer complaints, including a description of how each complaint was resolved.
2. A list of all addresses where education tags were left for residents and why the tags were left.
3. A list of all missed pickups and partial dumps reported to the Contractor.

3.3 Annual Report to Multi-Unit Dwellings Owners

The City's Contractor shall provide an annual report by January 31 of each year to the multi-unit dwelling owners served by the City's Contractor. A copy of each report to the multi-unit dwelling owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner, building manager, and contact information (mailing address, phone numbers, e-mail, etc.).

2. Street address of each multi-unit dwelling served.
3. Number of dwelling units for each multi-unit dwelling.
4. Description of collection services made available to occupants, including number of multi-unit dwelling recycling stations, number of multi-unit dwelling recycling containers, location of stations, and dates of collection.
5. Description of public education tools and frequency used to inform occupants of availability of services.
6. Tonnage estimates for each building.
7. Recommendations for future improvements (e.g., specific public education tools).

3.4 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

The objectives of this meeting will include (but will not be limited to):

- ◆ Review Contractor's annual report, including trends in recovery rate and participation.
- ◆ Review efforts the Contractor has made to expand recyclable markets.
- ◆ Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- ◆ Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- ◆ Review staff and Committee recommendations for improving Contractor's service.
- ◆ Discuss other opportunities for improvement with the remaining years under the current Contract.
- ◆ Discuss actions Contractor is taking to reduce its carbon footprint.
- ◆ Discuss low performing areas and Contractor's outreach efforts.
- ◆ Compliance with City's DEI initiatives.

3.5 Publicity, Promotion, and Education

The Contractor and the Recycling Coordinator shall work together in the preparation and distribution of educational materials to ensure accurate information and program directions.

Contractor shall have the written approval of the City before any material is produced or distributed to the City customers. Contractor shall pay for the annual design, printing, and mailing of at least 9,434 copies of a curbside program flyer/calendar. The Contractor will provide a portable document format (PDF) file or other mutually agreed upon electronic format version of the flyer and 1,000 printed copies of the curbside program flyer to the City. The flyer shall be delivered to homes and the City no later than December 31 of each year with the details for the subsequent year.

Annually, the Contractor will be required to provide a one-page multi-unit dwelling complex recycling flyer to multi-unit dwelling owners, landlords, or other designated contact persons in sufficient number that one copy may be distributed to each tenant. The Contractor will provide a PDF or other mutually agreed upon electronic format version for the City. The Contractor will also be required to provide posters and other educational material for multi-unit dwelling owners, landlords, or other designated contact persons to post in common areas. All known plans and recommendations for multi-unit dwelling public education must be addressed in the annual report. At least one month prior to printing or final design, the Contractor must submit in writing to the City any new draft plans for multi-unit dwelling public education.

The Contractor must be able to provide public education material in multiple languages. At a minimum, the curbside program flyer and multi-unit dwelling flyer must be translated into non-English languages. At a minimum, these flyers shall be translated into selected Spanish, Hmong, Karen and Somali. The City will specify the quantities of each set of materials needed and the locations for distribution.

During the term of the Contract, the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.

3.6 City Shall Approve Contractor's Public Education Literature

The Contractor shall submit a draft of any public education literature for approval by the City, at least one month before printing and release of any such literature.

3.7 Contractor's Customer Service Call Center Staff

The Contractor shall have on duty Monday through Friday from 8:00 a.m. to 5:00 p.m. customer service representatives to receive customer calls. In addition, the Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours 24 hours per day, 7 days per week, 365 days per year.

The Contractor's customer service call center staff shall provide accurate and clear answers to Roseville resident's questions customized to the details of the City's Contract. If calls come in from non-English-speaking residents that require a translator, the Contractor's call center staff must at least provide a referral or alternative means of securing translation services.

The Contractor shall keep a log of all calls, including the subject matter, the date and time received, the Contractor's response, and the date and time of response. This information shall be provided to the City in the annual report in summary form. The City may request, and the Contractor shall provide, detailed information by incident as needed.

3.8 Accuracy of Call Center Responses

The City will produce a fact sheet containing frequently asked questions ("FAQs") that are commonly received from residents about the Roseville program. The FAQs fact sheet will also contain the recommended standard responses to be given by the City and Contractor customer service call center staff. Before the FAQs fact sheet is finalized, the City will solicit input and comments from the Contractor, but responsibility for the final document will rest with the City. The City may from time-to-time update the FAQs fact sheet as needed and will notify the Contractor and solicit input on the changes.

The Contractor's call center staff serving the City shall be trained on the use and compliance requirements for following the FAQs fact sheet when answering questions from City residents. The FAQs may be used as a guide for the intended content of responses and does not require the Contractor to use the FAQs as a strict script.

The City will notify the Contractor immediately if the City receives any legitimate complaints about the accuracy of answers given by the Contractor's call center staff. The Contractor shall take corrective action to cure the mistake and notify the City of the actions taken and means to prevent recurrence.

The City may make anonymous phone calls to the Contractor acting as if the call is from the general public to ask selected questions. These anonymous calls may also be made by non-English-speaking persons. If such calls are made, an email report summarizing the accuracy of the customer service representatives' responses will be provided back to the Contractor.

3.9 Annual Work Plan

The City and the Contractor shall develop an Annual Work Plan. The Annual Work Plan shall include initiatives the City and the Contractor will undertake to improve the City's recycling program. These initiatives may include (but are not limited to) expansion of materials collected, voluntary expansion to businesses, and effective education of residents, with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Annual Work Plan shall be approved by the City and the Contractor by December 15 of the preceding year.

3.10 Outreach to Low Participating Communities

Contractor shall include in the Annual Work Plan specific descriptions of engagement efforts to low participating communities. Specifically, the City seeks to engage immigrant, other ethnic communities, and other people of color including Black and Indigenous residents.

3.11 Outreach Using Electronic Communications

Contractor shall identify in the Annual Work Plan engagement efforts using electronic communications, preferably a mobile app supported by the Contractor. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format.

4 Materials Processing and Marketing

4.1 Processing Facilities Must Be Specified

It is intended that all Recyclables collected in the City will go to recycling markets to be manufactured into recycled content goods. The City prefers those markets to be in the Midwest.

The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for City material collected. The Contractor shall provide written notice to the City at least 60 days in advance of any substantial change in these or subsequent plans for receiving and processing Recyclables collected from the City.

Upon collection, the City's Contractor shall deliver the collected Recyclables to a recyclable MRF, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated Recyclables in a mixed municipal solid waste disposal facility.

Contractor shall assure that all Recyclables collected in the City are not landfilled or incinerated except for process residuals, as designated in Section 1, Definitions – "Processing," or with written authorization from the City and the MPCA.

4.2 Lack of Adequate Market Demand

If the Contractor determines that there is no market for a particular recyclable material or that the market has become economically unfeasible, the Contractor shall immediately give written notice to the City. Said notice shall include information demonstrating the effort the Contractor has made to find market sources and the financial information justifying the conclusion that the market is economically unfeasible. Upon receipt of said notice, the Contractor and the City shall have 30 days to attempt to find a feasible market. During this period the Contractor shall continue to pick up the particular recyclable material.

If the Contractor or the City is not able to find a market within 30 days, the City has the option to:

- a) Require the Contractor to continue to collect the particular recyclable material. The Contractor is required to keep accurate records of said fees and provide the City receipts of payment.

- b) Notify the Contractor to cease collection of the particular recyclable material until a feasible market is located, either by the Contractor or by the City. The Contractor would then be responsible for the cost of printing and distributing City-approved educational materials explaining the market situation to residents.

In the event that the parties disagree on the question of whether there is a market for a particular recyclable material or on the economic feasibility of that market, the Contract shall be submitted to binding arbitration. In this case, each party shall name an arbitrator, and the two shall select a third person to serve as chairperson of the arbitration panel. The arbitration panel shall meet and decide said question within 60 days following Contract by the arbitrators to serve on the panel. The arbitration panel shall operate in accordance with the Rules of the American Arbitration Association to the extent consistent with this section, and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof. Meanwhile, collection of said recyclable material shall continue, pending outcome of arbitration.

4.3 Estimating Materials Composition as Collected

The Contractor shall conduct at least one materials composition analysis of the City's Recyclables each year to estimate the relative amount by weight of each recyclable commodity by grade. The analysis shall include:

1. Percent by weight of each recyclable commodity by grade as collected from the City;
2. Relative change compared to the previous year's composition; and
3. Description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling. The Contractor shall provide the City with a copy of each analysis. The analysis will be conducted no later than March 31 of each year, and a copy of the analysis will be provided to the City no later than April 30 of each year. Upon request of the City, an agent(s) of the City shall attend the composition study.

4.4 Estimating Process Residuals

The Contractor shall provide the City a written description of the means to estimate process residuals, as defined in Section 1, Definitions – "Process Residuals," derived from the City's Recyclables. This written description shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any significant changes to the processing facilities used by the Contractor.

4.5 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the Contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City, the City will initiate the Contract termination procedures.

The City shall have the right, during the term of the Contract, to have a representative on Contractor's premises to monitor the operation of the Contract. Such representative shall only be allowed on Contractor's premises during normal business hours.

4.6 End Market Certification

The Contractor shall provide in its Proposal and by January 31 of each year through the term of the Contract written certification to the City that all recyclable commodities identified are indeed recycled and not disposed. Such written certification shall identify *all* end markets' manufacturers or processors used for each of the recyclable commodities. The Contractor shall attach written certification from each end market and a list of products manufactured using the recyclable materials collected from the City. The Contractor shall specify the percentage of each material collected that goes to each end market. Contractor must request in writing if it wishes to have the certification be considered proprietary information.

5 Payment and Liquidated Damages

5.1 Term of Contract

The term of the new recycling Contract will be a period of 42 months from January 1, 2022, through June 30, 2025.

5.2 Compensation for Services

The City agrees to pay the Contractor for recycling collection services provided to the City as described in Exhibit G of this agreement.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit with the monthly bill the monthly documentation and reports. Payment to the Contractor will not be released unless the required paperwork is included in the monthly bill or submitted separately according to the deadlines specified in this Agreement.

5.3 Multi-Unit Dwellings Billing

The City agrees to pay the Contractor for recycling collection services provided to the City as described in Exhibit G of this agreement. The City will designate new or additional buildings to receive service with 30 days-notice to Contractor.

5.4 Incident Escalation

The City and the Contractor shall communicate on a regular and as needed basis related to customer complaints, accidents, and other incidents. The use of liquidated damages is intended to be used only after regular communications to resolve complaints or performance issues. The

following general incident escalation procedure provides a general guide for managing such communications as efficiently as possible.

- ♦ Simple complaints and incidents may be handled with verbal communications only (e.g., phone calls).
- ♦ Significant complaints and incidents must be recorded via at least email and logged. A proposed cure agreed upon by the City and Contractor and response timeline shall be discussed.
- ♦ If a problem is not cured within the proposed timeline, a second email should be used to communicate a new timeline. Proposed alternative cures shall be agreed upon by both the City and the Contractor.
- ♦ If a problem is still not cured within the new timeline of a second email, the City may send a letter indicating a new cure timeline and warning that liquidated damages may be imposed if the problem is not resolved.
- ♦ If a problem is still not cured with the new timeline of the letter, the City will send a letter and email notifying the Contractor that liquidated damages will be imposed.
- ♦ If a problem remains chronic and uncured, the City may elect to initiate Contract breach procedures to notify the Contractor of the Contract termination process.

5.5 Liquidated Damages

This Contract establishes liquidated damages as an exclusive remedy for failure to meet the performance standards set forth in this Section 5.5. These liquidated damages are independent of provisions governing other defaults and breaches of the parties addressed elsewhere in this Contract. This list may be amended by mutual written agreement between the City and Contractor as needed.

The City and Contractor expressly agree that the potential harm or injury to the City or residents caused by the incidents of substandard performance set forth in this Section 5.5 are difficult or impossible to accurately estimate. The City and Contractor stipulate that each damage dollar amount in this Section 5.5 is a reasonable estimate of the loss to the City and the public. The Contractor shall agree, in addition to any other remedies available to the City, that the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor fulfilling its obligations listed in subsequent A through Y below:

- A. Failure to respond to legitimate service complaints within twenty-four (24) hours in a reasonable and professional manner – \$50 per incident.
- B. Failure to collect properly notified missed collections – \$250 per incident.
- C. Failure to collect properly notified Partial Dumps – \$250 per incident.

- D. Failure to leave an education tag when Non-Targeted Materials are included and observed in the cart – \$100 each incident.
- E. Failure to collect Walk-Up Service accounts due to severe weather or driveway surface conditions for more than two consecutive collection events after conditions permit access – \$250 per incident.
- F. For each witnessed report of a driver dropping the Recycling cart when the bottom of the cart is more than four feet above the ground – \$50 per incident.
- G. For each incident of the Contractor failing to pick up material on a block. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7 a.m., the material was not picked up, and the Recyclables were properly sorted – \$500 per incident.
- H. For each incident of failure to complete collection of a collection zone on its designated day as defined in Exhibit A, Recycling Zones Map, when the Contractor has not received an extension of collection hours from the Recycling Coordinator or designated alternate – \$1,000 per incident.
- I. Failure to complete fifty percent (50%) of the Recycling Zone –\$2,500 per incident.
- J. Failure to complete the collections within the specified timeframes without proper notice to the City – \$100 per incident.
- K. Recycling carts without recycling symbols or labels that include text and graphics depicting what materials may be placed in the carts, and not replacing torn, dirty, unreadable labels – \$100 per incident.
- L. Failure to maintain recycling carts in proper working order – \$100 per incident.
- M. Failure to provide monthly and annual reports – \$100 per incident.
- N. Failure to clean up from spills immediately or least within 6 hours of an incident – \$250 per incident.
- O. Failure to adequately (within eight hours of the change) notify the City of changes in location of Recyclable processing operations (i.e., the MRF used to process Roseville recyclables) – \$250 per incident.
- P. Making changes to the collection or processing systems 30 days prior to receiving City approval to implement any such change – \$5,000 per incident.
- Q. Failure to conduct and report results of the annual composition analysis – \$1,000 per incident.

- R. Failure to provide sufficient cart or container inventory information for customer use— \$500 per incident.
- S. Failure to provide adequate notice (within two hours of Contractor’s decision to delay collections) and coordination to prevent mixed public messages about collection delays due to severe weather incidents – \$2,000 per incident.
- T. Failure to accurately and promptly answer a resident’s question to the Contractor’s customer service call center – \$100 per incident.
- U. Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container or not following general no-smoking rules – \$50 incident.
- V. Failure to provide accurate call center responses to Roseville residents’ questions per the City’s FAQs guidance document – \$500 per incident.
- W. Failure to follow the federal or state equal opportunity laws and rules - \$1,000 per incident.
- X. Failure to clean up hydraulic leaks or other fluid spills - \$250 per incident
- Y. Failure to clean up trash left behind after collection - \$100 per incident

The Contractor shall be liable for liquidated damages in the amount(s) set forth above upon reasonable determination of the City that performance has not occurred consistent with the provisions of the Contract. The City shall notify Contractor in writing or electronically of each act or omission in this Contract reported to or discovered by the City. It shall be the duty of Contractor to take steps or action reasonably necessary to remedy the cause of the complaint.

The City may deduct the full amount of any liquidated damages from any payment due to the Contractor.

5.6 Services Not Provided For

No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

6 Insurance and Other Legal Requirements

6.1 Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Contractor shall provide a Certificate of Insurance as proof of general liability coverage for bodily injury or death in the amount specified by state law. The Certificate of Insurance shall name the City as an additional insured and state that the Contractor's coverage shall be the primary coverage in the event of a loss.

The Contractor shall also provide a Certificate of Vehicle Liability Insurance in the amount of at least \$1,000,000.

The Contractor shall further provide a Certificate of Professional Liability Insurance or Errors & Omissions Insurance providing coverage for:

1. The claims that arise from the errors or omissions of the Contractor or its subcontractors; and
2. The negligence or failure to render a professional service by the Contractor or its subcontractors.

The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work. Acceptance of the insurance by the City shall not relieve, limit, or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate.

Contractor agrees that it shall obtain and maintain environmental liability insurance in compliance with local, state, and federal regulations for all matters related to in this Recycling Services Contract. Contractor shall add the City as an additional insured under said insurance policy(ies). The policy coverage shall include Environmental Impairment Liability. Contractor shall provide the City with appropriate documentation of said environmental liability insurance for verification upon written request from the City. Contractor further indemnifies the City, its employees, agents, and licensees from all liability related to hazardous contamination/pollution resulting from the acts of the City, its employees or agents.

A 30-day written notice is required if the policy is canceled, not renewed or materially changed.

The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this contract, to comply with these provisions.

6.2 Workers' Compensation

The Contractor shall provide evidence of Workers' Compensation insurance covering all employees of the Contractor and subcontractors engaged in the performance of the Contract, in accordance with the Minnesota Workers' Compensation Law.

6.3 Employee Working Conditions and Respondent's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state, and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation, or safety violations and standard operating procedures documents.

6.4 Equal Opportunity

During the performance of the executed Contract, the Contractor, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor Regulations 41 Code of Federal Regulations (CFR), Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to insure that applicants for employment are qualified and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

Such prohibition against discrimination shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, in addition to other remedies as provided by law.

6.5 Compliance with Laws & Regulations

In providing services hereunder and in the executed Contract, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided hereunder. Any violation shall constitute a material breach of the executed Contract.

6.6 Governing Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence, or incorporation of the Contractor.

6.7 Waiver

Any waiver by either party of a breach of any provisions of the executed Contract shall not affect, in any respect, the validity of the remainder of the executed Contract.

6.8 Termination

The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract, if the default has not been cured within 30 days after written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of the written notice minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other materials prepared by the Contractor under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

6.9 Severability

The provisions of the executed Contract are severable. If any portion hereof and in the executed Contract is, for any reason, held by a court of competent jurisdiction, to be contrary to law, such decision shall not affect the remaining provisions of the same Contract.

6.10 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Contract.

6.11 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.

6.12 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. All Proposals shall be treated as non-public information until a Contract is signed by the City and the Contractor. At that time, the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statute (Minn. Stat.) C. 13.

6.13 Inspection of Records and Disclosure

All Contractor records with respect to any matters covered by this Contract shall be made available to the City or its duly authorized agents at any time during normal business hours, as often as the City deems necessary to audit, examine, and make excerpts or transcripts of all relevant data.

Any reports, information, data, etc. given to, prepared, or assembled by the Contractor under a future Contract shall not be made available by the Contractor to any other person or party without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor shall become the property of the City upon termination of the City's Contract with the Contractor.

6.14 Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of the Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or subcontractors of the Contractor only and not of the City; and any and all claims that might arise, including Workers' Compensation claims under the Workers' Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

6.15 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the City. The Contractor shall not subcontract any services under this Contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or subcontract shall be grounds for immediate Contract termination for cause.

6.16 Non-Assignability and Bankruptcy

The parties hereby agree that Contractor shall have no right to assign or transfer its rights and obligations under said Contract without prior written approval from the City. In the event Contractor, its successors, or assigns files for Bankruptcy as provided by federal law, this Contract shall be immediately deemed null and void, relieving all parties of their Contract rights and obligations.

6.17 Indemnification

The Contractor agrees to defend, indemnify, and hold harmless the City, its officers, and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorneys' fees, for which it may be held liable, resulting directly or indirectly from claims or

assertations by third parties against the City arising out of (i) malfeasance, misfeasance, negligence, or an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided under this Contract (ii) the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

6.18 Performance & Payment Bond

Contractor shall execute and deliver to the City a Performance Bond and a Payment Bond with the corporate surety in the sum of \$50,000 each, or equal (“equal” may include a Letter of Credit from a banking institution approved by the City). This Contract shall not become effective until such a bond, in a form acceptable to the City, has been delivered to the City and approved by the City Attorney.

The executed Contract shall be subject to termination by the City at any time if said bond shall be cancelled or the surety thereon relieved from liability for any reason. The term of such performance bond shall be for the life of the executed Contract. Extensions or renewals shall require the execution and delivery of a performance bond, and a payment bond, in the above amounts to cover the period of extension or renewal.

6.19 Conflict of Interest

Contractor agrees that no member, officer, or employee of the City shall have any interest, direct or indirect, in the executed Contract or the proceeds thereof. Violation of this provision shall cause the executed Contract to be null and void, and the Contractor will forfeit any payments to be made under the executed Contract.

6.20 Entire Contract

The executed Contract supersedes all verbal Contracts and negotiations between the parties relating to the subject matter hereof, as well as any previous Contracts presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of the executed Contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

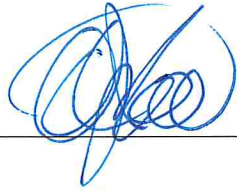
6.21 Contract Conditions

- a) The City reserves the right to waive minor irregularities in the proposal documents and to reject any or all proposals. The City reserves the right to enter into a Contract with a Contractor who does not submit the lowest cost proposal.
- b) The Bond and Certificate of Insurance shall be provided when the Contract is executed.

- c) No proposal can be withdrawn after three days after the date for submission of proposals.
- d) The Contractor shall review and return signed copies of the Contract within 30 days of receipt of the Contract.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of July 26, 2021.

CITY OF ROSEVILLE

By: 
Mayor

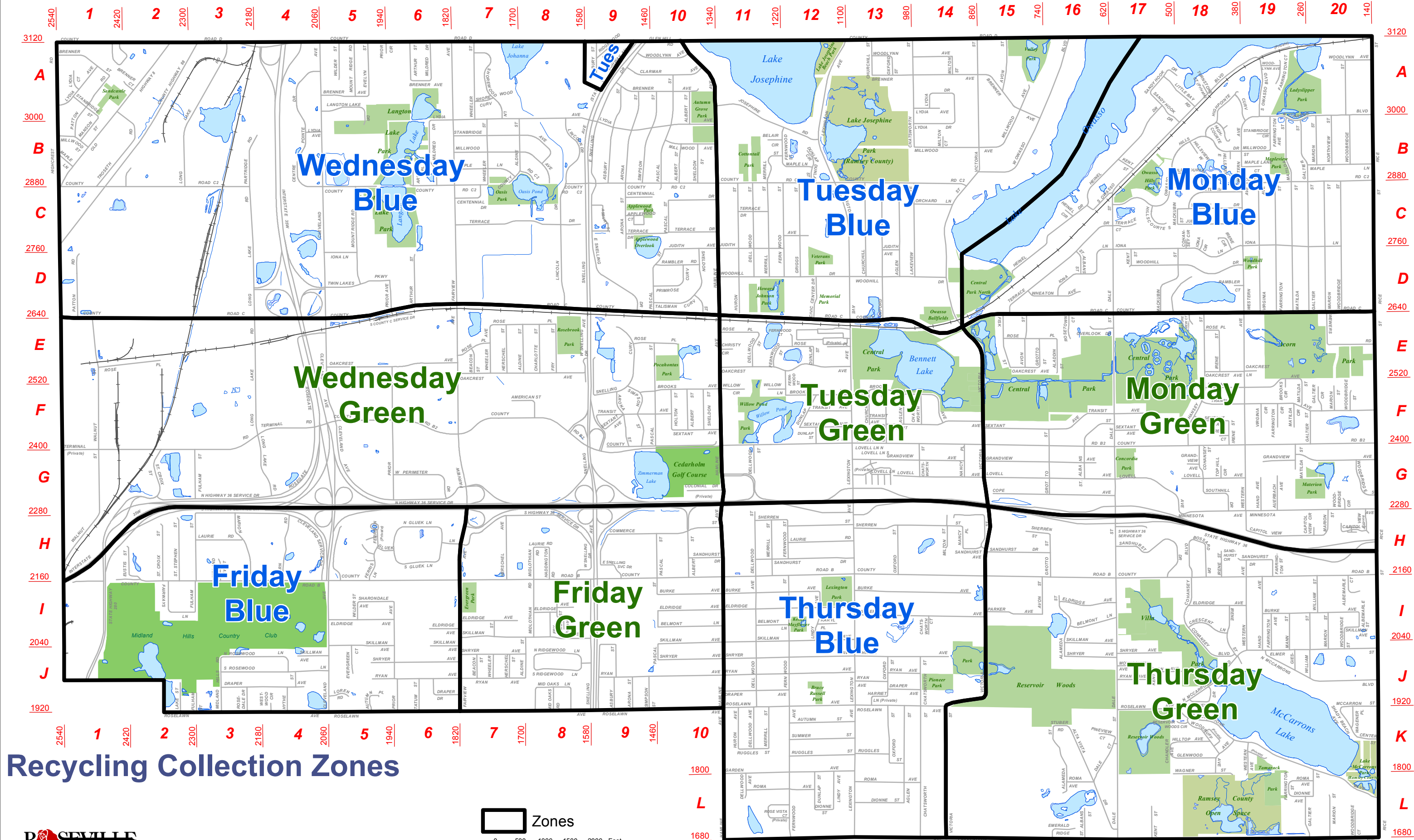
By: 
City Manager

THE NEIGHBORHOOD RECYCLING
CORPORATION D.B.A. EUREKA
RECYCLING

By: 

Its: Co President

Exhibit A
Recycling Zones Map



Recycling Collection Zones



Prepared by:
Engineering Department
November 19, 2020

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Data Sources and Contacts (11/02/15):
* Ramsey County GIS Base Map
* City of Roseville Engineering Development

mapdoc: RecyclingZones.mxd
map: RecyclingZones.pdf

Street Index <i>(key to grid locator on map)</i>											
Acorn Rd N	H:4	Fernwood Ct N	E:12	Midland Hills Rd N	J:3	Sextant Ave W	F:9-10,12,15-16,18				
Aglen Ave N	C,D:13	Fernwood St N	C-E,G,J:11	Midland View Ct N	H:3	Shady Beach Ave N	K:20				
Aglen St N	F,K:13	Ferris Ln N	H:5	Midlothian Rd N	H-1:8	Sharondale Ave W	I:5				
Aladdin St N	E:16	Fisk St N	E:15	Mildred Dr N	A-B:6	Sheldon St N	B,D,F:15				
Alameda St N	I,K:16	Fry St N	E-F,I:8	Millwood Ave W	B:7-8,10,13-15	Sherren St W	H:11-15				
Albemarle Ct N	I:20	Fulham St N	G-J:2	Millwood St N	B:1,19	Shorewood Curv W	A:7				
Albemarle St N	I:20	Galtier Cir N	F:20	Milton St N	A,H:14	Shorewood Ln W	A:7				
Albert St N	A,B,F,H:10	Galtier St N	B-D,F,I:19	Minnesota Ave W	G:18-20	Shryer Ave W	J:5-7,10-14,16-17				
Aldine St N	B,E,J:7	Garden Ave W	K:11-12	Moundsview Ave W	J:17	Simpson St N	A-B:9-10; F,J:9				
Alta Vista Dr N	K,L:16	Giesmann St N	I-J:19	Mount Ridge Rd	A:5	Skillman Ave W	J:5-6,10-12,16,20; I:7				
American St N	F:7,8	Glen Hill Rd W	A:10	Nancy Pl N	G-H:14	Snelling Ave N	A-J:9				
Applewood Ct W	C:9	Glenwood Ave W	K:17-18	Nature View Ct N (Private)	E:18	Snelling Curv N	E-F:9				
Arona St N	A-C,F,J:9	Gluek Ln W	H:5-6	Northview St N	B:20	E Snelling Service Dr	A-D,H:9				
Arthur Pl N	B:6	N Gluek Ln W	H:6	Oakcrest Ave W	E:5-8,11-12,15,18	W Snelling Dr N	B-D:8				
Arthur St N	A,D:6	S Gluek Ln W	H:6	Oakcrest Ln W	E:19	Southhill Dr N	G:18				
Asbury St N	A,B,J:9	Grandview Ave W	G:13-16,18-20	Old Highway 8	A,B:1-2	Stanbridge Ave W	B:7-8				
Auerbach Ave N	G:19	Griggs St N	C,D:12	Orchard Ln W	C:14	Stanbridge Cir W	B:19				
Autumn Pl W	J:5	Grotto St N	E-H:15	Overlook Dr W	E:16	Stanbridge St W	A:1				
Autumn St W	K:12	Haddington Rd N	H:6	Owasso Hills Dr W	B:18; C:17	Stubber Rd W	K:16				
Avon St N	A,E,I:15	Hand Ave N	G,I:19	S Owasso Blvd	A-C:16-20	Summer St W	K:12				
Bayview Dr W	J:18	Harriet Ln W (Private)	J:13	S Owasso Blvd	A-B:15-16	Talisman Curv W	D:10				
Beacon St N	E,J:7	Heinel Cir W	C:16	Oxford St N	A,C-F,H,J,K:13	Tatum St N	J:6				
Belair Cir W	B:11	Heinel Dr W	A-D:15-17	Parker Ave W	I:13-15	Terminal Rd W	F:1-3				
Belmont Ln W	I:10,11,16	Herschel Ave N	H:7	Partridge Rd N	B:3-4	Terrace Ct W	C:17				
Bossard Dr N	H:18	Herschel St N	J:7	Pascal St N	A-F,H,J:10	Terrace Dr W	C:7-8,10-11,18; D:15-16				
Brenner Ave W	A:5-6,9-10,13-15	Highcourte N	B:18	Patton Rd N	A-B,D:1	Top Hill Cir N	G:18				
Brenner Ct W	A:2	Highcrest Rd N	A-B,G,H:1	W Perimeter Dr W	G:6	Transit Ave W	F:9-14,16-20				
Brenner St W	A:1	Highpointe Curv N	A-B:18	Pineview Ct W	K:16	Troseth Rd N	B:1-2				
Brooks Ave W	F:8-10,12-14,18-19	Hillscourte N	B:18	Primrose Curv W	D:10	Turnstone Ct (Private)	A:18				
Brooks Cir N	F:19	Hillscourte S	C:17	Prior Ave N	B-G,I,J:5	Victoria St N	A-L:14				
Burke Ave W	I:10-14,19-20	Hillsview E	B:18	Rambler Ct W	D:18	Virginia Ave N	C-D:19				
Capitol View (Private)	H:20	Hillsview W	B:18	Rambler Rd W	D:10	Virginia Cir N	F:19				
Capitol View Ave W	H:19-20	Hilltop Ave W	K:17	Reservoir Woods Cir	K:17	Wagener Pl N	K:20				
Capitol View Cir N	H:19	Holton St N	F:10	Rice St N	A-L:20	Wagner St W	K:17-19				
Centennial Dr W	C:7,9-10,18	Huron Ave N	K:11	N Ridgewood Ln W	J:8	Walnut St N	E-H:1				
Center St W	K:20	Huron St N	C-D:11	S Ridgewood Ln W	J:8	Western Ave N	B-K:18				
Centre Pointe Dr N	A-B:4	Highway 35W	A,B:4; G-H:1-4	Ridgewood Rd N	A:9	Westwood Cir N	J:4				
Chandler Ave N	K:17	N Highway 36 Service Dr	G:3-4,6	Roma Ave W	L:11-13,16,19	Wewers Rd N	E:20				
Charlotte St N	E:8	S Highway 36 Service Dr	H:3-4,7-8,17	Rose Pl W	E:1-2,7-12,15-16,18	Wewers Rd W	E:20				
Chatsworth Ct N	I:14	Highway 88	A-C:1-3	Rosedale Dr N	J:3	Wheaton Ave W	D:15-16				
Chatsworth St N	A-B,F,G,J,L:13	Highway 280	H-J:1	Rosegate	F-G:4	Wheeler Ave N	E:7				
Christy Cir W	E:11	Hythe St N	J:4	Roselawn Ave W	J:2-14,17	Wheeler St N	A-B,I-J:7				
Churchill St N	A,C-D,F:13	Iona Cir N	C:18	Rose Vista Ct W (Private)	L:11	Wilder St N	A,I:5				
Civic Center Dr N	D:12	Iona Ln W	C-D:16-20	N Rosewood Ln W	J:3-4	William St N	I-J:19				
Clarmar Ave W	A:9-10	Irene Cir N	C:18	S Rosewood Ln W	J:3-4	Willow Cir W	E:11				
Cleveland Ave N	A-F,I-J:4; G:4-6	Irene Ct W	F:18	Ruggles St W	K:11-13	Willow Ln W	G:17				
Cleveland Service Dr N	F-G:5; H:4	Irene St N	E-F,H-I:18	Ryan Ave W	J:5-7,9-13,17	Woodbridge Cir N	G:20				
Cohansey Blvd N	H-J:18	Josephine Rd W	B:11-12	Saint Albans St N	C,F-G,L:16	Woodbridge Ct N	L:20				
Cohansey Cir N	C:18	Judith Ave W	C:10-13,18	Saint Croix St N	G-H:2	Woodbridge St N	A-G:1,20				
Cohansey St N	E-G:18	Karyl Pl W	I:12	Saint Stephen St N	H:2	Woodhill Dr W	D:11-14,17-18				
Colonial Dr W (Private)	G:10	Kent St N	B,D,I,J,L:17	Samuel St N (Private)	I:8	Woodlynn Ave W	A:9-10,13-14,19-20				
Commerce St W	H:9-10	Lake St N	J:2	Sanhurst Cir W	H:18	Woodruff Ave N	K:18				
Cope Ave W	G:15-16	Lakeview Ave N	C-D:13	Sandhurst Dr W	H:10-12,14-15,17,19	Woodruff Ave W	K:18				
County Road B W	H:1-20	Larpenteur Ave W	L:11-20	Sandy Hook Dr N	A:17						
County Road B2 W	F:4-20	Laurie Rd W	H:3,8,12								
County Road C W	D:1-20	Lexington Ave N	A-L:12								
County Road C2 W	B:1-14	Lincoln Dr N	B-D:8								
County Road D W	A:1-7,12-16	Lindy Ave N	I,L:12								
S County Service Dr W	E:5	Little Bay Rd N	A:17-18								
Crescent Ln W	I:19	Long Lake Rd N	A-F:3								
Dale Ct N	K:16	Loren Rd W	J:5								
Dale St N	C-L:16	Lovell Ave W	G:13-16								
Dellwood Ave N	I-L:11	Lovell Ln W (Private)	G:13								
Dellwood St N	C-E,G,H:11	N Lovell Ln (Private)	G:13								
Dellwood St N (Private)	G:11	S Lovell Ln	G:13								
Dionne Ave W	L:19	Lydia Ave W	A-B:1,4,6-14								
Dionne St W	L:12-13	Lydia Ct N	A:1								
Draper Ave W	J:3-4,11,13	Lydia Dr W	A-B:14								
Draper Dr W	J:6	Mackubin St N	C-D,J,L:17								
Dunlap St N	E-F,L:12	Manson St N	B:1								
Eldridge Ave W	I:5,7-8,10-12,16,18	Maple Ln W	B:1,7-8,20								
Elmer St W	J:19-20	Maple Lane Ct W	B:19								
Emerald Ridge W	L:16	Marion Rd N	H:3								
Eustis St N	E,H:1	Marion St N	B-I,L:20								
Evelyn St N	A:5	Matilda Cir N	F:19								
Evergreen Ct N	J:5	Matilda St N	B-D,F-G:19								
Fairview Ave N	A-J:6	McCarron St W	J:20								
Fairways Ln N	I:2	N McCarrons Blvd W	J:18-20								
Farrington Ave N	B,I:19	S McCarrons Blvd W	K-L:18-20								
Farrington Cir N	F:19	Merrill St N	B-C,H,K:11								
Farrington Ct N	A:19	Mid Oaks Ln	J:8								
Farrington St N	B-D,H,L:19	Mid Oaks Rd	J:8								
Fernwood Ave N	K-L:11	Midland Grove Rd N	H:4								

City Parks and Facilities			
Park Name	Acres	Map Ref	
Acorn	44.25	E:19,20	
Applewood Overlook	2.42	C:9,10	
Applewood Park	2.09	C:9,10	
Autumn Grove	6.61	A,B:10	
Bruce Russell	1.93	J:12	
Central Park	225.00	D:15,E:13-17,F:17	
Concordia Park	4.75	G:17	
Cottontail	6.40	B:11	
Evergreen	3.94	I:7	
Howard Johnson	9.05	D:11	
Keller Mayflower	2.26	I:12	
Lexington Plaza Shoppes	1739-1787 Lexington Ave N	A:19,20	
Ladyslipper	16.52	A:19,20	
Langton Lake	53.54	A-C:6	
Lexington	8.45	I:12	
Mapleview	3.26	B:19	
Materion	8.51	G:19,20	
Memorial Park		D:12	
Oasis	14.44	B,C:7,8	
Owasso Ballfields	4.37	D:14	
Owasso Hills	8.51	B,C:17	
Pioneer	4.71	J:14	
Pocahontas	5.69	E:10	
Reservoir Woods	109.75	J:15-16,K:17	
Rosebrook	8.28	E:8	
Sandcastle	3.37	A:1,2	
Tamarack	6.46	K,L:19	
Valley	10.61	A:15	
Veterans	3.57	D:12	
Villa	40.83	I,J:17,18	
Willow Pond	14.76	F:11	
Woodhill	2.63	D:19	
Facility	Address	Phone	Map Ref
City Hall	2660 Civic Center Dr	792-7000	D:12
Parks and Recreation Office	2660 Civic Center Dr	792-7006	D:12
Skating Center	2661 Civic Center Dr	792-7007	D:12
Brimhall Community Gymnasium	1744 County Road B W	638-1958	I:7
Central Park School Community Gym	535 County Road B2 W	481-9951	F:17
Roseville Gymnastics Center	1240 County Road B2 W	635-1660	G:11-12
Cedarholm Golf Course	2323 Hamline Ave N	792-7011	G:10
Harriet Alexander Nature Center	2520 Dale St N	792-7012	F:17
Roseville Fire Administration*	2701 Lexington Ave N	792-7009	D:12
Roseville Police Department*	2660 Civic Center Dr	792-7008	D:12
* For all police or fire emergencies, dial 911			
Library / Post Office			
Facility	Address	Phone	Map Ref
Ramsey County Library	2180 Hamline Ave N	628-6803	H:11
Roseville Post Office	2000 County Road B2 W	631-0628	F:5
Schools / Colleges			
Name	Address	Phone	Map Ref
Brimhall Elementary School	1744 County Road B W	638-1958	I:7
Central Park Elementary School	535 County Road B2 W	481-9951	F:17
Concordia Academy	2400 Dale St N	484-8429	G:17
Fairview Community Center	1910 County Road B W	631-1013	I:6
King of Kings	2400 Dale St N	484-9206	G:17
Northwestern College	3003 Snelling Ave N	631-5100	A:8
North Heights Lutheran	2701 Rice St N	484-7825	D:20
Christian Day School			
Parkview Center School	701 County Road B W	487-4360	H:16
Roseville Area High School	1240 County Road B2 W	635-1660	G:11-12
Roseville School District 623	1251 County Road B2 W	635-1600	F:11
St. Rose of Lima	2072 Hamline Ave N	646-3832	I:11
Financial Institutions			
Key	Name	Address	Map Ref
B1	Affinity Plus Federal Credit Union	2730 Snelling Ave N	D:9
B2	Bremer Bank	1715 County Road B2 W	F:8
B3	Community National Bank	1501 County Road C W	D:9
B4	Interbank	1875 County Road B2 W	F:6
B5	North Star Bank	1820 Lexington Ave N	K:13
B6	Premier Bank	1875 Highway 36 W	G:6
B7	TCF	Har Mar Mall	I:9
B8	TCF	2167 Lexington Ave N	H:12
B9	Teacher's Federal Credit Union	2150 Lexington Ave N	I:13
B10	Twin City Co-op Credit Union	1935 County Road B2 W	F:6
B11	US Bank	2690 Snelling Ave N	D:9
B12	US Bank (Byerly's)	1601 County Road C W	D:8
B13	Wells Fargo Bank	2440 Fairview Ave N	F:7

Medical Clinics				
Key	Facility	Address	Phone	Map Ref
M1	Now Care	1955 County Road B2 W	635-0054	F:7
M2	Rosedale Medical Center	1835 County Road C W	(763)785-4300	D:6
M3	Twin Lakes Eye Center	1835 County Road C W	638-1555	D:6
Major Shopping Centers				
Name	Address		Stores	Map Ref
Crossroads of Roseville Hamline Center	1643-1655 County Road B2 W		20	F:8
Har Mar	2797-2833 Hamline Ave N		18	C:10
Lexington Plaza	2100 Snelling Ave N		54	I:9
Lexington Plaza Shoppes	1680-1754 Lexington Ave N		25	L:13
McCarron Hills	1739-1787 Lexington Ave N		12	L:12
Rosedale	1681-1717 Rice St N			L:20
Rosedale Commons	1595 Highway 36 W		143	G:7,8
Rosedale Marketplace	2480 Fairview Ave N		19	F:7
Rosedale Square	2401-2439 Fairview Ave N		12	F,G:6
Rosedale Square North	1601-1677 County Road C W		25	D:8
Roseville Center	2701-2717 Lincoln Dr N		14	C:8
Roseville Crossings	1121-1215 Larpenteur Ave W		21	L:12
Rosewood	Lincoln Dr at Snelling/County C		8	D:8
	2181-2195 Snelling Ave N		6	H:8
Supermarkets				
Name	Address		Phone	Map Ref
Byerly's	1601 County Road C W		633-6949	D:8
Cub Foods	2100 Snelling Ave N		633-9740	I:9
Rainbow Foods	1201 Larpenteur Ave W		488-1825	L:12
Super Target	1515 County Road B W		633-0000	H:9
Hotels / Motels				
Name	Address		Phone	Map Ref
Comfort Inn	2715 Long Lake Rd N		636-5800	D:3
Country Inns & Suites	2905 Snelling Ave N		628-3500	B:8
Courtyard by Marriott	2905 Centre Pointe Dr		746-8000	B:4
Days Inn	2550 Cleveland Ave N		636-6730	E:5
Fairfield Inn	3045 Centre Pointe Dr N		636-7869	A:4
Marriott Residence Inn	2985 Centre Pointe Dr N		636-0680	B:4
Motel 6	2300 Cleveland Ave N		639-3988	G:5
Radisson	2540 Cleveland Ave N		636-4567	E:5
Super 8	2401 Prior Ave N		636-8888	G:5
Restaurants				
Key	Restaurant	Address	Phone	Map Ref
American				
R1	Applebee's	1893 Highway 36 W	697-0648	G:6
R2	Arby's	2105 Snelling Ave N	636-6222	I:8
R3	Arby's	Rosedale Center	636-4460	G:6
R4	Baker's Square	1881 Highway 36 W	631-3322	G:7
R5	Boston Market	2720 Lincoln Dr N	631-1110	D:8
R6	Buffalo Wild Wings	Har Mar Mall	636-9464	I:9
R7	Byerly's Minnesota Grill	1601 County Road C W	633-6949	D:8
R8	Charley's on Centre Pointe	2905 Centre Pointe Dr N	746-8000	B:4
R9	Chili's Grill & Bar	1840 County Road B2 W	633-7718	F:6
R10	Countryside	2851 Snelling Ave N	633-4422	C:8
R11	Eddington's	Har Mar Mall	697-9794	I:9
R12	Fuddrucker's	2740 Snelling Ave N	636-3833	D:9
R13	Great Steak and Potato	Rosedale Center	697-1710	G:7
R14	Granite City Food and Brewery	The Plaza at Rosedale	209-3500	G:8
R15	Joe Senser's Sport Grill & Bar	2350 Cleveland Ave N	631-1781	G:5
R16	KFC	2087 Snelling Ave N	631-8133	I:8
R17	Key's Cafe & Bakery	1682 Lexington Ave N	487-5397	L:13
R18	Macy's Marketplace	Rosedale Center	639-6721	G:7
R19	Major's Sports Cafe	2801 Snelling Ave N	379-1180	C:8
R20	Old Chicago	Har Mar Mall	639-0303	I:9
R21	Old Country Buffet	2480 Fairview Ave N	639-0088	F:7
R22	Perkins	1495 County Road B W	633-8080	H:9
R23	Pippins	2887 Snelling Ave N	639-0633	B:8
R24	Ruby Tuesday	Rosedale Center	635-0985	F:7
R25	TGI Friday's	2480 Fairview Ave N	636-9539	F:7
Bagels				
R26	Bruegger's Bagels	2712 Lincoln Dr N	635-0185	D:8
R27	St. Paul Bagelry	1702 Lexington Ave N	488-1700	L:13
Burgers				
R28	Burger King	2080 County Road C W	631-1798	E:4
R29	Burger King	2151 Snelling Ave N	636-7972	I:8
R30	McDonald's	2075 Snelling Ave N	631-1630	I:8
R31	Snuffy's Malt Shop	1125 Larpenteur Ave W	488-0241	L:12
R32	Wendy's	1899 Perimeter Dr W	636-3545	G:6
Chinese / Asian				
R33	Big Bowl Asian Kitchen	Rosedale Center	636-7173	G:8
R34	China Jen Restaurant	2193 Snelling Ave N	633-3113	H:8
R35	China Restaurant	2811 Hamline Ave N	636-8385	C:10
R36	Chinese Gourmet Express	Rosedale Center	631-0622	G:7
R37	E Noodle Cafe	1711 Rice St N	488-1246	L:20

Exhibit B
Single Unit and Multi-Unit Dwelling Levels of Service

Property Name	Address	Street	City	State	Zip Code	Units	Service	Gallon Cart		CY Dumpster			Notes
								64	96	2	3	4	
Rose Mall Apts	2201	Albert St	Roseville	MN	55113	54	Weekly		36				
Applewood Pointe Condos of RSV	1480	Applewood Ct	Roseville	MN	55113	94	Weekly		24				
Cherrywood Pointe Apts at Cleveland	2996	Cleveland Ave N	Roseville	MN	55113	50	Weekly		3	1			
Villa Park Community Condos	500	County Rd B	Roseville	MN	55113	97	Weekly		5	1			
Rosehill Estates Apts	591	County Rd B	Roseville	MN	55113	51	Weekly		6				
Dale Terrace Apts	720	County Rd B	Roseville	MN	55113	42	Weekly		7				
1363 Cty Rd B Apts	1363	County Rd B	Roseville	MN	55113	11	Weekly		4				
Rose Park Commons Apts	1610	County Rd B	Roseville	MN	55113	11	Weekly		2				
1634 Cty Rd B Apts	1634	County Rd B	Roseville	MN	55113	11	Weekly		2				
2447 Cty Rd B Apts	2447	County Rd B	Roseville	MN	55113	17	Weekly		4				
Heritage Place Apts	563	County Rd B W	Roseville	MN	55113	50	Weekly		10	1			
Suite Living	197	County Rd B2 W	Roseville	MN	55113	26	Weekly		3				
Aquarius Apts	2425	County Rd C2	Roseville	MN	55113	99	Weekly		12				
Roseville Commons Condos	2496	County Rd C2 W	Roseville	MN	55113	30	Weekly		5				
South Oaks Apts	1080	County Rd D W	Roseville	MN	55126	25	Weekly		3				
Parkview Manor Apts	2202	Dale St N	Roseville	MN	55113	34	Weekly		6				
Kari Dale Apts	2355	Dale St N	Roseville	MN	55113	44	Weekly		8				
Roseville Senior Living	2600	Dale St N	Roseville	MN	55113	84	Weekly						new service
Ramsey Square Condos	2710	Dale St N	Roseville	MN	55113	192	Weekly		20	4			
Dellwood Condos	1725	Dellwood Ave	Roseville	MN	55113	12	Weekly		4				
1144 Dionne Apts	1144	Dionne St	Roseville	MN	55113	23	Weekly		4				
Roseville Terrace Apts (1760 Fernwood / 1759 Dunlap)	1759	Dunlap St N	Roseville	MN	55113	36	Weekly		4				
1614 Eldridge Apts	1614	Eldridge Ave	Roseville	MN	55113	11	Weekly		4				
1615 Eldridge Apts	1615	Eldridge Ave	Roseville	MN	55113	11	Weekly		2				
1624 Eldridge Apts	1624	Eldridge Ave	Roseville	MN	55113	11	Weekly		4				
1625 Eldridge Apts	1625	Eldridge Ave	Roseville	MN	55113	11	Weekly		2				
1634 Eldridge Apts	1634	Eldridge Ave	Roseville	MN	55113	11	Weekly		2				
1635 Eldridge Apts	1635	Eldridge Ave	Roseville	MN	55113	11	Weekly		2				
Roseville Arms Condos	160	Elmer St	Roseville	MN	55113	34	Weekly		4				
Rose Place Estates Apts (2128 / 2136 Fry)	2128	Fry St	Roseville	MN	55113	22	Weekly		4				
Villas at Midland Hills Condos	1940	Fulham St	Roseville	MN	55113	32	Weekly		5	1			
Hamline House Condos	2800	Hamline Ave	Roseville	MN	55113	150	Weekly		14				
Rosepointe Apts	2545	Hamline Ave N	Roseville	MN	55113	190	2x Per Week		12	3		3	
2900 Highcrest Rd Apts	2900	Highcrest Rd	Roseville	MN	55113	11	Weekly		4				
2950 Highcrest Rd Apts	2950	Highcrest Rd	Roseville	MN	55113	12	Weekly		2				
Rosetree Apts	655	Highway 36	Roseville	MN	55113	48	Weekly		5	1			
Riviera Apts East	885	Highway 36 W	Roseville	MN	55113	32	Weekly		6				
Riviera Apts West (925 / 965 Hwy 36)	925	Highway 36 W	Roseville	MN	55113	64	Weekly		14				
Rosewood Village Condos	1630	Highway 36 W	Roseville	MN	55113	207	Weekly		16			1	
Applewood Pointe Condos at Langton Lake	1996	Langton Lake Dr	Roseville	MN	55113	89	Weekly		9	2			
Greenhouse Village Condos	1021	Larpenteur Ave	Roseville	MN	55113	102	Weekly		28				
Lar Dale Apts	655	Larpenteur Ave W	Roseville	MN	55113	17	Weekly		2				
Roseville Seniors Apts	1045	Larpenteur Ave W	Roseville	MN	55113	127	Weekly	3	17			2	
Lexington Twin Apts	1890	Lexington Ave	Roseville	MN	55113	22	Weekly		5				

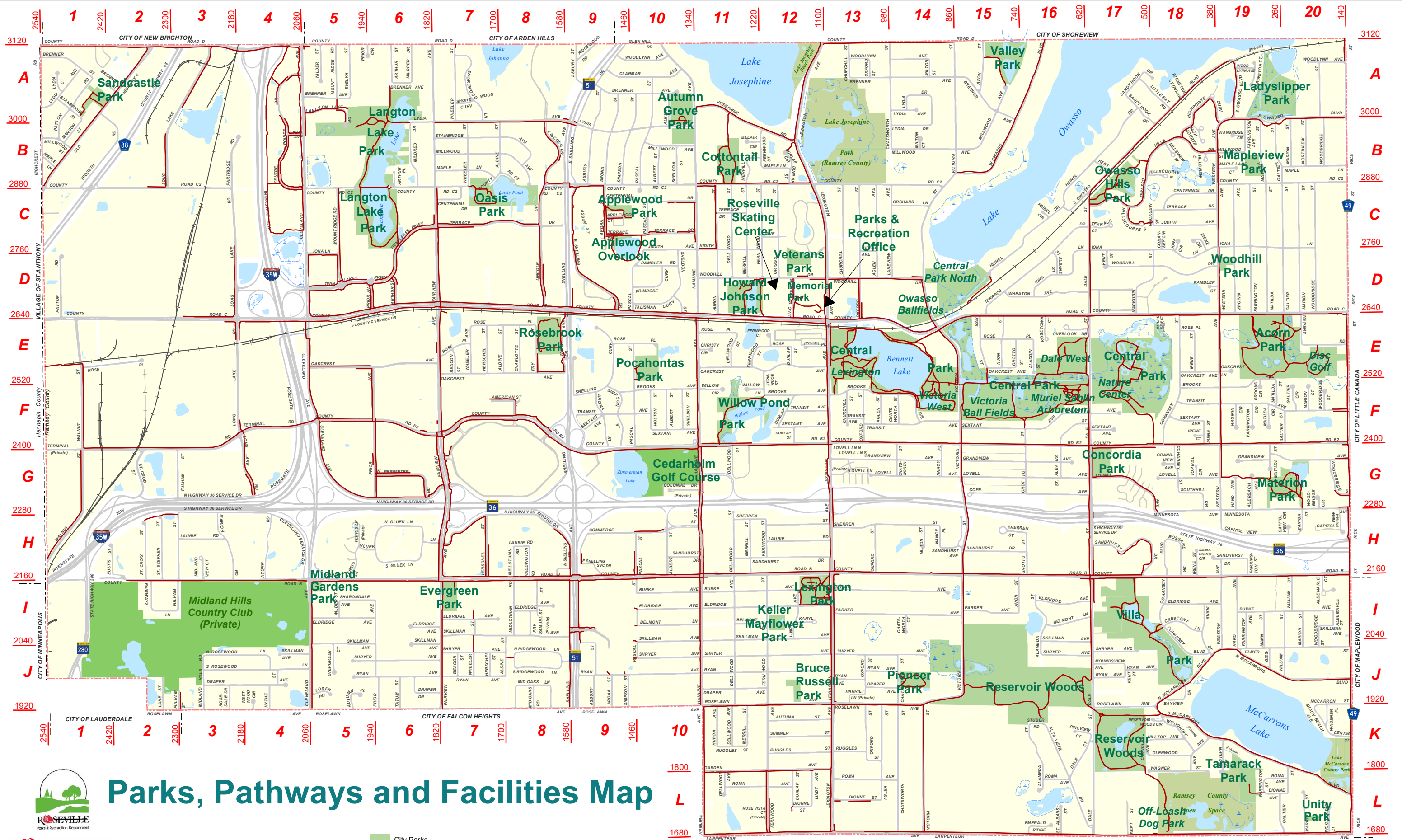
Property Name	Address	Street	City	State	Zip Code	Units	Service	Gallon Cart		CY Dumpster			Notes
								64	96	2	3	4	
Lexington Court Apts (2192 / 2204 Lexington)	2204	Lexington Ave	Roseville	MN	55113	52	Weekly		8				
Roseville Estates MHP	2599	Lexington Ave	Roseville	MN	55113	107	Weekly		15				
The Pointe at Lexington	2650	Lexington Ave	Roseville	MN	55113	100	Weekly						new service
Cherrywood Pointe Apts at Lexington	2680	Lexington Ave N	Roseville	MN	55113	115	Weekly		7				
2775 Lexington Ave N Apts	2775	Lexington Ave N	Roseville	MN	55113	150	Weekly		8			2	
Lake Josephine Condos	3076	Lexington Ave N	Roseville	MN	55113	23	Weekly		5				
Bona Venture Apts	3090	Lexington Ave N	Roseville	MN	55113	30	Weekly		5				
Eagle Crest Senior Apts	2925	Lincoln Dr	Roseville	MN	55113	216	2x Per Week		7	4			
Ramseyer Hall - Uni of Northwestern	1610	Lydia Ave	Roseville	MN	55113	40	Weekly		4				
Sun Place Apts	1721	Marion St	Roseville	MN	55113	30	Weekly	2	4				
161 McCarron Apts	161	McCarron St	Roseville	MN	55113	11	Weekly		2				
McCarrons Lake Condos	185	McCarrons Blvd N	Roseville	MN	55113	42	Weekly		5	1			
Midland Grove Condos	2200	Midland Grove Rd	Roseville	MN	55113	174	Weekly		20	2	1		
161 Minnesota Apts	161	Minnesota Ave	Roseville	MN	55113	6	Weekly		4				
Talia Place Apts	3020	Old Highway 8	Roseville	MN	55113	11	Weekly		3				
Rose 8 Estates Apts	3050	Old Highway 8	Roseville	MN	55113	85	Weekly		8				
Roseville Townhomes	3085	Old Highway 8	Roseville	MN	55418	41	Weekly	4	9				
Edison Apts	3110	Old Highway 8	Roseville	MN	55113	59	Weekly						new service
Executive Manor Condos	3153	Old Highway 8	Roseville	MN	55418	72	Weekly		4	2			
Parkview Estates Condos	2670	Oxford St	Roseville	MN	55113	204	Weekly			4			
Parkview Terrace Condos	2690	Oxford St	Roseville	MN	55113	105	Weekly		14				
2125 / 2133 Pascal Apts	2125	Pascal St	Roseville	MN	55113	22	Weekly		4				
Centennial Gardens Apts (1420 Centennial / 2825 Pascal)	2825	Pascal St N	Roseville	MN	55113	190	Weekly		16				
Rosedale Estates Apts South	2735	Rice St	Roseville	MN	55113	180	Weekly		11	2			
Rosedale Estates Apts North	2835	Rice St	Roseville	MN	55113	180	Weekly		13	2			
Rose Vista Apts	1222	Rose Vista Ct	Roseville	MN	55113	175	Weekly		17				
Roselawn Village Apts	1074	Roselawn Ave	Roseville	MN	55113	32	Weekly		4				
Lexlawn Apts (1943 Lexington / 1125 Roselawn)	1125	Roselawn Ave W	Roseville	MN	55113	34	Weekly		4				
Roseridge Estates	2086	Samuel Street, 2086-2090	Roseville	MN	55113	18	Weekly		7				
Palisades Apts	570	Sandhurst Dr W	Roseville	MN	55113	330	Weekly		15	10			
Skillman Villas Apts	1629	Skillman Ave	Roseville	MN	55113	14	Weekly		3				
Sienna Green Apts	2275	Snelling Ave	Roseville	MN	55113	170	Weekly		18				
Coventry Apts	2820	Snelling Ave	Roseville	MN	55113	196	Weekly		15				
Sunrise Assisted Living	2555	Snelling Ave N	Roseville	MN	55113	77	2x Per Week		10			1	
2610 Snelling Curve Apts	2610	Snelling Curve	Roseville	MN	55113	17	Weekly		4				
SE Residence / Pittman Hall N / Pittman Hall S - Uni of Northwestern	2980	Snelling Dr E	Roseville	MN	55113	48	Weekly		11				
Hamline Terrace Apts	1360	Terrace Dr	Roseville	MN	55113	102	Weekly		17				
Terrace Park Apts	1420	Terrace Dr	Roseville	MN	55113	36	Weekly		5				
Applewood Pointe at Central Park	2665	Victoria St	Roseville	MN	55113	106	Weekly					2	Currently serviced by Aspen Disposal
New Perspective Apts RSV	2750	Victoria St	Roseville	MN	55113	178	2x Per Week		3	1			
Victoria Place Apts	2250	Victoria St N	Roseville	MN	55113	116	Weekly		2	2			
Hillsborough Manor Apts	2335	Woodbridge St	Roseville	MN	55113	206	Weekly		16	8			

Exhibit C
Annual Tonnages and Composition Chart

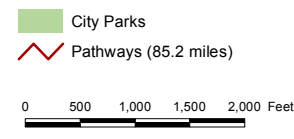
Year	2006	2007	2008	2009	2010	2011	2012	2013	2014
Total Annual Tons	3,441	3,681	3,556	3,281	3,322	3,244	3,173	3,225	3,212
Type of Material									
Papers	% of Total Tonnage								
News Mix	63.98%	56.46%	66.00%	61.65%	59.68%	51.53%	56.86%	54.40%	56.27%
Cardboard	6.71%	13.23%	4.50%	5.48%	7.34%	10.33%	9.09%	8.78%	8.59%
Boxboard	2.37%	7.60%	2.60%	5.48%	3.79%	7.04%	5.81%	2.54%	4.48%
Wet Strength	0.36%	0.10%	0.50%	0.00%	1.77%	0.46%	0.50%	0.58%	0.84%
Phone Books	1.33%	0.11%	0.10%	0.02%	0.12%	0.14%	0.28%	0.37%	0.00%
Milk Cartons & Juice Boxes	NA	Negligible	Negligible	Negligible	0.02%	0.03%	0.47%	0.07%	0.31%
Textiles	0.40%	Negligible	Negligible	0.02%	0.02%	Negligible	0.20%	0.09%	0.11%
Residual	0.24%	0.11%	0.50%	0.06%	0.07%	0.27%	0.19%	0.07%	NA
Total	75.39%	77.61%	74.20%	72.71%	72.81%	69.80%	73.40%	66.90%	70.60%
Containers	% of Total Tonnage								
Total Glass	14.48%	15.15%	16.70%	17.54%	17.31%	18.08%	16.94%	18.78%	17.58%
Steel Cans	2.64%	2.00%	2.40%	2.43%	2.65%	2.49%	2.38%	3.30%	2.09%
Aluminum	1.48%	1.10%	1.40%	1.40%	1.43%	2.10%	1.37%	1.99%	1.13%
Total Plastics	4.70%	4.01%	4.60%	5.75%	5.67%	6.94%	5.63%	7.29%	6.13%
Residual	0.89%	0.15%	0.70%	0.17%	12.00%	0.60%	0.27%	1.74%	NA
Total	24.19%	22.41%	25.80%	27.29%	39.06%	30.21%	26.59%	33.10%	26.93%

Year	2015	2016	2017		Year		2018	2019	2020
Total Annual Tons	3,305	3,320	3,262		Total Annual Tons		3,188	3,102	2,528
SUD	2,691	2,716	2,675		SUD		2,618	2,502	2,058
MUD	614	603	587		MUD		570	600	470
Single Sort Composition	% of Total Tonnage				Single Sort Composition	% of Total Tonnage			
News Mix	54.08%	54.08%	51.04%		News Mix	38.60%	32.42%	29.76%	
Cardboard	7.35%	7.35%	12.80%		Cardboard	11.87%	13.35%	15.81%	
Mixed Paper	4.38%	4.38%	4.14%		Mixed Paper	12.31%	16.54%	17.37%	
Carrier Stock	0.74%	0.74%	0.00%		Textiles	0.01%	0.01%	0.00%	
Phone Books	0.00%	0.00%	0.00%		Aluminum Cans	1.13%	1.84%	2.23%	
Textiles	0.16%	0.16%	0.23%		Steel Cans	2.16%	1.61%	1.91%	
Aluminum Cans	0.98%	0.98%	1.04%		HDPE NAT	1.06%	0.81%	0.94%	
Steel Cans	2.12%	2.12%	1.39%		HDPE Col	0.59%	0.75%	0.80%	
HDPE NAT	1.12%	1.12%	0.92%		PET	3.93%	4.39%	4.79%	
HDPE Col	1.00%	1.00%	0.74%		Tubs & Lids	0.20%	0.65%	0.68%	
PET	3.11%	3.11%	3.37%		Mix Glass	20.25%	19.81%	16.91%	
Tubs & Lids	0.66%	0.66%	0.21%		Milk Cartons/Juice Boxes	0.24%	0.20%	0.38%	
Thermoform	0.20%	0.20%	0.00%		Residual	7.65%	7.61%	8.44%	
Mix Glass	21.36%	21.36%	19.52%						
Milk Cartons/Juice Boxes	0.19%	0.19%	0.14%						
Residual	2.55%	2.55%	4.46%						

Exhibit D
City Buildings and Parks Recycling



Parks, Pathways and Facilities Map



Data Sources:
* Ramsey County GIS (8/4/18)
* City of Roseville Engineering Department

Street Index (key to grid locator on map)									
Acom Rd N	H:4	Fry St N	E-F,I:8	Milton St N	A,H:14	Sharondale Ave W	I:5		
Aglen Ave N	C,D:13	Fulham St N	G-J:2	Minnesota Ave W	G:18-20	Sheldon St N	B,D,F:10		
Aglen St N	F,K:13	Galtier Cir N	F:20	Moundsview Ave W	J:17	Sherran St W	H:11-15		
Aladdin St N	E:16	Galtier St N	B-D,F,L:19	Mount Ridge Rd	A,C:5	Shorewood Curv W	A:7		
Alameda St N	I,K:16	Garden Ave W	K:11-12	Nancy Pl N	G-H:14	Shorewood Ln W	A:7		
Albemarle Ct N	I:20	Giesmann St N	I-J:19	Nature View Ct N (Private)	E:18	Shryer Ave W	J:5-7,10-14,16-17		
Albemarle St N	I:20	Glen Hill Rd W	A:10	Northview St N	B:20	Simpson St N	A-B:9-10; F,J:9		
Albert St N	A,B,F,H:10	Glenwood Ave W	K:17-18	Oakcrest Ave W	E:5-8,11-12,15,18	Skillman Ave W	J:5-6,10-12,16,20; I:7		
Aldine St N	B,E,J:7	Gluek Ln W	H:5-6	Oakcrest Ln W	E:19	Snelling Ave N	A-J:9		
Alta Vista Dr N	K,L:16	N Gluek Ln W	H:6	Old Highway 8	A,B:1-2	Snelling Curv N	E-F:9		
American St N	F:7,8	S Gluek Ln W	H:6	Orchard Ln W	C:14	E Snelling Service Dr	A-D,H:9		
Applewood Ct W	C:9	Grandview Ave W	G:13-16,18-20	Overlook Dr W	E:16	W Snelling Dr N	B-D:8		
Arona St N	A-C,F,J:9	Griggs St N	C,D:12	S Owasso Blvd W	A-C:16-20	Southhill Dr N	G:18		
Arthur Pl N	B:6	Grotto St N	E-H:15	W Owasso Blvd N	A-B:15-16	Stanbridge Ave W	B:7-8		
Arthur St N	A,D:6	Haddington Rd N	H:6	Owasso Hills Dr W	B:18; C:17	Stanbridge Cir W	B:19		
Asbury St N	A,B,J:9	Hamline Ave N	A-J:11	Oxford St N	A,C-F,H,J-K:13	Stanbridge St W	A:1		
Auerbach Ave N	G:19	Hand Ave N	G,I:19	Parker Ave W	I:13-15	Stuber Rd W	K:16		
Autumn Pl W	J:5	Harriet Ln W (Private)	J:13	Partridge Rd N	B:3-4	Summer St W	K:12		
Autumn St W	K:12	Heinel Cir W	C:16	Pascal St N	A-F,H-J:10	Talisman Curv W	D:10		
Avon St N	A,E,I:15	Heinel Dr W	A-D:15-17	Patton Rd N	A-B,D:1	Tatum St N	J:6		
Bayview Dr W	J:18	Herschel Ave N	H:7	W Perimeter Dr	G:6	Terminal Rd W	F:1-3		
Beacon St N	E,J:7	Herschel St N	E,J:7	Pineview Ct W	K:16	Terrace Ct W	C:17		
Belair Cir W	B:11	Highcourte N	B:18	Primrose Curv W	D:10	Terrace Dr W	C:7-8,10-11,18; D:15-16		
Belmont Ln W	I:10,11,16	Highcrest Rd N	A-B:1	Prior Ave N	D-G,J:J:5	Top Hill Cir N	G:18		
Bossard Dr N	H:18	Highpointe Curv N	A-B:18	Prior Cir N	A:6	Transit Ave W	F:9-14,16-20		
Brenner Ave W	A:5-6,9-10,13-15	Hillscourte N	B:18	Rambler Ct W	D:18	Troseth Rd N	B:1-2		
Brenner Ct W	A:2	Hillscourte S	C:17	Rambler Rd W	D:10	Turnstone Ct (Private)	A:18		
Brenner St W	A:1	Hillsview E	B:18	Reservoir Woods Cir W	K:17	Twin Lakes Pkwy W	D:5-6		
Brooks Ave W	F:8-10,12-14,18-19	Hillsview W	B:18	Rice St N	A-L:20	Victoria St N	A-L:14		
Brooks Cir N	F:19	Hilltop Ave W	K:17	N Ridgewood Ln W	J:8	Virginia Ave N	C-D:19		
Burke Ave W	I:10-14,19-20	Holton St N	F:10	S Ridgewood Ln W	J:8	Virginia Cir N	F:19		
Capitol View (Private)	H:20	Huron Ave N	K:11	Ridgewood Rd N	A:9	Wagener Pl N	K:20		
Capitol View Ave W	H:19-20	Huron St N	C-D:11	Roma Ave W	L:11-13,16,19	Wagner St W	K:17-19		
Capitol View Cir N	H:19	Highway 35W	A,B:4; G-H:1-4	Rose Pl W	E:1-2,7-12,15-16,18	Walnut St N	E-H:1		
Centennial Dr W	C:7,9-10,18	N Highway 36 Service Dr	G:3-4,6	Rosedale Dr N	J:3	Western Ave N	B-K:18		
Center St W	K:20	S Highway 36 Service Dr	H:3-4,7-8,17	Rosegate	F-G:4	Westwood Cir N	J:4		
Centre Pointe Dr N	A-B:4	Highway 88	A-C:1-3	Roselawn Ave W	J:2-14,17	Wewers Rd N	E:20		
Chandler Ave N	K:17	Highway 280	H-J:1	Rosetown Ct	E:16	Wewers Rd W	E:20		
Charlotte St N	E:8	Hythe St N	J:4	Rose Vista Ct W (Private)	L:11	Wheaton Ave W	D:15-16		
Chatsworth Ct N	I:14	Iona Cir N	C:18	N Rosewood Ln W	J:3-4	Wheeler Ave N	E:7		
Chatsworth St N	A-B,F-G,J,L:13	Iona Ln W	C-D:5,16-20	S Rosewood Ln W	J:3-4	Wheeler St N	A-B,J:J:7		
Christy Cir W	E:11	Irene Cir N	C:18	Ruggles St W	K:11-13	Wilder St N	A,J:5		
Churchill St N	A,C-D,F:13	Irene Ct W	F:18	Ryan Ave W	J:5-7,9-13,17	William St N	H-J:19		
Civic Center Dr N	D:12	Irene St N	E-F,H-H:18	Saint Albans St N	C,F-G,L:16	Willow Cir W	E:11		
Clamar Ave W	A:9-10	Josephine Rd W	B:11-12	Saint Croix St N	G-H:2	Willow Ln W	E:11		
Cleveland Ave N	A-F,I-J:4; G:4-6	Judith Ave W	C:10-13,18	Saint Stephen St N	H:2	Woodbridge Cir N	G:20		
Cleveland Service Dr N	F-G:5; H:4	Karyl Pl W	I:12	Samuel St N (Private)	I:8	Woodbridge Ct N	L:20		
Cohansey Blvd N	H-J:18	Kent St N	B,D,I,H,L:17	Sandhurst Cir W	H:18	Woodbridge St N	A-G,I:20		
Cohansey Cir N	C:18	Lake St N	J:2	Sandhurst Dr W	H:10-12,14-15,17,19	Woodhill Dr W	D:11-14,17-18		
Cohansey St N	E-G:18	Lakeview Ave N	C-D:13	Sandy Hook Dr N	A:17	Woodlynn Ave W	A:9-10,13-14,19-20		
Colonial Dr W (Private)	G:10	Langton Lake Dr W	A:5	Sextant Ave W	F:9-10,12,15-16,18	Woodruff Ave N	K:18		
Commerce St W	H:9-10	Larpenteur Ave W	L:11-20	Shady Beach Ave N	K:20	Woodruff Ave W	K:18		
Cope Ave W	G:15-16	Laurie Rd W	H:3,8,12						
County Road B W	H:1-20	Lexington Ave N	A-L:12						
County Road B2 W	F:4-20	Lincoln Dr N	B-D:8						
County Road C W	D:1-20	Lindy Ave N	I,L:12						
County Road C2 W	B:1-14	Little Bay Rd N	A:17-18						
County Road D W	A:1-7,12-16	Long Lake Rd N	A-F:3						
S County C Service Dr W	E:5	Loren Rd W	J:5						
Crescent Ln W	I:19	Lovell Ave W	G:13-16						
Dale Ct N	K:16	Lovell Ln W (Private)	G:13						
Dale St N	C-L:16	N Lovell Ln (Private)	G:13						
Dellwood Ave N	H-L:11	S Lovell Ln (Private)	G:13						
Dellwood St N	C-E,G-H:11	Lydia Ave W	A-B:1,4,6-14						
Dellwood St N (Private)	G:11	Lydia Ct N	A:1						
Dionne Ave W	L:19	Lydia Dr W	A-B:14						
Dionne St W	L:12-13	Mackubin St N	C-D,J,L:17						
Draper Ave W	J:3-4,11,13	Manson St N	B:1						
Draper Dr W	J:6	Maple Ln W	B:1,7-8,12,20						
Dunlap Cir N	B:12	Maple Lane Ct W	B:19						
Dunlap St N	B,E-F,J:L:12	Marion Rd N	H:3						
Eldridge Ave W	I:5,7-8,10-12,16,18	Marion St N	B-J,L:20						
Elmer St W	J:19-20	Matilda Cir N	F:19						
Emerald Ridge W	L:16	Matilda St N	B-D,F-G:19						
Eustis St N	E,H:1	McCarron St W	J:20						
Evelyn St N	A:5	N McCarrons Blvd W	J:18-20						
Evergreen Ct N	J:5	S McCarrons Blvd W	K-L:18-20						
Fairview Ave N	A-J:6	Merrill St N	B-C,H,K:11						
Fairways Ln N	I:2	Mid Oaks Ln	J:8						
Farrington Ave N	B,J:19	Mid Oaks Rd	J:8						
Farrington Cir N	F:19	Midland Grove Rd N	H:5						
Farrington Ct N	A:19	Midland Hills Rd N	J:3						
Farrington St N	B-D,H,L:19	Midland View Ct N	H:3						
Fernwood Ave N	K-L:11	Midlothian Rd N	H-H:8						
Fernwood Ct N	E:12	Mildred Dr N	A-B:6						
Fernwood St N	C-E,G,J:11	Millwood Ave W	B:7-8,10,13-15						
Ferris Ln N	H:5	Millwood St N	B:1,19						
Fisk St N	E:15	Milton Ct N	B:14						

City Parks and Facilities			
Name	Address	Map	
Acorn	286 County Road C	E:19,20	
Applewood Overlook	1478 Terrace Dr	C:9,10	
Applewood	2838 Arona St	C:9,10	
Autumn Grove	1365 Lydia Dr	A,B:10	
Bruce Russell	1175 Roselawn Ave	J:12	
Central	Multiple addresses	D:15,E:13-17,F:17	
Concordia	2394 Dale St	G:17	
Cottontail	1281 County Road C2	B:11	
Evergreen	1810 County Road B	I:7	
Howard Johnson	1260 Woodhill Dr	D:11	
Keller Mayflower	2070 Fernwood St	I:12	
Ladyslipper	299 South Owasso Blvd	A:19,20	
Langton Lake	Multiple addresses	A-C:6	
Lexington	2131 Lexington Ave	I:12	
Mapleview	2917 Matilda St	B:19	
Materion	225 Minnesota St	G:19,20	
Memorial	2660 Civic Center Dr	D:12	
Midland Gardens	2134 Cleveland Ave N	I:5	
Oasis	1700 County Road C2	B,C:7,8	
Owasso Ballfields	2659 Victoria St	D:14	
Owasso Hills	593 Owasso Hills Dr	B,C:17	
Pioneer	1966 Chatsworth St	J:14	
Pocahontas	2540 Pascal St	E:10	
Reservoir Woods	1901 Alta Vista Dr	J;15-16,K:17	
Rosebrook	2590 Fry St N	E:8	
Sandcastle	3060 Patton Rd N	A:1,2	
Tamarack	1745 Farrington St	K,L:19	
Unity	1716 Marion St	L:20	
Valley	3110 Avon St	A:15	
Veterans	1135 Woodhill Dr	D:12	
Villa	2055 Cohansey Blvd N	I,J:17,18	
Willow Pond	1283 County Road B2	F:11	
Woodhill	2724 Western Ave	D:19	
Facility	Address	Phone	Map
City Hall	2660 Civic Center Dr	792-7000	D:12
Parks and Recreation Office	2660 Civic Center Dr	792-7006	D:12
Skating Center	2661 Civic Center Dr	792-7007	D:12
Brimhall Community Gymnasium	1744 County Road B W	638-1958	I:7
Central Park School Community Gym	535 County Road B2 W	481-9951	F:17
Roseville Gymnastics Center	1240 County Road B2 W	635-1660	G:11-12
Cedarholm Golf Course and Community Building	2323 Hamline Ave N	792-7011	G:10
Rosebrook Park Building	2590 Fry St N		E:8
Sandcastle Park Building	3060 Patton Rd N		A:1
Lexington Park Building	2131 Lexington Ave N		I:12
Autumn Grove Park Building	1365 Lydia Ave W		A:10
Oasis Park Building	1700 County Rd C2 W		C:7
Villa Park Building	2055 Cohansey Blvd N		J:18
Harriet Alexander Nature Center	2520 Dale St N	792-7012	F:17
Roseville Fire Administration*	2701 Lexington Ave N	792-7009	D:12
Roseville Police Department*	2660 Civic Center Dr	792-7008	D:12
* For all police or fire emergencies, dial 911			

Property Name	Address	Street	City	State	Zip Code	Service	Service Zone	Gallon Cart		CY Dumpster			Notes
								64	96	2	3	4	
Roseville City Hall	2660	Civic Center Dr	Roseville	MN	55113	Weekly	TuRsvBL		9				
Roseville Skating Center	2661	Civic Center Dr	Roseville	MN	55113	Weekly	TuRsvBL		2			1	
Cedarholm Golf Course (Roseville)	2323	Hamline Ave N	Roseville	MN	55113	Weekly	WeRsvGR		5				
Roseville Public Works Garage	1140	Woodhill Dr	Roseville	MN	55113	Weekly	TuRsvBL		16			1	Cardboard Recycling Dumpster
Roseville Fire Station	2701	Lexington Ave	Roseville	MN	55113	Weekly	TuRsvBL		2				
Wildlife Rehabilitation Center	2530	Dale St N	Roseville	MN	55113	Weekly	MoRsvGR		9				
Roseville License Center	2737	Lexington Ave	Roseville	MN	55113	ON CALL	TuRsvBL		2				
Other mutually agreed upon city facilities													

Property Name	Address	Street	City	State	Zip Code	Service Level	Service Zone	Gallon Cart		CY Dumpster			Notes
								64	96	2	3	4	
Acorn Park	286	County Rd C W	Roseville	MN	55113	EOW	MoRsvGr		4				
Applewood Overlook	2838	Arona St	Roseville	MN	55113	EOW	WeRsvBL		1				
Autumn Grove Park	1365	Lydia Ave W	Roseville	MN	55113	EOW	WeRsvBL		6				
Bruce Russell Park	1175	Roselawn Ave W	Roseville	MN	55113	EOW	ThRsvBL		2				
Central Park Lexington	2540	Lexington Ave N	Roseville	MN	55113	EOW	MoRsvGR	20					
Central Park Victoria	2495	Victoria St N	Roseville	MN	55113	EOW	MoRsvGR	17					
Central Park Victoria Ballfields	2490	Victoria St N	Roseville	MN	55113	EOW	MoRsvGR	12					
Concordia Park	2394	Dale St N	Roseville	MN	55113	EOW	MoRsvGr		2				
Evergreen Park	1810	County Rd B W	Roseville	MN	55113	EOW	FrRsvGR	7					
Howard Johnson Park	1260	Woodhill Dr	Roseville	MN	55113	EOW	TuRsvBL		2				
Keller Mayflower Park	2070	Fernwood St	Roseville	MN	55113	EOW	ThRsvBL		1				
Langton Lake Park	1894	County Rd C2 W	Roseville	MN	55113	EOW	WeRsvBL		3				
Mapleview Park	2917	Matilda St	Roseville	MN	55113	EOW	MoRsvBL		2				
Oasis Park	1700	County Rd C2 W	Roseville	MN	55113	EOW	WeRsvBL		2				
Owasso Ballfields	2659	Victoria St N	Roseville	MN	55113	EOW	TuRsvBL		2				
Owasso Hills Park	593	Owasso Hills Dr	Roseville	MN	55113	EOW	MoRsvBL		1				
Pocohontas Park	2540	Pascal St	Roseville	MN	55113	EOW	WeRsvGr		2				
Reservoir Woods Park	1901	Alta Vista Dr	Roseville	MN	55113	EOW	ThRsvGR		5				
Rosebrook Park	2590	Fry St	Roseville	MN	55113	EOW	WeRsvGr		6				
Sandcastle Park	3060	Patton Rd	Roseville	MN	55113	EOW	WeRsvBL		3				
Veterans Park	1135	Woodhill Dr	Roseville	MN	55113	EOW	TuRsvBL		1				
Villa Park	2055	Cohansey Blvd	Roseville	MN	55113	EOW	ThRsvGR		4				
Central Park Dale (Nature Center / Arboretum / Soccer Fields)	2520	Dale St N	Roseville	MN	55113	Weekly	MoRsvGR		9				



Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Acorn Park

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/2/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
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Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling
Applewood Overlook

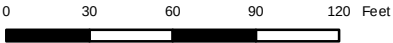
Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Autumn Grove Park

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

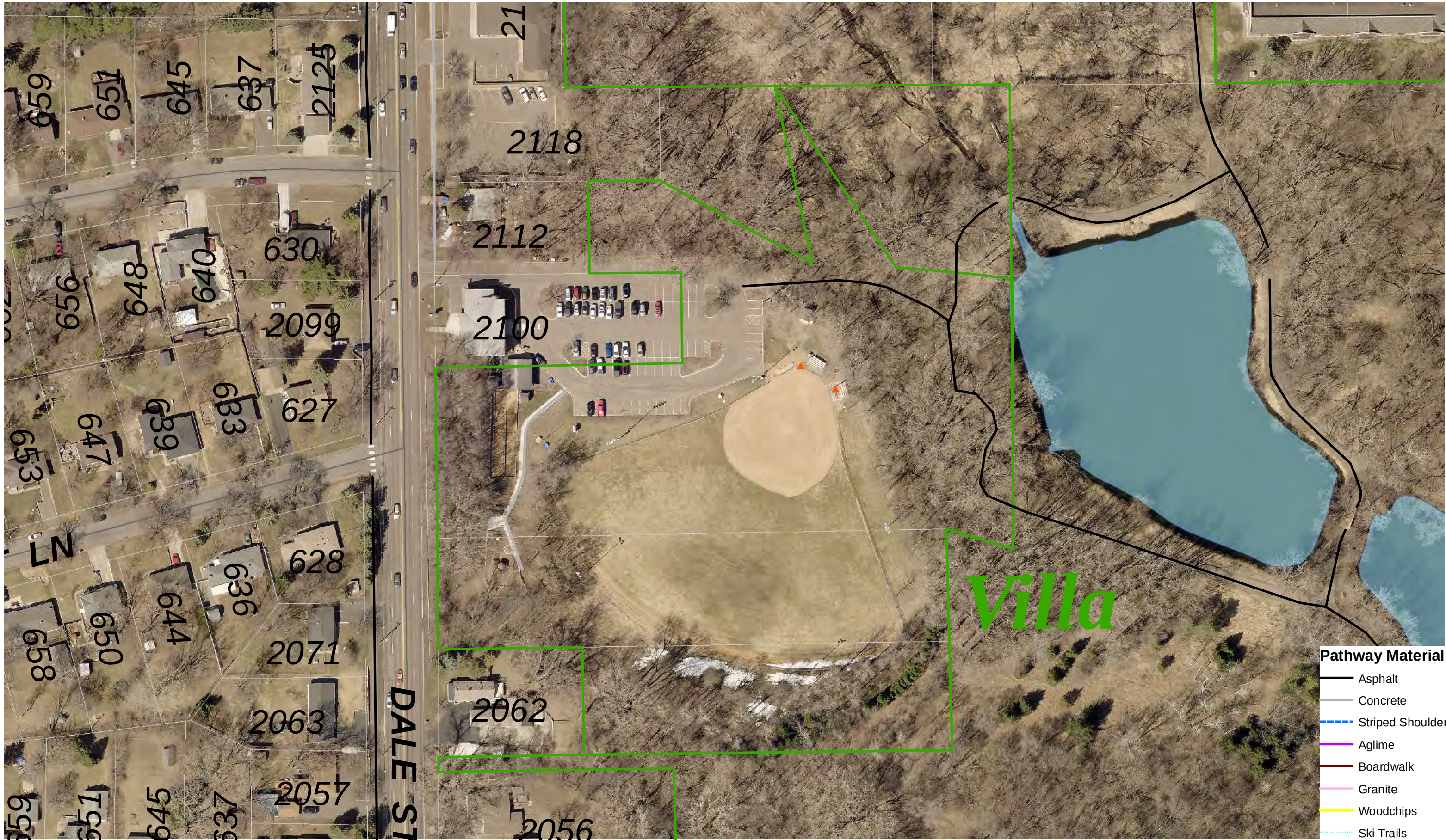
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**Municipal Parks Recycling
B-Dale Fields**

Prepared by:
Engineering Department
December 03, 2020

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

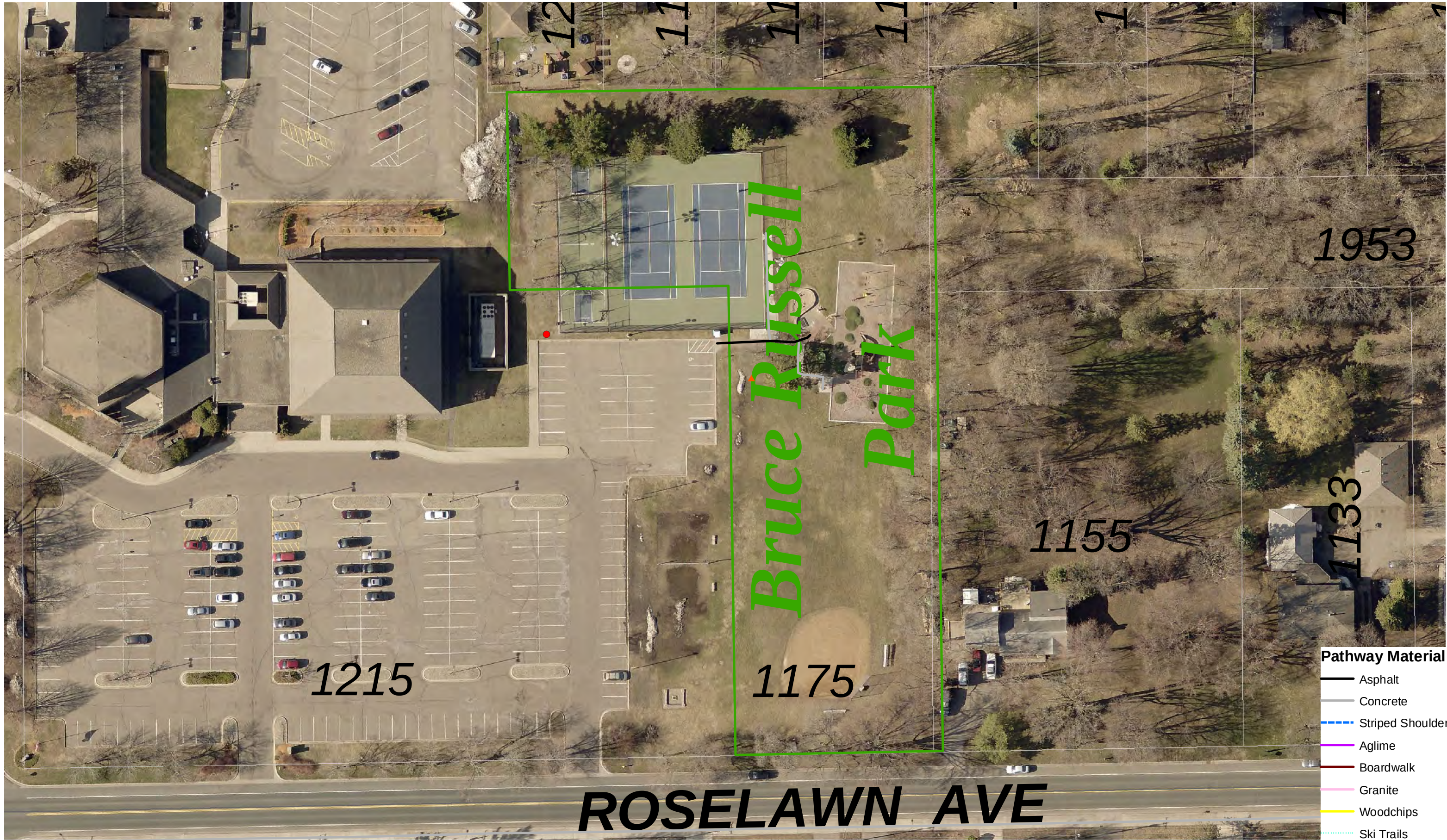
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Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Bruce Russell Park

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

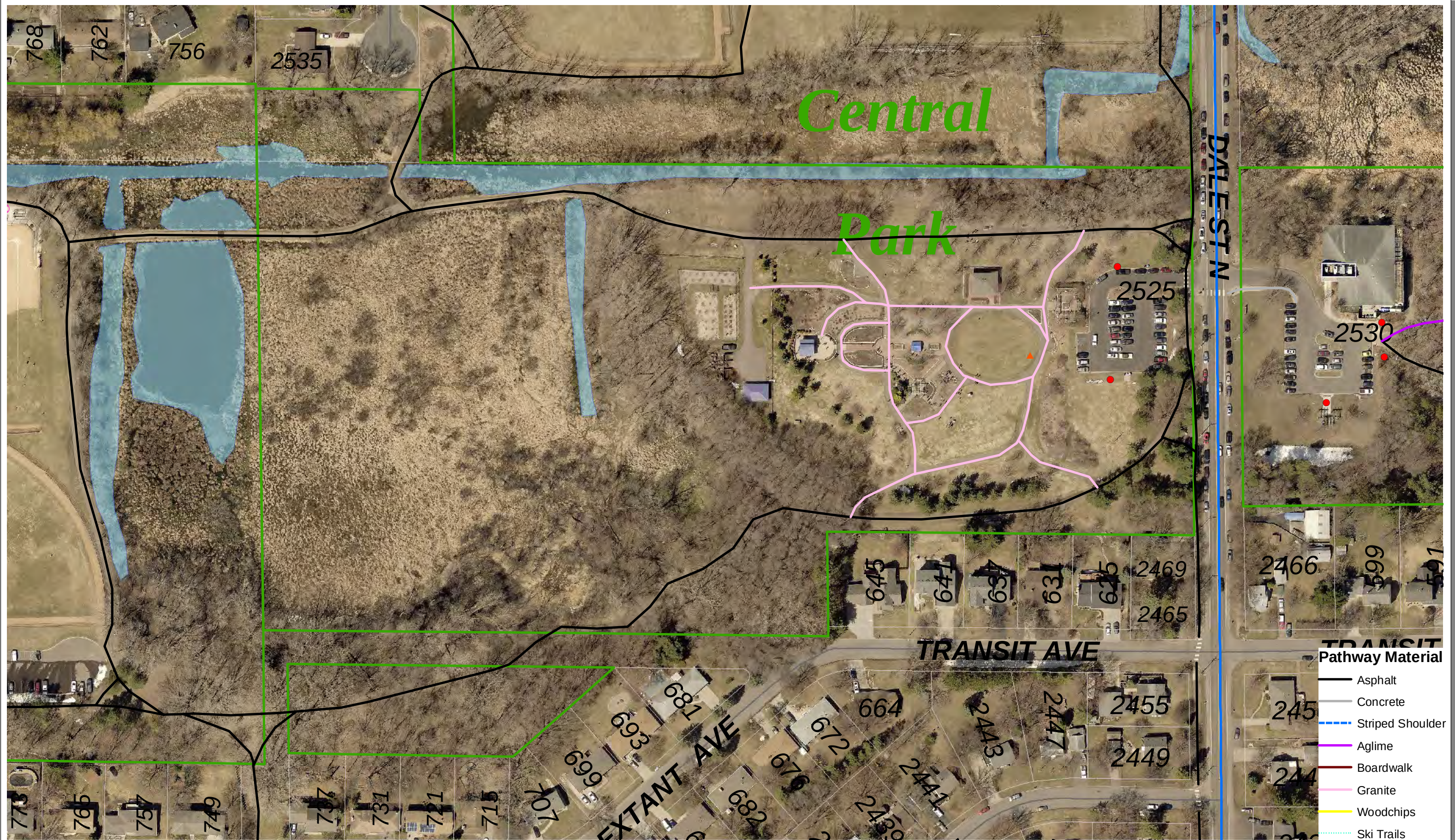
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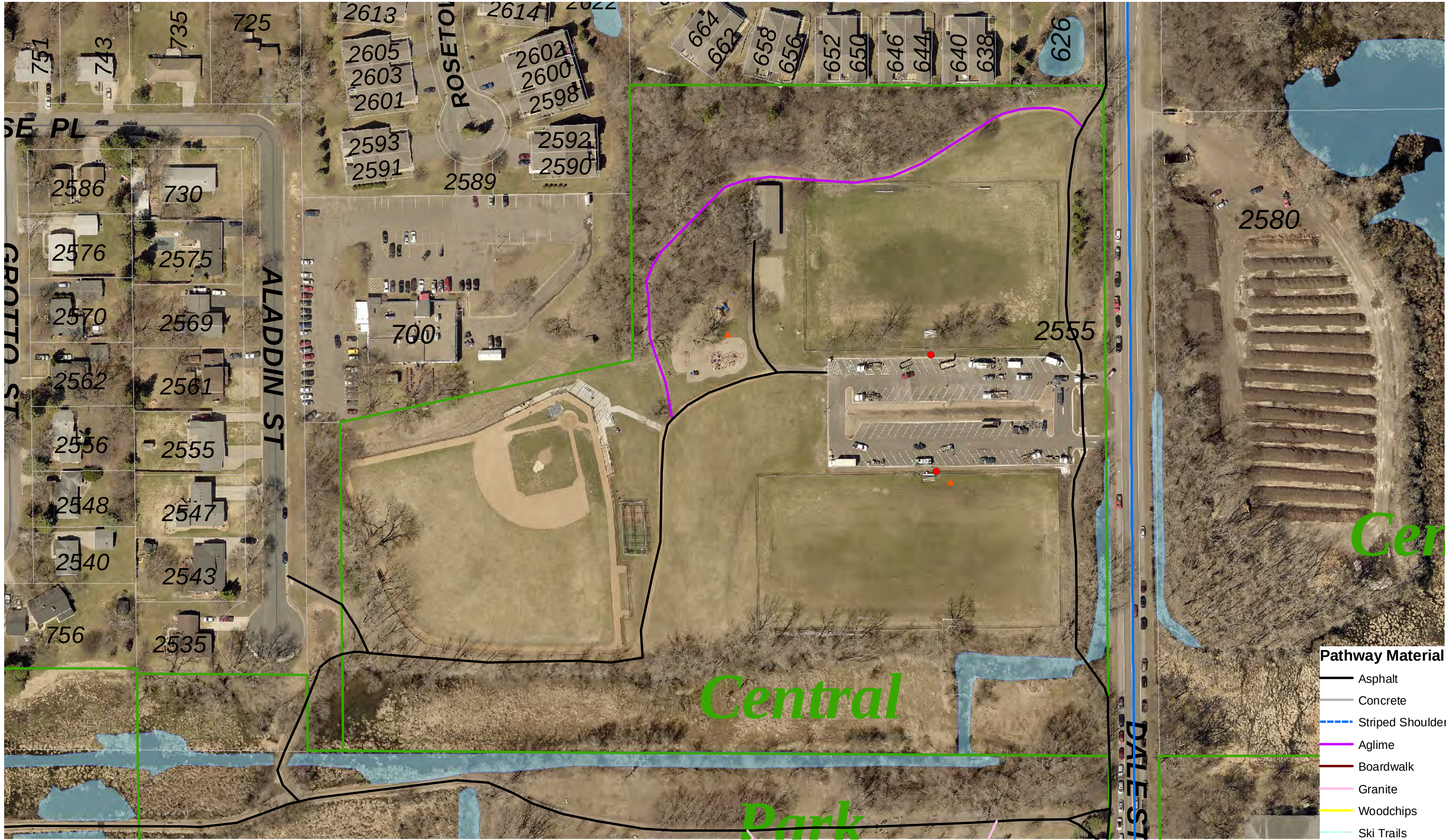
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map: Parks Recycling.pdf





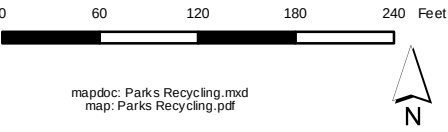


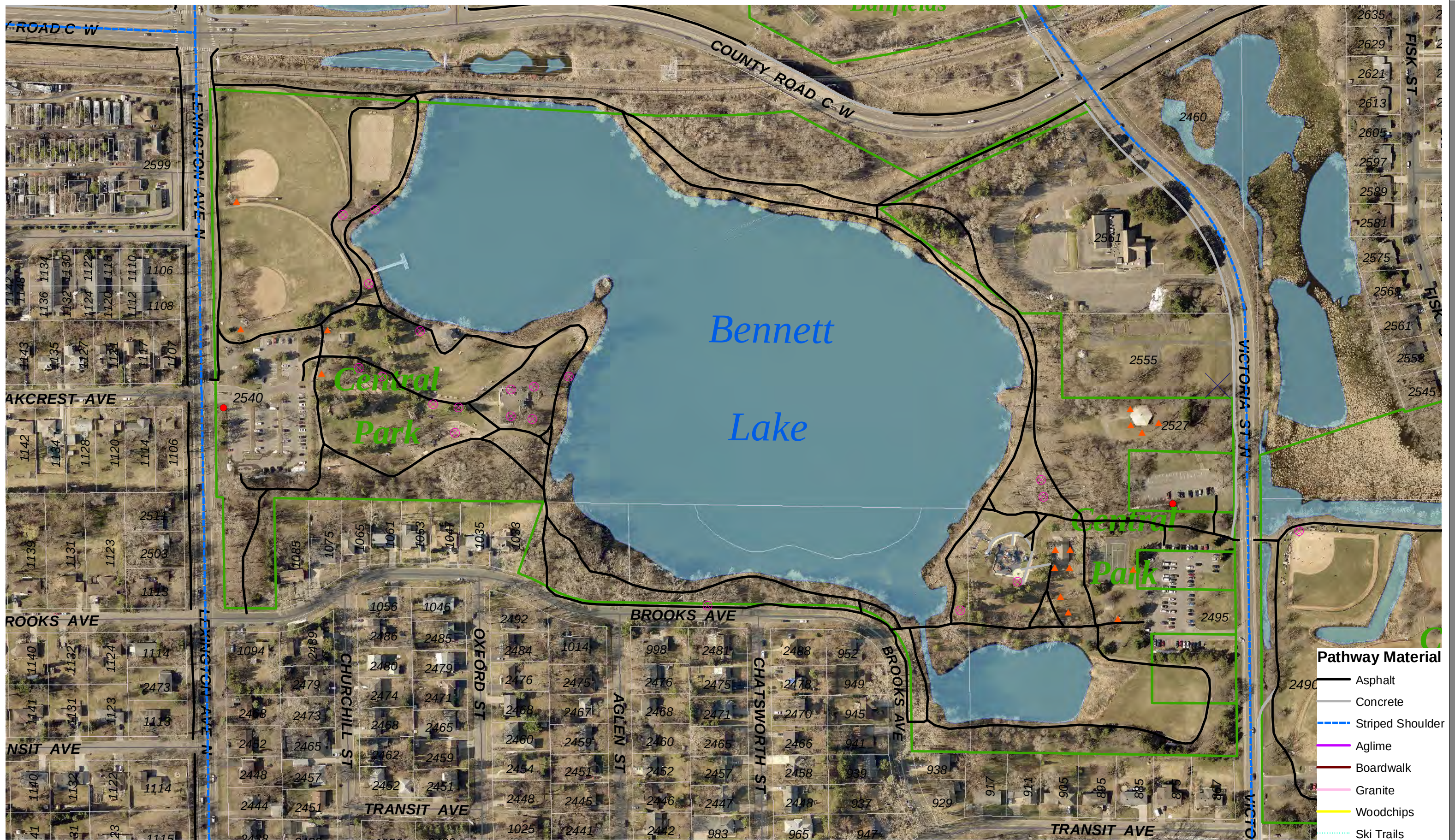
**Municipal Parks Recycling
Central Park - Dale West**

- Parks Recycling Containers**
Location
- Parking Lot
 - ⊗ Pathway
 - ▲ Walkup

Data Sources and Contacts:
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Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Central Park - Lexington

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

Data Sources and Contacts:

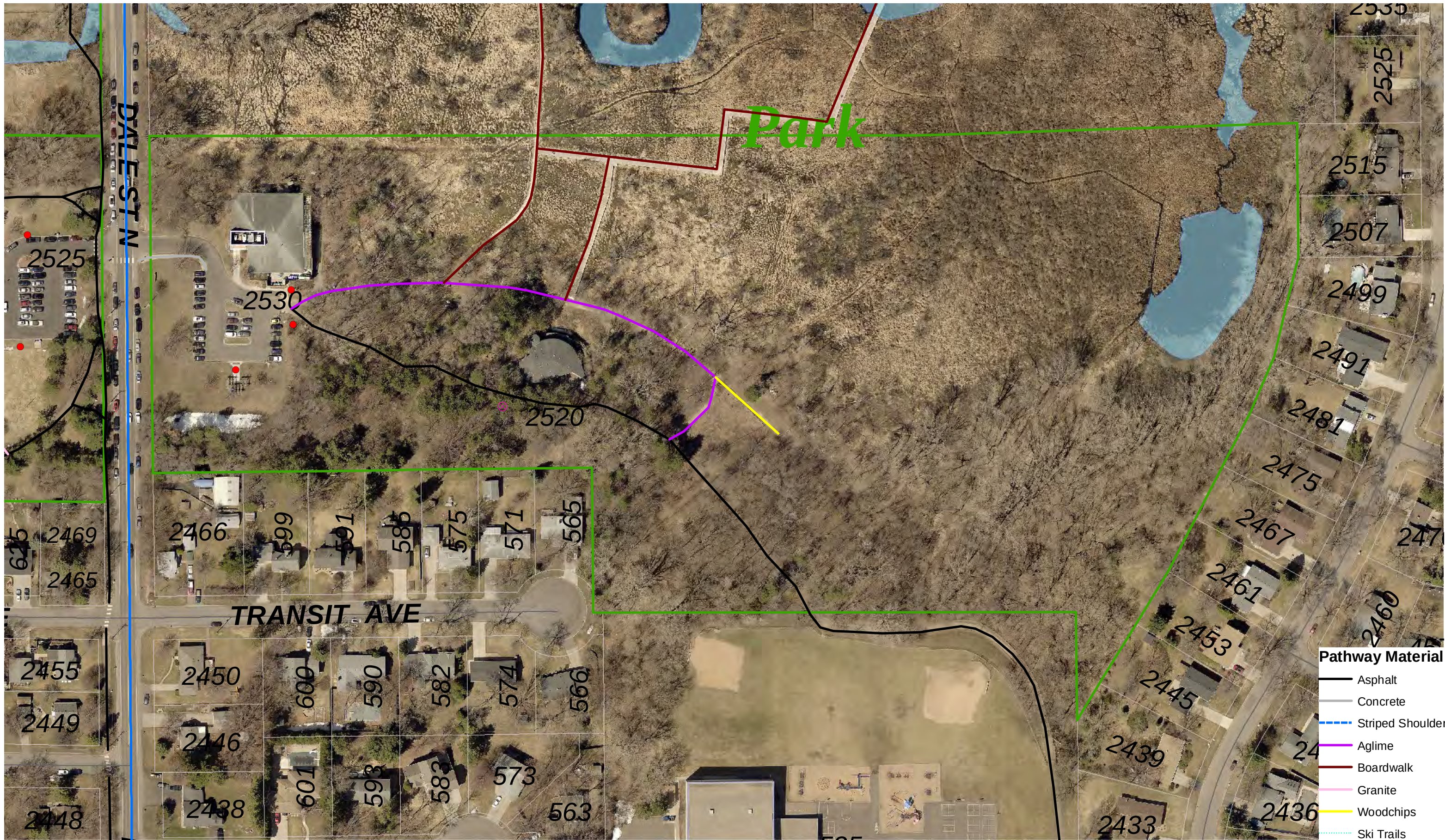
* Ramsey County GIS Base Map (11/2/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact
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0 110 220 330 440 Feet

mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf





Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Central Park - Nature Center

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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0 60 120 180 240 Feet

mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf





Pathway Material

- Asphalt
- Concrete
- Striped Shoulder
- Aglime
- Boardwalk
- Granite
- Woodchips
- Ski Trails

Parks Recycling Containers

Location

- Parking Lot
- Pathway
- Walkup

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0 75 150 225 300 Feet

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map: Parks Recycling.pdf



Prepared by:
Engineering Department
December 03, 2020

**Municipal Parks Recycling
Central Park - Victoria Ballfi**



**Municipal Parks Recycling
Central Park - Victoria West**

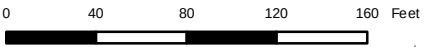
Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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map: Parks Recycling.pdf





Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling
Central Park North

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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0 75 150 225 300 Feet

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Prepared by:
Engineering Department
December 03, 2020

**Municipal Parks Recycling
Concordia Park**

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

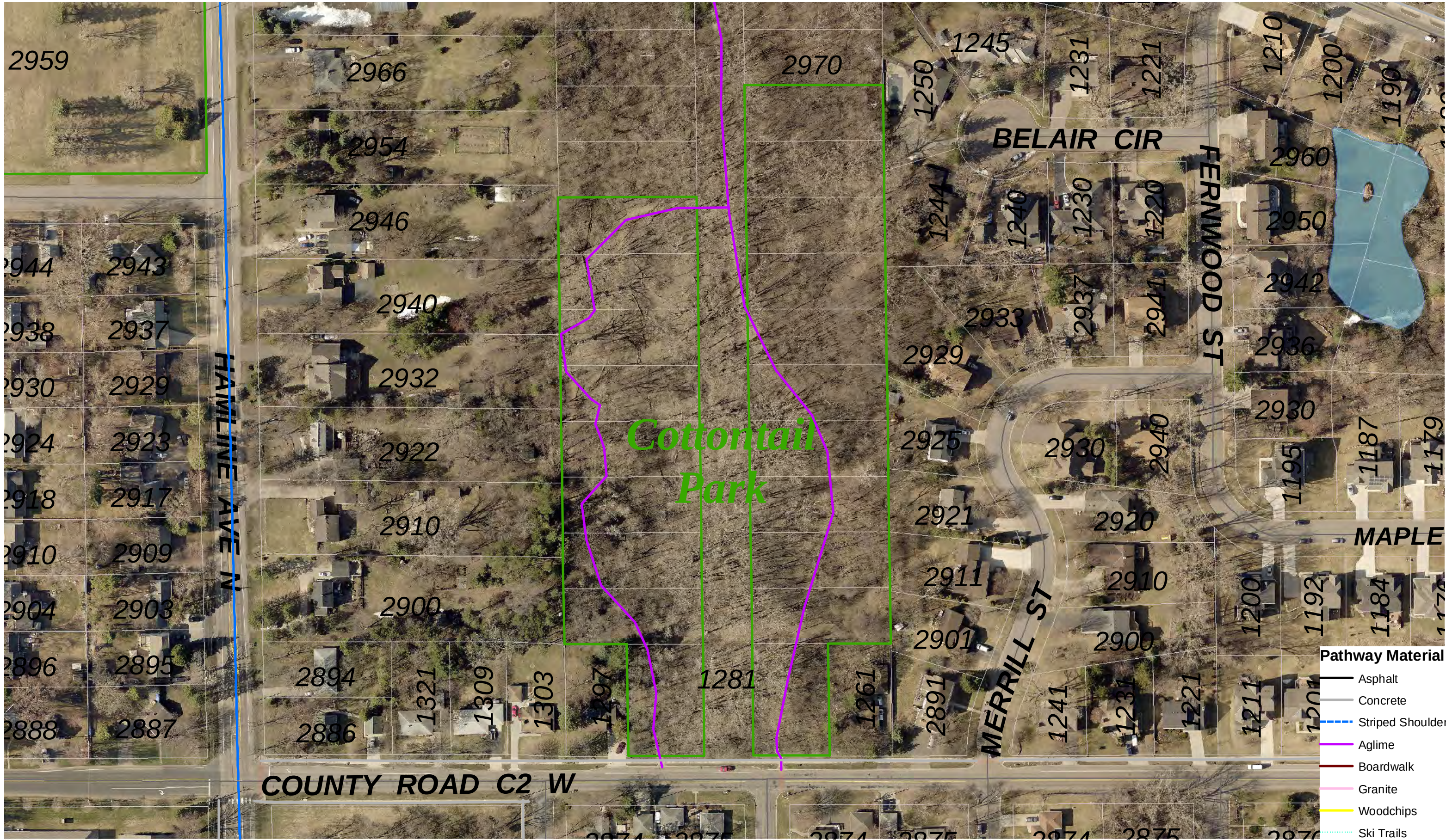
Data Sources and Contacts:
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0 40 80 120 160 Feet

mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf





Prepared by:
Engineering Department
December 03, 2020

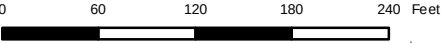
Municipal Parks Recycling
Cottontail Park

Parks Recycling Containers

- Location
- Parking Lot
 - ⊗ Pathway
 - ▲ Walkup

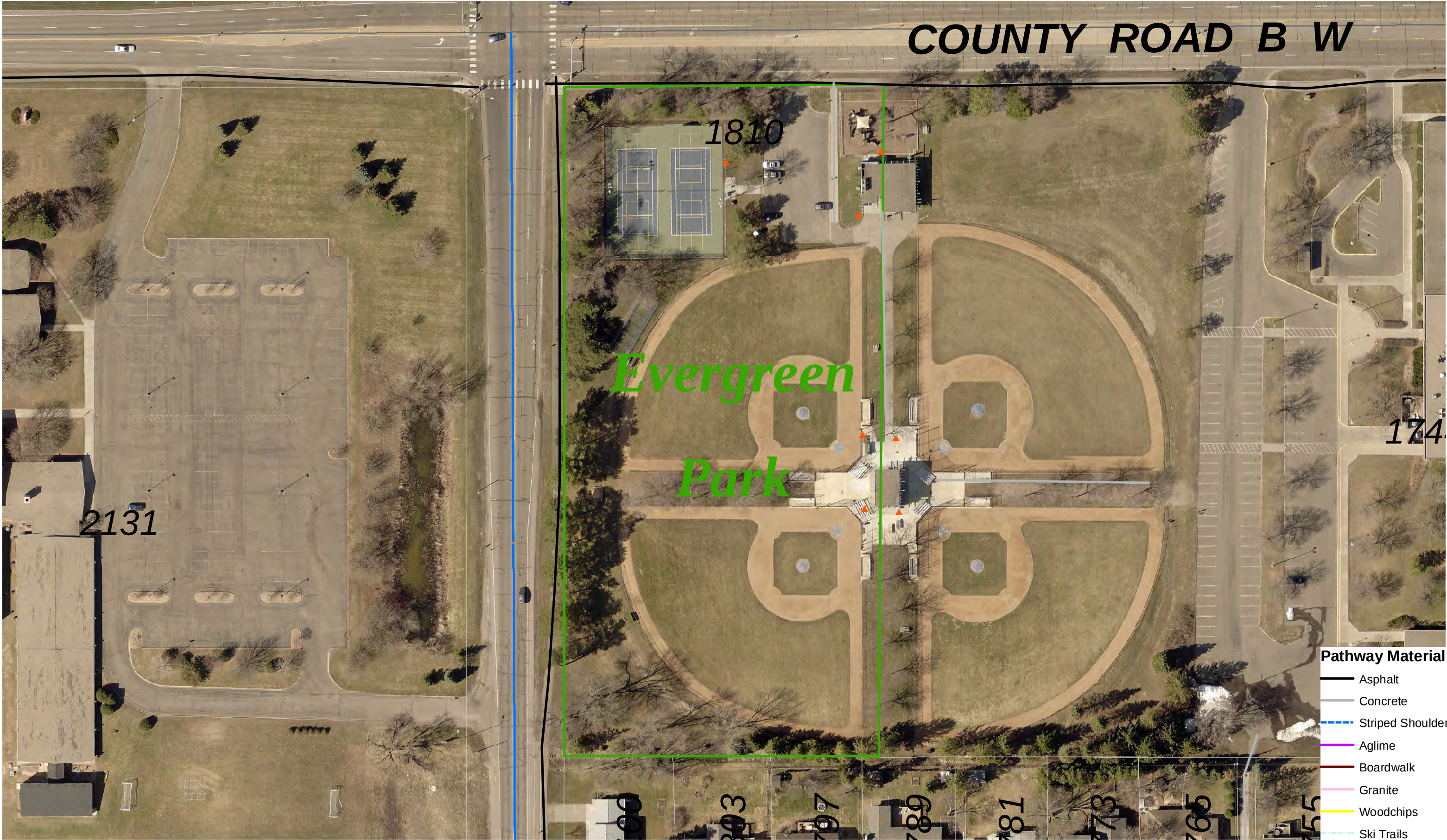
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map: Parks Recycling.pdf



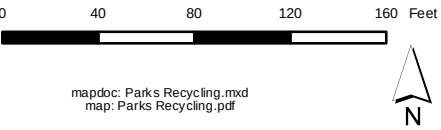


**Municipal Parks Recycling
Evergreen Park - Leased**

- Parks Recycling Containers**
Location
- Parking Lot
 - ⊗ Pathway
 - ▲ Walkup

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**Municipal Parks Recycling
Langton Lake Park**

Prepared by:
Engineering Department
December 03, 2020

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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0 220 440 660 880 Feet

mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf





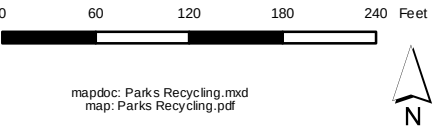


**Municipal Parks Recycling
Materion Park**

- Parks Recycling Containers**
Location
- Parking Lot
 - ⊗ Pathway
 - ▲ Walkup

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Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Oasis Park

Parks Recycling Containers

- Location
- Parking Lot
 - Pathway
 - Walkup

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map: Parks Recycling.pdf







Pathway Material

- Asphalt
- Concrete
- Striped Shoulder
- Aglime
- Boardwalk
- Granite
- Woodchips
- ... Ski Trails



Municipal Parks Recycling Owasso Hills Park

Prepared by:
Engineering Department
December 03, 2020

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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0 60 120 180 240 Feet

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map: Parks Recycling.pdf





Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Pioneer Park

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

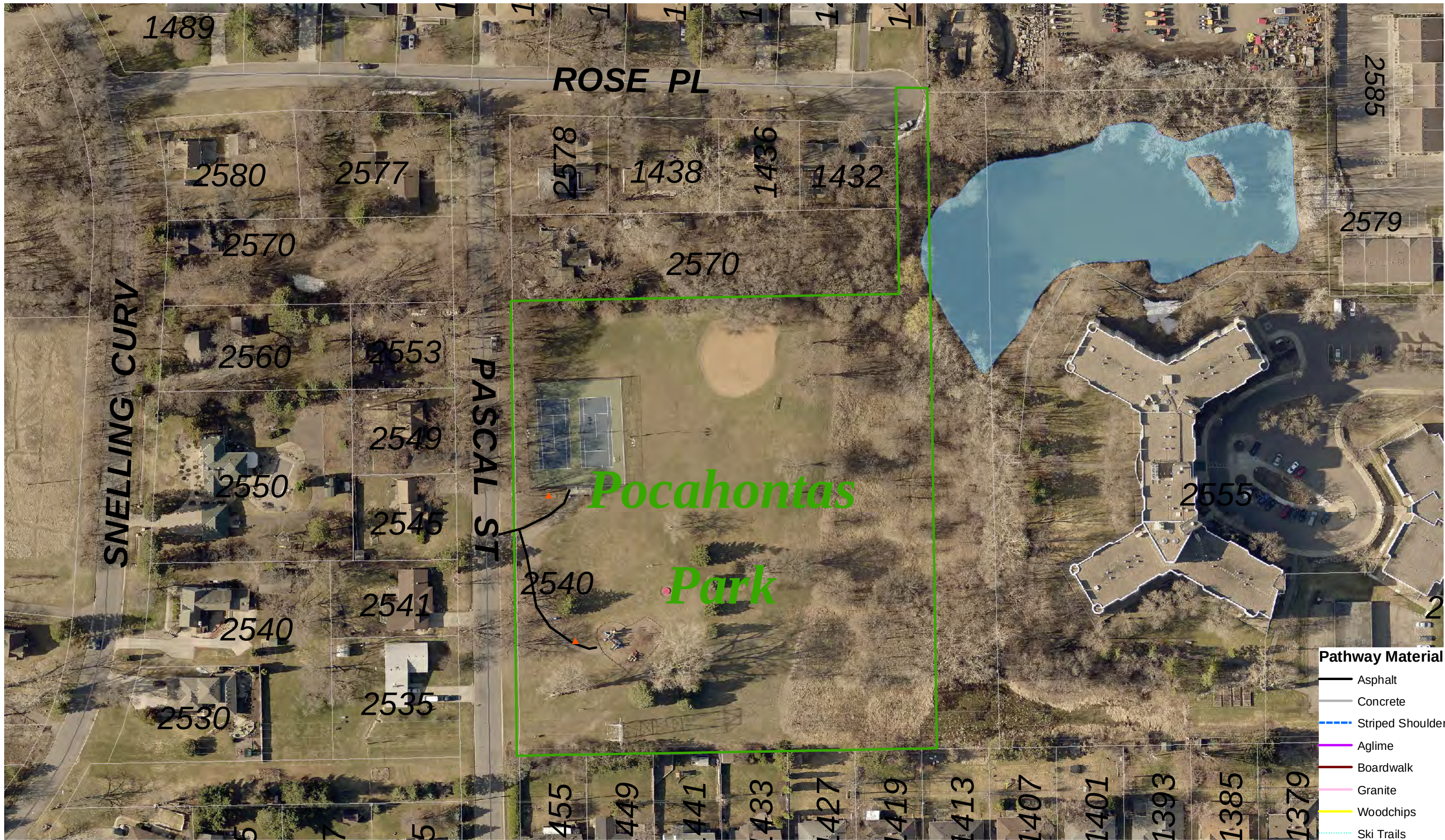
Data Sources and Contacts:
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0 25 50 75 100 Feet

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Prepared by:
Engineering Department
December 03, 2020

Municipal Parks Recycling Pocahontas Park

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

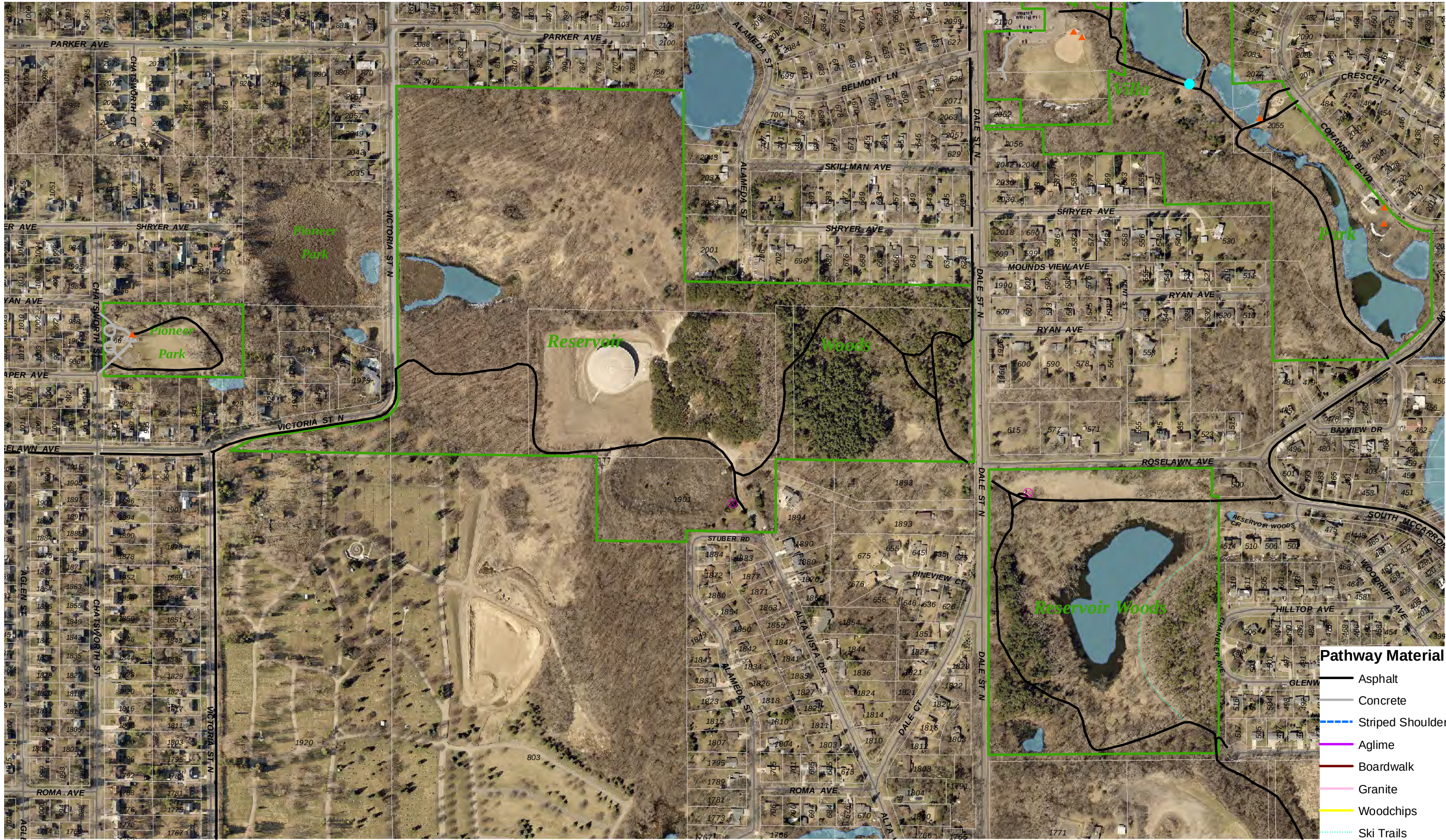
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0 50 100 150 200 Feet

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**Municipal Parks Recycling
Reservoir Woods - Leased**

- Parks Recycling Containers**
Location
- Parking Lot
 - ⊗ Pathway
 - ▲ Walkup

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Municipal Parks Recycling
Rosebrook Park

Prepared by:
Engineering Department
December 03, 2020

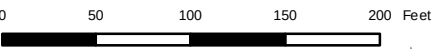
Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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map: Parks Recycling.pdf



Pathway Material

- Asphalt
- Concrete
- Striped Shoulder
- Aglime
- Boardwalk
- Granite
- Woodchips
- Ski Trails



Pathway Material

- Asphalt
- Concrete
- Striped Shoulder
- Aglime
- Boardwalk
- Granite
- Woodchips
- Ski Trails



Municipal Parks Recycling
Sandcastle Park

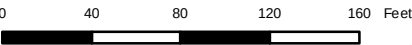
Parks Recycling Containers

Location

- Parking Lot
- Pathway
- Walkup

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Prepared by:
Engineering Department
December 03, 2020

**Municipal Parks Recycling
Tamarack Park**

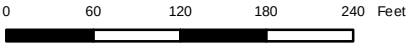
Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

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mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf





**Municipal Parks Recycling
Valley Park**

Prepared by:
Engineering Department
December 03, 2020

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/2/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf





Prepared by:
Engineering Department
December 03, 2020

**Municipal Parks Recycling
Veterans Park**

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

Data Sources and Contacts:
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* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
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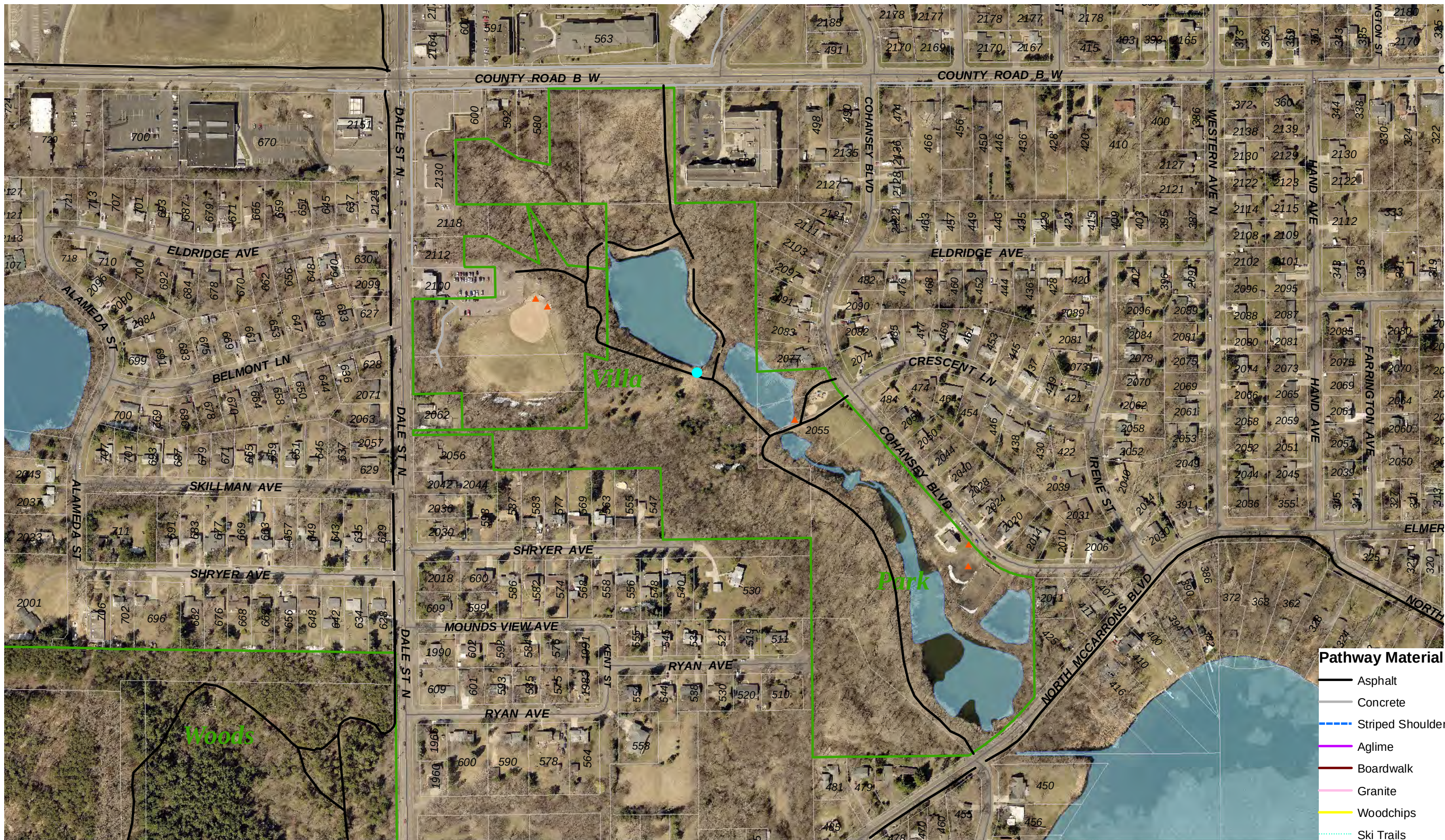
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map: Parks Recycling.pdf



Pathway Material

- Asphalt
- Concrete
- - - Striped Shoulder
- Aglime
- Boardwalk
- Granite
- Woodchips
- - - Ski Trails



Municipal Parks Recycling
Villa Park

Prepared by:
Engineering Department
December 03, 2020

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/2/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf





**Municipal Parks Recycling
Willow Pond Park**

Parks Recycling Containers

Location

- Parking Lot
- ⊗ Pathway
- ▲ Walkup

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/2/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
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mapdoc: Parks Recycling.mxd
map: Parks Recycling.pdf



Exhibit E
List of Current Opt-in Program Establishments

Property Name	Entity	Address	Street	City	State	Zip Code	Service Level	Service Zone	Gallon Cart		CY Dumpster			Notes
									64	96	2	3	4	
Luthern Church of the Resurrection	Church	3115	Victoria Street North	Roseville	MN	55113	EOW	TuRsvBL		1				
Saint Christopher	Church	2300	Hamline Avenue North	Roseville	MN	55113	EOW	TuRsvGr		1				
Sandy & Friends	Business	1700	Hamline Avenue North	Roseville	MN	55113	EOW	ThRsvBL		1				
Roseville Baptist Church	Church	211	County Road B2 West	Roseville	MN	55113	EOW	MoRsvGR		1				
Prince of Peace	Church	2561	Victoria Street North	Roseville	MN	55113	EOW	TuRsvGr		6				
Saint Michael's Lutheran Church	Church	1660	County Road B West	Roseville	MN	55113	EOW	FrRsvGR		3				
Galilee Lutheran Church	Church	145	McCarrons Blvd North	Roseville	MN	55113	EOW	ThRsvGR		1				
Centennial United Methodist Church	Church	1524	West County Road C2	Roseville	MN	55113	EOW	WeRsvBL		1				
Real Life Church	Church	2353	Chatsworth Street North	Roseville	MN	55113	EOW	TuRsvGr		2				
Saint Rose of Lima	Church	2047	Hamline Avenue North	Roseville	MN	55113	EOW	ThRsvBL		2				
Rose Hill Alliance Church	Church	2105	Roselawn Avenue West	Roseville	MN	55113	EOW	FrRsvBL		1				
My Salon Suite	Business	1721	County Road B2 W	Roseville	MN	55113	Weekly	WeRsvGr		1				
State Farm	Business	2201	Lexington Ave	Roseville	MN	55113	Weekly	ThRsvBL		1				
Bethany Baptist Church	Church	2025	Skillman Avenue W	Roseville	MN	55113	EOW	FrRsvBL		1				
New Life Presbyterian Church	Church	965	Larptenteur Ave W	Roseville	MN	55113	EOW	ThRsvBL		2				
Hamline Construction Company	Business	1901	Oakcrest Ave, Ste 10	Roseville	MN	55113	EOW	WeRsvGr		2				
Mark-It Graphics	Business	2340	Lexington Ave	Roseville	MN	55113	EOW	TuRsvGr		1				
Astound Video	Business	2167	Lexington Ave N.	Roseville	MN	55113	EOW	ThRsvBL		2				
Laura J Wild Dentistry	Business	2960	Snelling Ave N	Roseville	MN	55113	Weekly	WeRsvBL		1				
C.O. Lynch Enterprises	Business	2655	Fairview Ave N	Roseville	MN	55113	Weekly	WeRsvGr		2				
Angela Larson Real Estate	Business	1705	Marion St	Roseville	MN	55113	Weekly	ThRsvGR		1				

Exhibit F

List of Acceptable and Not-Acceptable Recyclables*

(With current resident preparation instructions)

Exhibit F

List of Acceptable and Not-Acceptable Recyclables*

(With current resident preparation instructions)

Acceptable items:

Paper:

- ♦ Cardboard & delivery pizza boxes
(Must be flattened and small enough to fit in the cart)
- ♦ Newspaper
(With inserts)
- ♦ Milk cartons & juice boxes
(Rinse clean, replace caps)
- ♦ Carrier Stock and other boxboard
(Pop and beer boxes. Please remove plastic liners or bags, flatten)
- ♦ Magazines, mail, phonebooks, office paper

Glass:

- ♦ Glass bottles & jars
(Rinse clean, remove caps and lids)

Plastic:

- ♦ Most plastic food & beverage containers
(Empty, rinse, put caps or lids back on when you can. #1, #2 and #5 accepted;
(excluding black plastic)

Metal:

- ♦ Steel & aluminum cans, aerosol cans, foil & trays,
cardboard food tubers with metal ends
(Rinse clean, label are OK)

Clothes and Textiles:

- ♦ Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts,
coats, hats, gloves, and shoes and boots
(Must be dry, clean, and free of mold, mildew, and excessive stains)

(*Note: The City encourages the Contractor to explore markets for additional types of Recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written Contract between the City and the Contractor.)

Unacceptable items:

- ◆ No plastic bags
(Do not bag your recycling)
- ◆ Plastic items with plastic codes #3 or #6
- ◆ Batteries
- ◆ Black plastic
- ◆ Bulky items/containers larger than 3 gallons
- ◆ Bottles used for home needle disposal
- ◆ Ceramics or pottery
- ◆ Cords, wires and holiday lights
- ◆ Dishes or cookware
- ◆ Disposable cups, plates or utensils
- ◆ Light bulbs
- ◆ Packaging from toys or electronics
- ◆ Paper egg cartons
- ◆ Plant or landscaping pots
- ◆ Plastic bags or other film plastics
- ◆ Propane tanks or other fuel bottles or tanks
- ◆ Freezer boxes
- ◆ Scrap metal
- ◆ Styrofoam™
- ◆ Tissue paper or napkins

Exhibit G
Annual Costs for Recycling Collection Services

Exhibit G
Annual Costs for Recycling Collection Services

Single Unit & Multi-Unit Dwellings (\$/unit/month)

2022: \$3.98

2023: \$4.12

2024: \$4.26

2025: \$4.41

Parks Collection Costs (\$/cart/month)

	Parking Lot	Walk-Up	Pathway
2022:	\$3.98	\$3.98	\$17.26
2023:	\$4.12	\$4.12	\$17.87
2024:	\$4.26	\$4.26	\$18.49
2025:	\$4.41	\$4.41	\$19.14

Request for Proposals

Comprehensive Recycling Services

City of Roseville, Minnesota

March 2021



Comprehensive Recycling Services

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Attachments

Attachment A	Draft Contract
Attachment B	Proposal Content Checklist
Attachment C	Proposal Submittal Form and Affidavit of Non-Collusion
Attachment D	Respondent Questionnaire
Attachment E	Racial Equity Action Plan
Attachment F	Price Worksheets
Attachment G	List of Trucks and Other Collection Equipment
Attachment H	Acceptance of, or Exceptions to, Draft Contract
Attachment I	Acknowledgement of Receipt of RFP Addenda

1 Introduction

The City of Roseville, Minnesota (City) seeks to enter into a new recycling contract with a company to provide comprehensive residential recycling services for the City. Those services include collection, processing, marketing, staffing for recycling information at special events, and public education.

The Request for Proposals (RFP) packet, together with all attachments and exhibits, defines the service standards and specifications and proposal requirements of the Comprehensive Recycling Program for the City of Roseville.

For the purpose of this RFP, the City of Roseville has identified 9,434 Residential Dwelling Units, defined as stand-alone Single Unit Dwellings, duplexes, triplexes, fourplexes, and townhomes. These units will be serviced “curbside” as Single Unit Dwellings, as specified herein. The City has identified 6,574 Multi-Unit Dwellings, as detailed in the draft Contract - Exhibit B, are defined as units in five or more unit buildings or mobile home parks. These units are serviced as multi-units, as specified herein. The City allows other organizations (e.g., faith organizations) and small businesses to opt-in to the curbside recycling program, as long as the composition of materials is similar. There are 21 additional opt-in locations with a total of 34, 96-gallon carts. The program also currently includes 23 City Parks and 7 City buildings as part of the recycling collection service as detailed in draft Contract – Exhibit D.

Among the goals of the City are to maximize recovery of recyclables from all residents in the City, to market materials so they achieve their highest and best use, to achieve the most cost-effective solution, and to encourage innovation in recycling and waste diversion.

Roseville residents have identified a city-wide goal to be an environmentally healthy community, and residents have identified various community values that environmental programs such as recycling should incorporate.

Those community values expressed by residents include:

- ◆ Collection operations consisting of:
 - ▶ Clean and quiet pickup and transport;
 - ▶ Low impact on street pavement (size and weight of trucks);
 - ▶ Easy participation effort including use of single-stream collection and processing operations;
 - ▶ Ability to collect more materials as markets become available, notably food scraps;
 - ▶ Efficiently recycled (local markets, highest and best use for material);
 - ▶ State-of-the-art collections at City parks and other municipal facilities; and

- Effective Multi-Unit Dwelling recycling.
- ♦ Resident and community engagement efforts, which include:
 - Voluntary expansion to business collection;
 - Effective, frequent education of residents with success rate measurement;
 - Incorporation of community involvement;
 - Annual report to the City that includes information on end use of collected materials;
 - Identification, outreach, and engagement to low participating communities; and
 - Outreach using electronic communications, such as effective web site including a Roseville-specific web page; mobile apps.
- ♦ Minimizing environmental impacts, which includes:
 - Expanding Zero Waste Education Events;
 - Reduced carbon footprint within services provided to Roseville residents;
 - Use of clean diesel technology and natural-gas-powered vehicles;
 - Public education and leadership on environmental protection and natural resource conservation issues, including environmentally preferred purchasing (EPP); and
 - Local Material Recovery Facilities (MRF) locations and operations that are efficient and that minimize negative environmental impacts.

2 Diversity, Equity and Inclusion

The City strongly values racial equity and inclusion. All proposals should reflect this in how services are proposed to be performed. All Respondents must state how their organization's values, policies, programs and practices reflect Roseville's DEI values. The City's DEI policy statement states:

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn discrimination by or against residents, visitors, workers, City employees or City businesses. In all that we do as a City government, we pledge to treat everyone fairly, respectfully, and without bias, regardless of their color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

2.1 Racial Equity

Racial equity is when race can no longer be used to predict success and outcomes for all groups are improved.

2.1.1 Background

In 2018, a team of 14 Roseville staff members representing every department at the City participated in a year-long racial equity training. The League of Minnesota Cities (LMC) and the Government Alliance on Race and Equity (GARE) facilitated the program.

Race is consistently a primary indicator of a person's success and wellness in society and government has historically played a role in creating barriers and inequities. These actions have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.

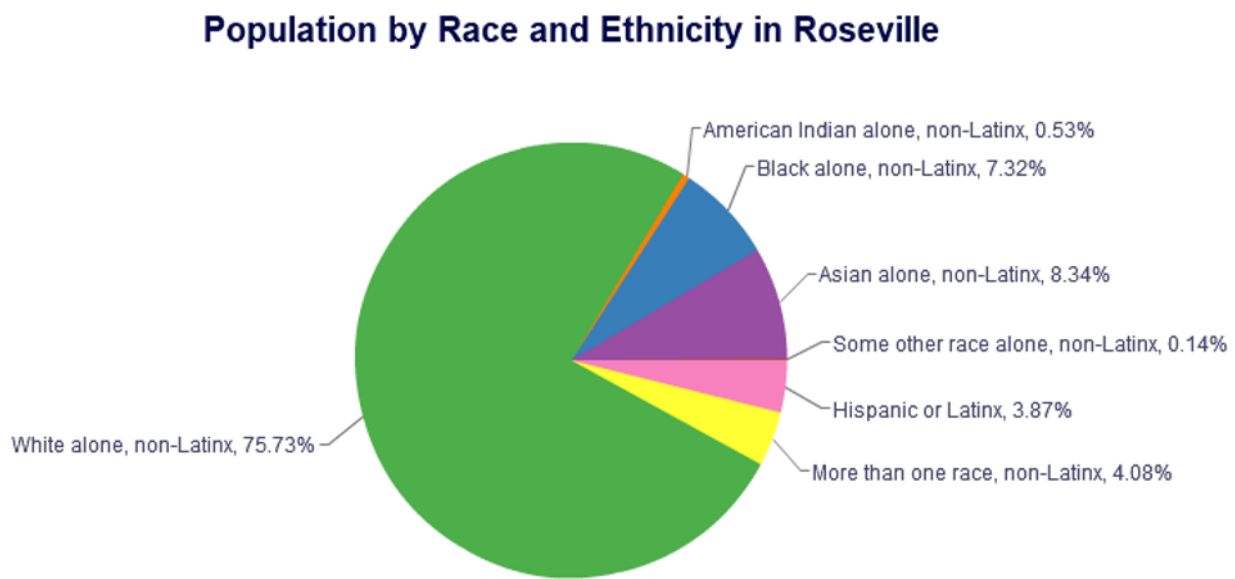
2.1.2 Goals

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity. To accomplish this goal, all City departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services. The City of Roseville is committed to taking tangible steps to normalize, organize, and implement racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

The City's Racial Equity Action Plan is included as part of this RFP packet as Attachment E. The goal in this Action Plan is that *"All people of Roseville are welcomed, included and*

respected.” The Action Plan’s community indicator B states that “Roseville’s workforce reflects the diversity of the community across the breadth and depth of the organization.” The outcome related to contracting states that “The City establishes a policy to hire contractors who use a workforce that reflects Roseville’s racial equity plan.” The relevant action states “Contracts are reviewed for inclusion language to address hiring of contractors with a racially diverse workforce.” Respondents to this RFP are required to address these policies in their responses to the RFP Questionnaire as Attachment D.

Below is a [graphic description](#) of the [population by race and ethnicity in Roseville](#) as reported by the Metropolitan Council of the Twin Cities Area derived from data from the U.S. Census Bureau, American Community Survey (2014 – 2018).



Source: U.S. Census Bureau [Decennial Census](#) or [American Community Survey](#).

2.2 Working Conditions and Employment Structure

Roseville believes that all employees of its contractors should be treated with respect and provided a safe, healthy working environment. Working conditions must be as safe as possible meeting all local, state, and federal policies, guidelines, rules, and laws. Labor policies should fully respect the rights of all employees. The City prefers to work with a Contractor that provides equitable hiring and fair compensation policies and practices.

3 Background and History

Roseville has contracted for curbside recycling of Single Unit Dwellings (SUDs), duplexes, triplexes, and fourplexes since July 1987. Once-a-month collection occurred from July 1987 to July 1988, twice-a-month collection from August 1988 to December 1998, every-other-week collection from January 1999 to April 2006, weekly collection from April 2006 to February 2014, and every-other-week collection has occurred at SUDs since March 2014.

The program began with collection of old newspaper and aluminum cans. Over the years, commodities have been added to include collection of old magazines, old corrugated containers, household office paper and mail, boxboard, phone books, carrier stock cardboard, aseptic packaging, glass bottles and jars, steel food cans, polyethylene terephthalate (PET) and high-density polyethylene (HDPE) plastic bottles, pizza boxes, and clothing and textiles.

In 1999, Roseville switched from a multi-sort (a.k.a., “source-separated”) recycling system to a two-sort system. In 2014, Roseville switched to a single-stream program, using Recycling carts owned and managed by the contractor, collected every other week.

Participation rates reported by the City’s current contractor were between 56% and 71% from 1999 to 2007, between 74% and 82% from 2007 to 2012, between 76% and 93% for 2013 and 2014, and between 92% and 97% for 2015 through 2019. City-wide recycling tonnages were fairly constant, ranging from 2,900 to 3,300 tons collected annually since the program began. (See Contract Exhibit C for details.)

Multi-Unit Dwellings were added to the program in 2003. Currently there are 103 buildings with a total of 6,574 units in the program. All new multi-unit buildings are required to join the program. There are currently 9 new multi-unit buildings under development in the City, with approximately 1,252 new units coming online over the next few years.

Municipal buildings have been serviced under the contract since 2005, at no additional collection cost to the City. Historically the City included City Hall, multiple fire stations, License Center, Cedarholm Community Building, and multiple parks where walk up service was required. Currently the City has 7 buildings with weekly service, and the License Center is on-call. In total, there are 42, 96-gallon carts, and two 4-CY dumpsters to service at these locations (Exhibit D). Other mutually agreed upon municipal facilities can be added as needed.

The City expanded recycling services into the park system in 2017, where 34 stops were added for a pilot program. The pilot helped the City analyze the service level needs, determine ideal spots for Recycling carts, and determine the optimum seasonal collection schedule. Currently there are 23 City Parks and 114 carts with weekly, or every other week, service around the City. Collection of the recyclables varies between drive up, walk up, and servicing carts on a pathway (Exhibit D). Other mutually agreed upon collections at Parks can be added as needed.

4 RFP Process

4.1 Schedule and Proposal Instructions

To the best of its ability, the City will use the following process and schedule shown in Table 1 for its decision-making:

Table 1
Current RFP Schedule*

Event	Date/Time
RFP issued	March 3
Mandatory pre-proposal meeting	March 11 at 1:00 p.m.
Respondents' questions regarding RFP to be submitted to City	March 16 by 4:00 p.m.
Notification of intent submitted to City	March 16 by 4:00 p.m.
City answers to questions issued to pre-proposal meeting attendees	March 25 by 4:00 p.m.
Proposals due to City	April 2 by 4:00 p.m.
Interviews of finalists	Week of April 19
Optional tour(s) of designated MRF(s)	Before May 7
City Council meeting to authorize Contract negotiations	May 17
Execution of Contract	June 18 (approximately)

Note:

*These dates are subject to change as the City deems necessary.

All contact by prospective Respondents and their agents regarding the City's RFP and procurement decision-making must only be made with the City's designated contact person, Ryan Johnson, until after final execution of a new recycling Contract. Prospective Respondents are encouraged to contact Mr. Johnson with questions or requests for more information. Other unauthorized contact made with other persons (for example, City staff, elected officials, City residents, County staff, consultants, etc.) may, at the sole discretion of the City, disqualify the Respondent from consideration.

Respondents are required to attend the pre-proposal meeting at 1:00 p.m. on March 11, 2021 at Roseville City Hall. (As an exclusive alternative, the City may schedule an online meeting if needed to provide for COVID-19 safety.) Proposals from Respondents that do not attend the meeting will not be considered.

Respondents' questions, requests for clarification, or requests for more information about this RFP or process must be submitted no later than 4 p.m. March 16, 2021, by email to:

Ryan Johnson, Environmental Manager
Ryan.Johnson@cityofroseville.com

All questions and requests for more information and the City's responses will be summarized in writing and emailed to all parties recorded by the City as having attended the pre-proposal meeting. City responses will be emailed by 4:00 p.m. March 25, 2021.

Respondents interested in responding to this RFP shall notify the City in writing of their interest no later than 4:00 p.m., March 16, 2021, by email to:

Ryan Johnson, Environmental Manager
Ryan.Johnson@cityofroseville.com

Notifications shall include the vendor's name and address, as well as a contact person's name, title, phone number, and email address. It is the responsibility of the vendor to ensure their Notification of Intent are received by the City.

Your proposal shall be submitted to the Engineering Department Office at City Hall no later than 4:00 p.m., April 2, 2021 in a sealed envelope with the name of the proposing company on the outside and addressed as follows:

Enclosed: Recycling Services Proposal.
c/o Ryan Johnson
Environmental Manager
City of Roseville, City Hall
2660 Civic Center Drive
Roseville, MN 55113
Ryan.Johnson@cityofroseville.com

Proposals will be managed in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes §13.591, Subdivision 3 (b).

An electronic copy of the full proposal must be submitted on a universal serial bus (USB) flash drive inside a sealed envelope. The proposal files may be submitted in Microsoft Word or portable document format (PDF).

At a minimum, Respondents must submit a "base scenario" proposal using the fixed-fee price worksheet forms in Attachment F (without risk/revenue sharing). "Alternate proposals" may be submitted in addition to but not instead of the base scenario.

The City will form a proposal review committee to review and analyze the details of the qualified submitted proposals. Finalists will be invited to interview with the review committee to be held the week of April 19 (under the current schedule). The City *may* request tours of the Respondents' designated MRFs during this interview period. Following the interviews and any tour(s) of the designated MRF(s), the committee will recommend proposal rankings to the City Council.

Upon direction from the City Council, City staff will negotiate terms of the final contract with the top-ranked Respondent. If negotiations with the top-ranked Respondent are not successful, the City will negotiate with the second-ranked Respondent, and so on.

After a final draft Contract has been negotiated, City staff will present a recommended Contract to the City Council. The City Council may then award the Contract and authorize staff to execute it.

It is anticipated the new Recycling contract will be executed by approximately June 18, 2021, and collection operations under the new Contract will commence on January 1, 2022. Transition operations under the new Contract, such as cart switches and related public education, may occur prior to collection operations.

4.2 Assumptions to be used for Proposals

The City shall use following assumptions for purposes of evaluating all proposals on the same basis:

- ♦ Annual recyclable tonnage collected curbside under the City contract = 3,300 tons per year.
- ♦ Annual recyclable tonnage collected at Multi-Unit Dwellings under the City contract = 600 tons per year.
- ♦ Single Unit Dwellings and other units that receive curbside service using curbside bins = 9,434 units.
- ♦ Multi-unit dwellings that will receive respective collection service = 6,574 housing units at 94 locations.
- ♦ Annual recyclable tonnage collected at City Parks = 3.5 tons per year

4.3 Proposal Contents

Qualified proposals must include the Proposal Content Checklist (Attachment B) and all items listed on the checklist.

4.4 Proposal Evaluation

Table 2 displays the proposal evaluation criteria and category weightings that will be used to score and rank proposals submitted. Respondents must meet minimum qualifications; this criterion will be evaluated on a “pass/fail” basis as determined by the relevant experience, references, and capacity. The remaining evaluation criteria categories will be evaluated according to the corresponding RFP sections and weights itemized in Table 2.

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
<i>Relevant experience, references and capacity</i>	Pass/Fail
Category	Weight
Project Capability	20%
How Well Proposal Meets Community Values:	
<i>Diversity, equity and inclusion</i>	15%
<i>Other (non-DEI) community values elements</i>	15%
Price*	40%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:

***The City will use the following formula to score the proposed price:**

Lowest proposed total annual cost estimate divided by Respondent's price multiplied by the maximum score of 25 points.

The review committee will evaluate all proposals submitted based on the criteria in Table 2. Finalists may, at the sole discretion of the City, be invited to interviews. At the interview, Respondents will be asked to respond to questions regarding their proposal. These questions may include further explanation on:

- ♦ How their proposal will meet community values;
- ♦ How their proposed value-added plan will work in practice; and/or
- ♦ Other questions deemed relevant to evaluating the proposals.

The review committee will present its recommendation to the City Council at the **May 17, 2021**, City Council meeting.

4.5 Proposals May Be Rejected in Whole or Part

The City of Roseville reserves the right, at its sole discretion, to:

- ♦ Reject any or all proposals;
- ♦ Reject parts of proposals;
- ♦ Negotiate modifications of proposals submitted;
- ♦ Accept part or all of the proposals on the basis of consideration(s) other than proceeds or cost; and

- ♦ Negotiate specific work elements with the preferred Respondent into a contract of lesser or greater expense than described in this RFP or the Respondent's reply.

4.6 Respondents May Team with Other Companies

It is recognized that some prospective Respondents may wish to subcontract with other companies for processing services. This may be allowed, as needed, but all such Contractor-Subcontractor relationships must be explicitly described in each proposal scenario. The City will contract with only one primary Contractor for the recycling services. The City expects to have one designated point of contact with the selected Contractor.

Multiple Respondents may team up with other complementary hauling or recycling companies, provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

4.7 RFP and Proposal to Become Part of Final Contract

The contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful Respondent and approved by the City in writing shall become part of the contractual obligations and be incorporated by reference into the ensuing Contract. If any provision of the contract RFP or proposal is in conflict, the Contract takes precedence.

4.8 Requests that Selected Information be Held Confidential

It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of City procurement activities. Proposal records will not be released or available for public inspection prior to the award and full execution of the final Contract. After execution of the final Contract, proposals submitted in conjunction with this RFP may become public record and consequently, open for public inspection. If there are confidential or proprietary sections of proposals which a Respondent requests be exempted from this requirement, Respondent(s) must submit a cover letter and seal these proposal sections in a separate envelope and segment these sections as a separate electronic file. Only items specifically referenced within cover letter will be considered as potentially confidential. If such a cover letter is not included with your proposal, it will be assumed nothing is requested to be confidential.

Notification of the City's determination on such requests will be made prior to release of any of the information in the proposal.

Proposal sections cannot be kept confidential unless it is trade secret information. Trade secret information is defined in Minnesota Statutes §[13.37 General Nonpublic Data](#) as:

- (b) "Trade secret information" means government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the

individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Respondents must include a justification for why the proposed confidential sections of their proposal should remain non-public.

Attachment B
Proposal Content Checklist

Attachment B

Proposal Content Checklist*

Respondents must prepare submissions that follow the format,* attachment titles, and sequence specified in this RFP.

Respondents must complete and submit this checklist* of items for inclusion in the proposal. Each item must be submitted on a separate page.

Responsiveness (Pass/Fail)

The Respondent must submit each of the following documents in order to be considered responsive:

- ☐ Completed Proposal Submittal Form and Affidavit of Non-Collusion (Attachment C).*
- ☐ Statement as to any litigation in the past five years within the State of Minnesota and the current status of that litigation.
- ☐ List of firm's principal officers' names, titles, addresses and contact information (telephone and email) for designated contact person.
- ☐ A comprehensive cart rollout plan and schedule for the initial cart 'distribution, including cart switch outs if a new Contractor replaces the current contractor.
- ☐ Examples of monthly and annual reports.
- ☐ Example of the Respondent's annual report and educational materials sent to multi-unit building owners.
- ☐ A statement clearly specifying the location(s) of its recyclables Materials Recovery Facility (MRF) or subcontractor's MRF) where material collected from the City will be delivered and / or processed. If a third party MRF is used, a letter of agreement or understanding from the MRF subcontractor.
- ☐ Letter certifying all recyclables to be collected in the City's recycling program will have adequate end markets. The letter should include a statement on the Respondent's proposed end market locations as a strategy to help sustain the city's Recycling program for the long-term.
- ☐ Examples of Respondent's public education materials including education tags used during curbside collection operations if unacceptable recyclables are rejected by collection crews.
- ☐ Example of Respondents monthly unacceptable recyclables reporting form.
- ☐ List of references.
- ☐ Respondent Questionnaire (Attachment D).*
- ☐ Price Worksheets (Attachment F).*
- ☐ List of Trucks and Other Collection Equipment (Attachment G).
- ☐ Acceptance of, or Exception to, Draft Contract (Attachment H).
- ☐ Acknowledgement of Receipt of RFP Addenda (Attachment I).

* Templates of these attachments are available for download in Word format.

Attachment C
Proposal Submittal Form and Affidavit of Non-Collusion

Attachment C
Proposal Submittal Form and Affidavit of Non-Collusion

Proposal Submittal Form:

TO: Ryan Johnson
Environmental Manager
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Sir:

1. The following proposal is made for Comprehensive Recycling Services as described in the RFP packet provided to the prospective Respondents.
2. The undersigned certifies that the specifications contained herein have been carefully examined and understood and that at no time will misunderstanding of said specifications be pleaded.
3. In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals and to waive any informalities and technicalities without explanation.
4. If a corporation, what is the State of Incorporation?

5. If a partnership, state full names of all co-partners:

6. The Respondent, in compliance with the Notice Requesting Proposals for Comprehensive Recycling Services, hereby submits the following proposal:

Official Address:

Firm Name:

By: _____

Title: _____

Date: _____

Affidavit of Non-Collusion:

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Respondent (if the Respondent is an individual), a partner with the Respondent (if the Respondent is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the Respondent is a corporation);
2. That the attached proposal or proposals have been arrived at by the Respondent, independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposals, designed to limit independent proposing or competition;
3. That the contents of the proposal or proposals have not been communicated by the Respondent or its employees or agents to any person not an employee or agent of the Respondent or its surety on any bond furnished with the proposal or official reviewing the proposal or proposals; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: _____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public
My Commission expires _____, 20____

Attachment D
Respondent Questionnaire

Attachment D

Respondent Questionnaire

Instructions

Use this form (available in Word format with expandable text fields for your answers) and attach additional pages as necessary to respond to each of the following questions. All Respondents must complete this Questionnaire. If any items are Not Applicable, please mark the Section “N/A”.

Note: If this is a teaming arrangement, list all team members, providing: organization name, contact person name, address, telephone number, email, website, and contact person. The word “company” as used below includes partnerships, corporations, sole proprietorships, and/or other types of organizations.

General Contact Information:

Name of Company Proposing:	<u>Click or tap here to enter text.</u>
Address:	<u>Click or tap here to enter text.</u>
Telephone:	<u>Click or tap here to enter text.</u>
Email:	<u>Click or tap here to enter text.</u>
Website:	<u>Click or tap here to enter text.</u>
Name of contact person:	<u>Click or tap here to enter text.</u>
Type of organization:	<u>Click or tap here to enter text.</u>

(e.g., corporation, joint venture, partnership, individual)

Is this a “Team” proposal? ☐ Yes ☐ No

If yes, list the name(s) of the other organizations proposing as a part of your Team. (A letter of intent to team should be included from each organization.)

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

References

Provide on separate page(s) Recycling collection service references. Provide at least three (3) municipal references. Include:

- ◆ The name of the municipality or other government agency
- ◆ Dates of service
- ◆ Number of households served
- ◆ Contract structure between the organization and current status

RFP for City of Roseville Recycling Services • D-1

- ◆ Type of materials collected
- ◆ Summary of service level (e.g., every other week curbside Recycling in carts, Single Unit Dwellings, Multi-Unit Dwellings, etc.)

If this is a teaming arrangement, collection service references for each team member should be submitted.

Qualifications

General Management

Describe the management structure of your company, including local decision-making authority related to this Agreement. [Click or tap here to enter text.](#)

Financial Stability and Strength

Provide financial data for the previous three years (e.g., balance sheets, annual report).
[Click or tap here to enter text.](#)

Special Events

List and summarize your past experience with providing Recycling services at special events (e.g., community clean up events, other community events, etc.). [Click or tap here to enter text.](#)

Recycling Contamination as Collected

List the Recycling contamination rates (as collected) from your top performing communities referenced. Describe the methods used to measure contamination (as collected) in each instance. For example, summarize Recyclables composition sorts that include measurement of contamination rates. Summarize the reasons each community program has been successful in reducing Recyclables contamination (as collected) and your role. [Click or tap here to enter text.](#)

Business Information

Complete this section for the Respondent and, if applicable, each member of a teaming arrangement.

Within the past five (5) years, has your company failed to complete a collection 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.

[Click or tap here to enter text.](#)

Within the past five (5) years has your company, or any facility or property owned or operated by your 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: [Click or tap here to enter text.](#)

Within the last five (5) years, has your company, 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

environmental, zoning, or public health laws or regulations?

☐ Yes ☐ No

If so, state the details and disposition: [Click or tap here to enter text.](#)

Has your company submitting or any of its subsidiaries been a party to any lawsuits within the last five (5) years that may affect your ability to perform the services described in this RFP packet? ☐ Yes ☐ No

If so, list these lawsuits. [Click or tap here to enter text.](#)

Proposed Operations

Provide a clear summary of your proposed operations. Include proposed deviations from the specifications within this RFP packet and service standards in the Draft Contract (Attachment A). Describe any expectations for City responsibilities not specified in this RFP packet. [Click or tap here to enter text.](#)

Three and a Half Years and/or Five and a Half Years Proposal(s)

Check all contract terms you are proposing.

- ☐ Three and a half years (January 2022 through June 2025)
- ☐ Five and a half years (January 2022 through June 2027)

Contractor – Owned and/or City – Owned Recycling Carts

Check all Recycling cart ownership structures you are proposing.

- ☐ Contractor – owned carts
- ☐ City – owned carts

Recycling Cart Management Plan

The City's current contractor currently owns the Recycling carts. The Contractor(s) will be responsible for all cart management as summarized in this RFP packet. Describe how you plan to manage cart inventory, size switches, repairs, maintenance, new labeling, warranty work, etc. whether you are proposing for Contractor – owned or City – owned carts.

[Click or tap here to enter text.](#)

Safety Plans and Records

Summarize your safety plans for route collection operations to protect both residents and your workers. [Click or tap here to enter text.](#)

Summarize your safety plans for MRF operations to protect workers and customers when in the plant. [Click or tap here to enter text.](#)

Have you had any OSHA – reportable accidents within the past three years in Minnesota? If so, summarize the individual events, and corrective actions taken. [Click or tap here to enter text.](#)

Summarize your COVID safety plans for all operations, including at the MRF where the Recyclables collected from Roseville will be processed. [Click or tap here to enter text.](#)

Proposed List of Recyclable Materials

Do you plan to collect and recycle any additional Recyclable Materials other than the minimum items listed in Exhibit F? ☐ Yes ☐ No

If yes, please itemize, including your materials marketing strategy to assure consistent end market outlets and actual Recycling of these additional items. [Click or tap here to enter text.](#)

Proposed Destination of All Materials

List the processing facilities for all materials to be collected as a part of this Contract.
[Click or tap here to enter text.](#)

Measurement of Contaminants as Collected

Describe you plan for measuring the frequency (e.g., percent of SUDs that place unacceptable materials in the Recycling cart) and type of contaminants as collected.
[Click or tap here to enter text.](#)

Measurement of Participation

Describe you plan for measuring the participation rates of curbside Recycling customers (e.g., percent of SUDs and opt-in establishments that set out Recyclables at least once over a six week period of observation).
[Click or tap here to enter text.](#)

Recyclables Marketing Plan

What is your plan to address the fluctuating market prices for Recyclables?
[Click or tap here to enter text.](#)

Transition

What is your plan for transition of operations between the current operations and the new Contract operations? Describe proposed timing of these transitions including: truck acquisition (if needed); personnel training for collection and customer service call center staff; public notices; etc. [Click or tap here to enter text.](#)

Planning for Multi-Unit Dwelling Recycling Services

Describe your plans to assure high quality Recycling services at Multi-Unit Dwellings. Include your proposed Recycling collection operations to provide adequate service levels to help assure no overflow of Recyclables. Describe your specific strategies you will implement to reduce contamination of Recyclables. [Click or tap here to enter text.](#)

Walk-Up Collection Services

Describe your plans for Walk-Up collections from Roseville residents with physical limitations:
[Click or tap here to enter text.](#)

Services at City Buildings

Describe your process for planning and implementing the Recycling service levels at City buildings to help assure no overflow of Recyclables. Also, describe your specific strategies you will implement to reduce contamination of Recyclables at City buildings.
[Click or tap here to enter text.](#)

Services at City Parks

Does your proposal deviate from current City Parks collection operations? ☐ Yes ☐ No

If yes, itemize the detailed deviations: [Click or tap here to enter text.](#)

Describe your proposal for planning and implementing the Recycling collection operations at City Parks including an annual meeting schedule with City staff. [Click or tap here to enter text.](#)

Please specify your proposed service levels at City Parks, including walk-ins and trail collections: [Click or tap here to enter text.](#)

Describe your process for planning and implementing the Recycling service levels at City Parks to help assure no overflow of Recyclables. Also, describe your specific strategies you will implement to reduce contamination of Recyclables at City Parks. [Click or tap here to enter text.](#)

Describe your proposed plan to service the Recycling carts on the City Parks trails. Include the details of your proposed truck make, model, and weight. Also include other vehicle design features (e.g., tire size, number of axles, etc.) intended to reduce impacts on Parks trail pavement. [Click or tap here to enter text.](#)

Zero Waste Events

Describe your proposed operations for providing Recycling services at Zero Waste special events (e.g., Earth Day Celebration, Taste of Rosefest, Run for the Roses, Wild Rice Festival, other community events, etc.). [Click or tap here to enter text.](#)

Proposed Food Scraps Collection Plan

If food scraps Recycling is included in your proposal, describe the details of your proposed food scraps curbside collection service. Include: schedule for planning, details of any pilot projects, citywide implementation/roll-out; cart ownership (if needed); proposed composting facility (or facilities) to be used; and any other pertinent details. If available, provide a proposed food scraps collection service price schedule. [Click or tap here to enter text.](#)

Proposed Community Values Plan

Respondents must identify their proposal to meet Roseville's community values, including but not limited to the questions and specific examples below. Additional sheets may be added as needed (no page limit).

Diversity, Equity and Inclusion (DEI)

Have you read Roseville's DEI policies (as stated in RFP Section 2) and the Roseville Racial Equity Action Plan (Attachment E)? ☐ Yes ☐ No

Does your organization have your own DEI policy statement? ☐ Yes ☐ No

If yes, please include your DEI policy statement here: [Click or tap here to enter text.](#)

Does your organization have your own DEI action plan? ☐ Yes ☐ No

If yes, please summarize your DEI action plan here: [Click or tap here to enter text.](#)

Please quantify the racial diversity (percent composition by race and ethnicity) of your workforce serving the Roseville region of your operations. [Click or tap here to enter text.](#)

Please summarize the means of providing equitable hiring and fair compensation of the workforce at the MRF where Recyclables collected from Roseville will be processed. [Click or tap here to enter text.](#)

Is this MRF workforce permanent staff with benefits? ☐ Yes ☐ No

Please elaborate, including the percent of staff that is permanent or temporary: [Click or tap here to enter text.](#)

If there is additional information you would like to share about your organizations DEI efforts, please include that here or attach additional sheets as necessary: [Click or tap here to enter text.](#)

Public Education

The City and the Contractor will plan for a coordinated public education campaign.

- ◆ Describe your proposal to improve participation in low participation communities including Multi-Unit Buildings. [Click or tap here to enter text.](#)
- ◆ How do you propose educating individual residents in households who do not participate in curbside Recycling to improve Recycling participation? [Click or tap here to enter text.](#)
- ◆ Does your company use Recycling “education tags” (e.g., “Oops” or similar tags) that are left by your collection crews at the time material is left behind? ☐ Yes ☐ No
If yes, attach an example of one such education tag from another community.
- ◆ What forms of electronic communication and public education are you proposing to use to help educate Roseville residents and businesses? [Click or tap here to enter text.](#)
- ◆ Do you propose to have Roseville-specific content on your web site? ☐ Yes ☐ No
If yes, please describe. [Click or tap here to enter text.](#)
- ◆ Roseville’s current contractor uses a Recycling app for residents to get customized Recycling messages sent to their smart phone or other mobile device. Do you propose to use a similar app? ☐ Yes ☐ No If yes, please identify the app, any current municipal customers that use it, and describe how it will work for Roseville including roll-out schedule. [Click or tap here to enter text.](#)

- ◆ What other (non-electronic) public education efforts have you used successfully in the past that are directly relevant to scope of service described in this RFP?
Click or tap here to enter text.
- ◆ What are your plans for additional public education efforts?
Click or tap here to enter text.
- ◆ Describe your plan for the annual Recycling participation and contamination study.
Click or tap here to enter text.

Customer Service and Other Community Relations Services

Describe your call center plans. At a minimum, describe:

- ◆ Location of the call center:
Click or tap here to enter text.
- ◆ Hours of live call center operations:
Click or tap here to enter text.
- ◆ Average call center response times (time from arrival of call to “live” Customer Service employee contact with caller):
Click or tap here to enter text.
- ◆ Methods to support your customer service representatives to train them on Roseville-specific service elements and Contract standards:
Click or tap here to enter text.
- ◆ Do you currently use some form of “Frequently Asked Questions” (FAQs) together with standardized call center responses that are customized to a local community? If so, please provide a current example of such FAQs/responses.
Click or tap here to enter text.
- ◆ Methods to link customer complaints to improved route services:
Click or tap here to enter text.
- ◆ Proposed means to communicate with residents and City staff changes in collection schedule under severe weather incidents:
Click or tap here to enter text.

Pavement Impacts

Please describe how your proposed equipment and operations will minimize impacts on street pavements within Roseville. Click or tap here to enter text.

Clean Operations

Please describe how your proposed equipment and operations will minimize litter and debris within Roseville. [Click or tap here to enter text.](#)

Quiet Operations

Please describe how your proposed equipment and operations will minimize noise within Roseville. [Click or tap here to enter text.](#)

Local Markets

Please describe how your proposed operations and materials marketing plans will maximize the use of local end markets to the extent possible. [Click or tap here to enter text.](#)

Please describe where the percentage of Recyclable materials from your operations in the Twin Cities are marketed: e.g. in Minnesota; in the Midwestern Region of the U.S., in North America, and to export markets abroad. [Click or tap here to enter text.](#)

Proposed Value-Added Plan

Identify options, ideas, alternatives, or suggestions to add value to this service. Include a short description of how it adds value to the project and identify if the items will increase or decrease cost, customer satisfaction, or both. You may add additional added- value options

Describe added-value (Option 1): [Click or tap here to enter text.](#)

How will this add value? [Click or tap here to enter text.](#)

Describe documented performance of this option in other communities:

[Click or tap here to enter text.](#)

What will be the cost impact of this added-value option: [Click or tap here to enter text.](#)

Describe added-value (Option 2): [Click or tap here to enter text.](#)

How will this add value? [Click or tap here to enter text.](#)

Describe documented performance of this option in other communities:

[Click or tap here to enter text.](#)

What will be the cost impact of this added-value option: [Click or tap here to enter text.](#)

Describe added-value (Option 3): [Click or tap here to enter text.](#)

How will this add value? [Click or tap here to enter text.](#)

Describe documented performance of this option in other communities:

[Click or tap here to enter text.](#)

What will be the cost impact of this added-value option: [Click or tap here to enter text.](#)

Respondents are encouraged to add more added-value options and sheets as needed.

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

Authorized Signature

Click or tap here to enter text.

Printed Name

Click or tap here to enter text.

Date

Attachment E
Roseville's Racial Equity Action Plan

City of Roseville
Strategic Racial Equity Action Plan

Goal All people of Roseville are welcomed, included and respected.		
Community Indicator	Outcomes	Actions
A. Roseville residents state they feel welcome in the community regardless of background or demographics.	<u>Outcome:</u> Measurable proxies for feelings of welcomeness, inclusion and respect are developed.	1. Find out what it means to a person of color to feel welcome, included and respected through qualitative means.
		2. Develop measureable proxies for feeling welcome, included and respected.
		3. Interact with the community in their areas of comfort.
		4. Develop a network of contacts in communities of color.
	<u>Outcome:</u> Feelings of welcomeness, inclusion and respect are tracked on an on-going basis.	1. A statistically valid and representative survey is developed and administered on an on-going basis to track the feelings of welcomeness, inclusion and respect.

**City of Roseville
Strategic Racial Equity Action Plan**

Goal: All people of Roseville are welcomed, included and respected.		
Community Indicator	Outcome	Action
B. Roseville’s workforce reflects the diversity of the community across the breadth and depth of the organization.	<u>Outcome:</u> Roseville’s applicant pool and workforce is representative of the overall percentage of people of color living in Roseville.	1. Job descriptions are reviewed and revised using a racial equity lens.
		2. A racial equity toolkit is used to review and revise the advertisement, application and interview process for job applicants.
		3. Training on implicit bias is provided for all those serving on hiring panels.
	<u>Outcome:</u> The City establishes a policy to hire contractors who use a workforce that reflects Roseville’s racial equity plan.	1. Contracts are reviewed for inclusion of language to address hiring of contractors with a racially diverse workforce.
		2. Purchasing procedures and laws are reviewed.

City of Roseville
Strategic Racial Equity Action Plan

Goal All people of Roseville are welcomed, included and respected.		
Community Indicator	Outcomes	Actions
C. Participation in local government, programs, and services reflect the diversity of the community.	<u>Outcome:</u> Programs and services meet the needs of all community members.	1. Baseline metrics are established and reviewed in each department on an on-going basis to track participation by demographics.
		2. A needs assessment of city programs and services is completed using a racial equity lens/toolkit.
	<u>Outcome:</u> Policies and procedures are racially equitable.	1. A racial equity toolkit is used to review policies and procedures.
	<u>Outcome:</u> City of Roseville commissions are reflective of the community demographics.	1. A racial equity toolkit is used to review and revise the advertisement, application and interview process for commission applicants.
		2. Barriers to serving on a commission are identified and removed.

City of Roseville
Strategic Racial Equity Action Plan

Goal All people of Roseville are welcomed, included and respected.		
Community Indicator	Outcomes	Actions
D. Roseville staff, elected and appointed leaders understand and are committed to achieving racial equity within the organization and community.	<u>Outcome:</u> Racial equity is established as an on-going, sustainable and integrated priority of the city organization, elected and appointed leaders.	1. The city’s Racial Equity narrative is communicated to staff and officials.
		2. Staff and officials receive effective training on why racial equity is a priority.
		3. Adopted budgets include funding to implement the strategic racial equity plan.
		4. An organizational structure focused on racial equity is developed.

Attachment F
Price Worksheets

Attachment F

Price Worksheets

Instructions

All Respondents must fill out at least one set of these price worksheets for the “base scenario” for fixed fees (without risk/revenue sharing); at a minimum, the price worksheets below must be filled out. All parts of the price worksheets below must be completed. To be responsive, the City requires proposed Recycling service prices for:

- ♦ SUDs and Multi-Unit Dwellings;
- ♦ Three-and-a-half (3.5) year vs. five-and-a-half (5.5) contract terms; and
- ♦ Contractor-owned Recycling carts vs. City-owned carts.

In addition, Respondents also may complete optional, alternate scenario price worksheets. For example, Respondents may submit separate price worksheets with a proposed risk/revenue sharing component. Another example would be for weekly collection from SUDs instead of the every-other-week (EOW) collection frequency in the base scenario. Simply copy these pages and clearly mark your additional alternate scenario proposal as such. Respondents may submit multiple scenarios; there is no limit.

Respondents may fill in the price worksheets below or use their own form. However, the contents in the price worksheets below must be included if alternative forms are submitted. When completed, print and sign the final forms for submittal with your proposal. You may also print out this document, fill in your numeric answers by hand, and then sign the price worksheets. All forms completed manually must be clear and legible.

All price worksheets shall be executed by the authorized official to bind the Respondent. If alternate proposal(s) are submitted, a separate Form F – Price Worksheet must be included, labeled “Alternate” with an appropriate title, that clearly specifies the proposed costs of any such alternate provision.

Risk/Revenue Sharing Option

You may submit an additional scenario price worksheet with risk/revenue sharing to accommodate the fluctuating value of recyclables. If you do so, your risk/revenue sharing option must be clearly described, prices and formulae itemized, and include at least two example annual calculations based on 2019 and 2020 market prices. If you submit such an option, the City requires you to submit it in addition to your proposed prices for the “base scenario” without risk/revenue sharing as outlined below. Alternate risk/revenue share proposals without the “base scenario” (without risk/revenue sharing) may be deemed non-responsive.

If you propose a risk/revenue sharing scenario, you must use the assumed tonnage and material splits in Exhibit C for calculating the net revenue share. It is important to note that the City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for purposes of this RFP and comparing the value of any risk/revenue sharing proposals.

Respondent Contact Information

Organization name: _____

Contact person: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Signature of authorized Representative:

(Name)

Date: _____

Form F.1 - Recyclables Collection from Single Unit Dwellings
(Contractor owns the carts)

Proposed price for every-other-week (EOW) Recyclables collection from Single Unit Dwellings (SUDs). Assume the Contractor will own the Recycling carts. Prices under this base scenario shall include all Recyclables processing/marketing costs and charges (i.e., without any revenue/risk sharing provision).

Recyclables Service from SUDs
(\$ per SUD per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit per month				

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit per month						

Form F.2 - Recyclables Collection from Multi-Unit Dwellings**(Contractor owns the carts)**

Proposed price for Recycling service from Multi-Unit Dwellings. Assume all Recycling carts and dumpsters will be owned by the Contractor. Initial Recycling cart assembly and delivery will be rolled-out by the Contractor. Includes all Recyclables processing/marketing costs and charges.

Recyclables Service from Multi-Unit Dwellings

(\$ per Multi-Unit Dwelling unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:				

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:						

Form F.3 - Recyclables Collection from Single Unit Dwellings
(City owns the carts)

Proposed price for weekly Recyclables collection from Single Unit Dwellings (SUDs). Assume the City will own the large (95-gallon) Recycling Carts. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed prices should include all Recyclables processing/marketing costs and charges (i.e., without any revenue/risk sharing provision).

Recyclables Service from SUDs
(\$ per SUD per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit per month				

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit per month						

Form F.4 - Recyclables Collection from Multi-Unit Dwellings**(City owns the carts)**

Proposed price for Recycling service from Multi-Unit Dwellings. Assume all Recycling carts will be owned by the City. Assume the dumpsters will be owned by the Contractor. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed price should include all Recyclables processing/marketing costs and associated charges.

Recyclables Service from Multi-Unit Dwellings

(\$ per Multi-Unit Dwelling unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:				

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:						

Form F.5 - Recyclables Collection from City Parks
(Contractor owns the carts)

Recycling services in City Parks includes servicing carts within or adjacent to parking lots and buildings (less than 25 feet from parking lot) and on trails/pathways on a dollar-per-pull basis. Assume the Contractor owns the carts.

The Contractor will be required to comply with the Roseville Parks Safety Plan
<http://www.cityofroseville.com/436/Recycling>.

The Respondent should also provide a recommended schedule for servicing the City Parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Three-and-a-half (3.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
At or adjacent to parking lots				
On the parks trails				

Five-and-a-half (5.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
At or adjacent to parking lots						
On the parks trails						

**F.6 Recyclables Collection from City Parks
(City owns the carts)**

The same collection service standards as in Section F.5 above, but assume the City owns the carts.

Three-and-a-half (3.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
At or adjacent to parking lots				
On the parks trails				

Five-and-a-half (5.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
At or adjacent to parking lots						
On the parks trails						

Attachment G
List of Trucks and Other Collection Equipment

Attachment G

List of Trucks and Other Collection Equipment

Instructions: This form shall be executed by the official authorized to bind the Respondent organization. Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service all types of accounts including residential (Single Unit Dwellings and Multi-Unit Dwellings), City Parks, and City buildings.

Make of Chassis & Body	Model	Year	#	Capacity/Cubic Yards	Fuel Type	Delivery Schedule, if not Currently Owned

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

Authorized Signature

Print Name

Date

Attachment H
Acceptance of, or Exceptions to, Draft Contract

Attachment H
Acceptance of, or Exceptions to, Draft Contract

Respondent has reviewed the draft Contract for the City of Roseville Comprehensive Recycling Services (Attachment A) in this RFP packet.

- ☐ We have no changes to request to the draft Contract and we have no exceptions to the proposed Contract language. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language “as is.” If awarded the Contract by the City, we hereby certify that we will execute the final Contract without any changes.

Or

- ☐ We have exceptions to the draft Contract language. We have proposed changes to the draft Contract. We have attached a redlined (“tracked changes”) version of the draft Contract that itemizes our changes or exceptions. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language with the proposed changes. No other exceptions or changes are or will be proposed. If awarded the Contract, we hereby certify that we will execute the final Contract if our proposed changes are accepted by the City.

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

Authorized Signature

Print Name

Date

Attachment I
Acknowledgement of Receipt of Addenda

Attachment I
Acknowledgement of Receipt of Addenda

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

- ☐ Addendum 1 _____
(Date)
- ☐ Addendum 2 _____
(Date)
- ☐ Addendum 3 _____
(Date)
- ☐ Addendum 4 _____
(Date)
- ☐ Addendum 5 _____
(Date)

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

Authorized Signature

Print Name

Date

Email Address

Telephone



Dedicated to demonstrating that waste is completely preventable, not inevitable.

Proud to be an Equal Opportunity and Affirmative Action Employer

April 2, 2021

City of Roseville
Attention: Ryan Johnson
2660 Civic Center Drive
Roseville, MN 55113

Dear Ryan,

Thank you for the opportunity to provide a proposal for comprehensive recycling collection, processing, and education services. We greatly value our partnership with the City of Roseville and look forward to the opportunity to continue to build on the success of Roseville's recycling program.

Eureka Recycling's services, programs, and policy work present solutions to the social, environmental, and health problems caused by wasting. A 501(c)(3) nonprofit organization, based in the Twin Cities of Saint Paul and Minneapolis, Eureka Recycling's mission is to demonstrate that waste is preventable, not inevitable. For almost 20 years, Eureka Recycling has demonstrated best practices in curbside and apartment recycling collection and processing services, education, and advocacy that is recognized nationwide. We have operated our MRF in Minneapolis since 2004, with an organizational operating budget of over \$15 million per year.

Highlights of our Proposal:

Zero Waste Laboratory – Our thoughtful approach to processing in our single-sort MRF and reliable audits will give Roseville the information they need to understand the composition of the recyclables and residual, so that together we can identify opportunities to increase recycling and reduce residual. Our team is engaged in national multi-stakeholder efforts that look at how recycling and zero waste can address climate change, support local economic resiliency, and tackle environmental justice. These include being on the US Plastics Pact and the Circularity Council Advisory Councils and also being an founding member of the Alliance for Mission Based Recyclers.

Living Wage/Employee Benefits: All of Eureka Recycling's staff are paid above a living wage and are provided benefits, including paid-time off, health insurance, and long-term disability. Eureka Recycling is nationally recognized for these practices, which have not been common in an industry that is continual recorded as being in the top ten most dangerous in the US.. Our current initiatives provide over 120 living wage, green jobs.

Workforce Development & Investment in Career Pathways: As part of our mission-based approach to recycling and our commitment to diversity, equity and inclusion, Eureka Recycling invests in staff to help them develop skills and keep pace with the rapidly changing industry. As a result many of our management and supervisory staff have been promoted from within the organization. Please see our DEI Action Plan in Attachment D for the details of our exciting workforce development and apprenticeship programs.

Thank you for giving us the opportunity to present this proposal to the City of Roseville. If you need additional information, please do not hesitate to contact Joanna Stone at 612-455-9120.

Sincerely,

Kate Davenport
Co-President

Lynn Hoffman
Co-President

www.eurekarecycling.org

2828 KENNEDY STREET NE | MINNEAPOLIS, MN 55413 | 612-669-2783

Eureka Recycling is an affirmative action, equal opportunity employer. It is our policy to hire without discrimination based on race, creed, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, ancestry, age, disability, genetic information and familial, marital or public assistance status.

Eureka Recycling's Proposal for Comprehensive Recycling Services—City of Roseville

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Attachment B

Proposal Content Checklist*

Respondents must prepare submissions that follow the format,* attachment titles, and sequence specified in this RFP.

Respondents must complete and submit this checklist* of items for inclusion in the proposal. Each item must be submitted on a separate page.

Responsiveness (Pass/Fail)

The Respondent must submit each of the following documents in order to be considered responsive:

- ✓ Completed Proposal Submittal Form and Affidavit of Non-Collusion (Attachment C).*
- ✓ Statement as to any litigation in the past five years within the State of Minnesota and the current status of that litigation. (Attachment J)
- ✓ List of firm's principal officers' names, titles, addresses and contact information (telephone and email) for designated contact person. (Attachment K)
- ✓ A comprehensive cart rollout plan and schedule for the initial cart distribution, including cart switch outs if a new Contractor replaces the current contractor. (Attachment L)
- ✓ Examples of monthly and annual reports. (Attachment M)
- ✓ Example of the Respondent's annual report and educational materials sent to multi-unit building owners. (Attachment N)
- ✓ A statement clearly specifying the location(s) of its recyclables Materials Recovery Facility (MRF) or subcontractor's MRF) where material collected from the City will be delivered and / or processed. If a third party MRF is used, a letter of agreement or understanding from the MRF subcontractor. (Attachment O)
- ✓ Letter certifying all recyclables to be collected in the City's recycling program will have adequate end markets. The letter should include a statement on the Respondent's proposed end market locations as a strategy to help sustain the city's Recycling program for the long-term. (Attachment P)
- ✓ Examples of Respondent's public education materials including education tags used during curbside collection operations if unacceptable recyclables are rejected by collection crews. (Attachment Q)
- ✓ Example of Respondents monthly unacceptable recyclables reporting form. (Attachment R)
- ✓ List of references. (Attachment S)
- ✓ Respondent Questionnaire (Attachment D).*
- ✓ Price Worksheets (Attachment F).*
- ✓ List of Trucks and Other Collection Equipment (Attachment G).
- ✓ Acceptance of, or Exception to, Draft Contract (Attachment H).
- ✓ Acknowledgement of Receipt of RFP Addenda (Attachment I).

* Templates of these attachments are available for download in Word format.

Attachment C

Proposal Submittal Form and Affidavit of Non-Collusion

Proposal Submittal Form:

TO: Ryan Johnson
Environmental Manager
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Sir:

1. The following proposal is made for Comprehensive Recycling Services as described in the RFP packet provided to the prospective Respondents.
2. The undersigned certifies that the specifications contained herein have been carefully examined and understood and that at no time will misunderstanding of said specifications be pleaded.
3. In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals and to waive any informalities and technicalities without explanation.
4. If a corporation, what is the State of Incorporation?

Minnesota

5. If a partnership, state full names of all co-partners:

6. The Respondent, in compliance with the Notice Requesting Proposals for Comprehensive Recycling Services, hereby submits the following proposal:

Official Address:

2828 Kennedy St NE

Minneapolis

Minnesota

55413

Firm Name:

Neighborhood Recycling Corporation

By: K. B. K.

Title: co president

Date: 3/31/21

Affidavit of Non-Collusion:

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Respondent (if the Respondent is an individual), a partner with the Respondent (if the Respondent is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the Respondent is a corporation);
2. That the attached proposal or proposals have been arrived at by the Respondent, independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposals, designed to limit independent proposing or competition;
3. That the contents of the proposal or proposals have not been communicated by the Respondent or its employees or agents to any person not an employee or agent of the Respondent or its surety on any bond furnished with the proposal or official reviewing the proposal or proposals; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

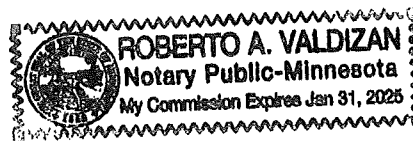
Signed: *Mike M. B.*

Firm Name: Neighborhood Recycling Corporation

Subscribed and sworn to before me this
31st day of March, 2021.

Roberto A. Valdizan

Notary Public
My Commission expires 31st January, 2025



Attachment D

Respondent Questionnaire

Instructions

Use this form (available in Word format with expandable text fields for your answers) and attach additional pages as necessary to respond to each of the following questions. All Respondents must complete this Questionnaire. If any items are Not Applicable, please mark the Section “N/A”.

Note: If this is a teaming arrangement, list all team members, providing: organization name, contact person name, address, telephone number, email, website, and contact person. The word “company” as used below includes partnerships, corporations, sole proprietorships, and/or other types of organizations.

General Contact Information:

Name of Company Proposing:	Neighborhood Recycling Corp., dba Eureka Recycling
Address:	2828 Kennedy St NE, Minneapolis, MN 55413
Telephone:	612-455-9120
Email:	joannas@eurekarecycling.org
Website:	www.eurekarecycling.org
Name of contact person:	Joanna Stone
Type of organization:	501(c)3 Non-Profit Organization

(e.g., corporation, joint venture, partnership, individual)

Is this a “Team” proposal? ☐ Yes ☒ No

If yes, list the name(s) of the other organizations proposing as a part of your Team. (A letter of intent to team should be included from each organization.)

1. NA
2. NA
3. NA

References

Provide on separate page(s) Recycling collection service references. Provide at least three (3) municipal references. Include:

- ◆ The name of the municipality or other government agency
- ◆ Dates of service
- ◆ Number of households served
- ◆ Contract structure between the organization and current status

RFP for City of Roseville Recycling Services • D-1

- ◆ **Type of materials collected**
- ◆ **Summary of service level (e.g., every other week curbside Recycling in carts, Single Unit Dwellings, Multi-Unit Dwellings, etc.)**

If this is a teaming arrangement, collection service references for each team member should be submitted.

See Attachment S- Municipal References for Eureka Recycling

Qualifications

General Management

Describe the management structure of your company, including local decision-making authority related to this Agreement.

Eureka Recycling is led by Co-Presidents Kate Davenport and Lynn Hoffman, who work with a team of Vice Presidents and Directors to lead the organization. The members of the leadership team who would be most closely involved with this contract are listed below.

- Kate Davenport- Co-President. Kate will provide oversight and direction to staff during transition and throughout the term of the contract.
- Lynn Hoffman- Co-President. Lynn will provide oversight and direction to staff during transition and throughout the term of the contract.
- Carl Ringberg- Director of Fleet Operations. Carl will provide operational leadership through the transition and the duration of the contract.
- Joanna Stone- Director of Customer Relations. Joanna will provide Customer Service management throughout the term of the contract.
- Miriam Holsinger- VP of Operations and Business Intelligence. Miriam will manage the marketing and analysis of recyclable material being collected.
- Katrina Lund – Director of Community Engagement. Katrina will work with the City and its partners to provide zero waste events services, virtual recycling center tours and other community engagement agreements as proscribed in this contract

Financial Stability and Strength

Provide financial data for the previous three years (e.g., balance sheets, annual report).

See Attachments T1 and T2 for our Audited Financials for 2017-2019

Special Events

List and summarize your past experience with providing Recycling services at special events (e.g., community clean up events, other community events, etc.).

Eureka Recycling started one of the first Zero Waste Events programs in the Twin Cities and has supported hundreds of events in reaching their zero-waste goals over the past 20 years. Our services involve advanced planning, on the ground support, and handling of all of the recycling, compostables, and trash generated at the event. We have found that through close partnership with event planners and dedicated planning, we can help events reach a diversion rate of 95% or higher, meaning 95% of the material discarded at the event is recycled or composted. For

strategic reasons, our team has moved away from supporting dozens of large-scale events each year as there are now others providing those services, and we feel our resources are better spent focusing on a few community events each year in the cities we serve. We have partnered with the city of Roseville to provide zero waste services for city events for many years and would love the opportunity to continue to do so. Community events like the Earth Day Celebration, Run for the Roses, Taste of Rosefest, and the Wild Rice Festival provide an opportunity for Roseville community members to not only gather with their neighbors but also to experience the possibility of a world without waste in a tangible and memorable way.

Recycling Contamination as Collected

List the Recycling contamination rates (as collected) from your top performing communities referenced. Describe the methods used to measure contamination (as collected) in each instance. For example, summarize Recyclables composition sorts that include measurement of contamination rates. Summarize the reasons each community program has been successful in reducing Recyclables contamination (as collected) and your role.

Our two top performing communities in terms of maintaining a low residual rate are the City of Shoreview, with an average residual rate of 9.27%, and the City of Roseville, with an average residual rate of 8.44%. The City of Minneapolis is 9.32% and the City of Saint Paul is 9.80%. Single stream residual rates across the US average between 15 and 20%, so consistent residuals below 10% are some of the lowest in the industry. Success of recycling in communities is based upon a strong partnership between the City and the contractor.

For single family homes and multi-family buildings, collections is done with automated side-load trucks in which the driver uses a mechanical arm on the truck to lift and tip each cart into a low mounted hopper in the side of the truck. The truck then compacts the material prior to the next cart being tipped. Our trucks have an onboard computer system which includes a hopper mounted camera. As material falls into the truck the driver will monitor the contents for contamination. If contamination is seen (for example, plastic bags) then the driver will make note in the computer system and then will leave an education tag on the cart to educate the resident. If the driver sees that there is contamination before tipping the cart, such as plastic bags sticking out, the driver will leave the cart behind with an educational tag and make a note in the computer system. The onboard computer is connected to the customer service software at the office so the hotline team can see the information in real time should the resident call about any issue, like receiving a tag. Multi-family buildings that require dumpsters will be collected with a rear-load style truck that will have the same type of onboard computer system.

We calculate the contamination rate annually when we do the City's composition study. For the composition study we hold all the recycling for one week and run it through our MRF separately from other material. We weigh all the different categories that we sorted the recycling into, including contamination. During this composition study we also take note of common contamination issues to aid our future education regarding what can and cannot be put in a cart for recycling.

See Attachment Q1: Sample Education Tag.

Business Information

Complete this section for the Respondent and, if applicable, each member of a teaming arrangement.

Within the past five (5) years, has your company failed to complete a collection 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.
NA

Within the past five (5) years has your company, or any facility or property owned or operated by your 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: NA

Within the last five (5) years, has your company, 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 environmental, zoning, or public health laws or regulations?

☐ Yes ☒ No

If so, state the details and disposition: NA

Has your company submitting or any of its subsidiaries been a party to any lawsuits within the last five (5) years that may affect your ability to perform the services described in this RFP packet? ☐ Yes ☒ No

If so, list these lawsuits. NA

Proposed Operations

Provide a clear summary of your proposed operations. Include proposed deviations from the specifications within this RFP packet and service standards in the Draft Contract (Attachment A). Describe any expectations for City responsibilities not specified in this RFP packet.

We are happy to include proposals for all of the options requested by the city, including both three and a half year and five and a half year contract length and both contractor-owned and city-owned carts.

In addition to these options we are including several alternate proposals for your consideration:

- Every other week collection, contractor owned carts, with revenue share
- Every other week collection, city owned carts, with revenue share
- Weekly collection, contractor owned carts, no revenue share
- Weekly collection, city owned carts, no revenue share
- Weekly collection, contractor owned carts, with revenue share
- Weekly collection, city owned carts, with revenue share

All of our proposals are for operations that fit within the specifications of this RFP and the service standards in the Draft Contract, except for the proposed contract changes outlined in Attachments H2 and H3.

Three and a Half Years and/or Five and a Half Years Proposal(s)

Check all contract terms you are proposing.

- ☒ **Three and a half years (January 2022 through June 2025)**
- ☒ **Five and a half years (January 2022 through June 2027)**

Contractor – Owned and/or City – Owned Recycling Carts

Check all Recycling cart ownership structures you are proposing.

- ☒ **Contractor – owned carts**
- ☒ **City – owned carts**

Recycling Cart Management Plan

The City's current contractor currently owns the Recycling carts. The Contractor(s) will be responsible for all cart management as summarized in this RFP packet. Describe how you plan to manage cart inventory, size switches, repairs, maintenance, new labeling, warranty work, etc. whether you are proposing for Contractor – owned or City – owned carts.

Our cart management program includes monthly cart inventory, management of warranties, maintenance of labels as needed, and ongoing management of requests from residents for size switches, repairs, and more.

When residents from the cities we serve request size changes, our hotline team will enter the request into our routing software so that it can be scheduled on one of the resident's upcoming recycling days. Residents are informed that the swap will happen on one of their next two recycling days, and are instructed to leave the cart out after it is emptied because a separate truck will be coming by to deliver the requested cart and remove the old one. Requests to deliver a second cart are fulfilled in the same way.

When we get a call or an email from a resident who does not have a cart for some reason (usually a new resident who moved into a home) we will always deliver a cart to them before their next recycling day so that they can fill it and set it out for collection.

If a cart is no longer functional, repairs will be scheduled in one of two ways:

- The resident calls our hotline to report a damaged cart. By their next collection day we will either schedule a replacement or a repair by a member of our cart management team.
- The driver notices the damaged cart and can make on site repairs- such as replacing a broken wheel. The driver can also report the damaged cart through the onboard computer system and it will be scheduled for replacement or repair by a member of our cart management team.

We have a dedicated cart and equipment manager that is part of our Customer Service team along with additional cart delivery and repair staff. Our equipment manager tracks inventory on a monthly basis and evaluates needs for orders of carts and cart sizes to meet the organization needs. We employ a philosophy of having at least a four-month supply in inventory at all times based on average demand for cart swaps and repairs.

Safety Plans and Records

Summarize your safety plans for route collection operations to protect both residents and your workers.

Eureka Recycling has an extensive safety program to minimize the risks of accidents and injuries to all individuals with whom the organization interacts, whether they are Eureka Recycling staff, contractors and other businesses that come to our location to conduct business, or the general public with whom we interact throughout the Twin Cities. Eureka Recycling's Safety Program Overview (AWAIR) and 2021 AWAIR Goals are included in Attachments U1 and U2.

Each new and existing employee is trained on Eureka Recycling's safety policies as they apply to the employee. Training is given at the beginning of employment, and on an ongoing basis during employment as it is appropriate and required. For our collections team this includes ongoing training on accident prevention and annual training about safe driving in winter road conditions each year in the fall.

The following categories, as well as others, are included in Eureka Recycling's Safety Handbook with accompanied safety training where applicable:

- AWAIR
- Accident/Incident Prevention
- Emergency Procedures
- Equipment Operator Procedures
- Fleet Procedures/ Defensive Driving
- Employee Right-to-Know
- Electrical Safety
- Lockout/Tag-out
- Scissor Lift and Ladder Safety
- Personal Protective Equipment
- Forklift Safety
- Fire Prevention
- Respiratory
- Blood-borne Pathogens
- Hoisting Equipment
- Housekeeping
- Confined Space
- Fleet Safety Policies
- Curbside Collection Procedures

Eureka Recycling has a safety training plan and protocols for all drivers, contractors, and individuals from other companies and organizations that enter any of Eureka Recycling's operating areas. Specific policies include the Yard Policy and Tip Floor Policy as well as others. Additional information and copies of these protocols are available upon request.

We reward our drivers for their safety success by offering a quarterly safety bonus. They are eligible for the bonus if they have not had a vehicle accident and if they have followed all of Eureka's safety policies throughout the quarter.

In order to specifically address residents' safety, we communicate frequently with our drivers about our expectations for professional conduct and a high degree of attentiveness to driving, and we very systematically apply discipline as needed to enforce these expectations. We also utilize truck cameras to investigate resident complaints, and our drivers are aware that we will use the result of this investigation to implement discipline if needed, up to and including termination.

Eureka has a safety committee that includes managers and front line staff across all departments. The safety committee meets on a monthly basis to identify and implement proactive safety measures and to review any situation where an injury has occurred as well as any safety issues and concerns raised by staff. A risk management consultant from our workers compensation insurance company attends our safety committee meetings to provide us with real time support and suggestions towards continuously improving our safety practices.

Summarize your safety plans for MRF operations to protect workers and customers when in the plant.

Eureka Recycling utilizes the practice of employing full-time and fully benefited employees in our MRF, which has limited the turnover of our staff. This allows for a fully trained and safety-aware staff to be operating the equipment and on the sorting lines in the facility at all times. The safety program described above includes all Eureka Recycling employees including our team in the MRF. Eureka Recycling has experienced very little loss-time accidents in our MRF operations since we opened in 2003, exceeding industry standards.

Only pre-approved customers are permitted to bring recyclable material to Eureka Recycling. All customers are provided with a copy of scale policies and a site map that provide safety instructions including appropriate traffic speeds, traffic flow and how to tip/empty their trucks in a safe manner (including required PPE for the tip floor and safe distance required between vehicles). No more than four trucks are permitted to dump at one time and traffic to dumping space is directed by equipment operators on the tip floor to ensure the floor is safe before they dump. Equipment operators are instructed to leave at least 10 feet of space between their vehicles and other vehicles on the tip floor and report any unsafe behavior seen with either inbound trucks or other Eureka Recycling staff.

Equipment operators all have a two-way radio they can use to alert scale staff and management staff in case of an emergency. Cameras on the tip floor allow managers to see what is happening in real time and review history in case there is need to investigate an incident. Cameras are regularly observed to ensure safe practices by both our staff and other parties.

We have invested in significant training of our MRF managers and supervisors to identify hazards and near misses, and we review these both in daily MRF manager meetings and in monthly Safety Committee meetings in order to maintain an intense proactive focus on safety in the MRF.

Have you had any OSHA – reportable accidents within the past three years in Minnesota? If so, summarize the individual events, and corrective actions taken.

Yes - we did have one OSHA reportable injury within the past three years. It occurred on 7/23/2019, though the employee declined treatment at the time of the injury and did not seek medical care until 7/25/2019. The injury was the result of an employee tripping on uneven ground and hitting their head and body against the back of a car and the ground, causing some internal bruising and broken bones. This employee was admitted to the hospital on an inpatient basis, which is the reason we reported it to OSHA. Since then we have completed an assessment of the site where the incident occurred and taken steps to direct foot traffic away from that area, including removing the smoking table (became a non-smoking worksite) and adding signs announcing uneven ground where there is landscaping to promote water drainage.

Eureka Recycling initiated a proactive OSHA consultation in July of 2018, which was in essence a scheduled safety audit, and we were deemed in good standing. Annually, we perform a mock audit in conjunction with our insurance company to ensure continued compliance and good practice.

Summarize your COVID safety plans for all operations, including at the MRF where the Recyclables collected from Roseville will be processed.

Eureka Recycling understands the concerns surrounding the novel Coronavirus, Covid-19, and have taken the following actions to ensure the safety of all of our employees and the communities we serve.

Eureka Recycling is following the CDC guidelines regarding our employee's attendance during the COVID-19 pandemic. If an employee has a fever, exhibits any of the symptoms of COVID-19, or comes into close contact with someone with symptoms, they are asked to not come to work and quarantine based on current recommended guidelines from the CDC.

All onsite staff are provided with and required to wear protective personal equipment, including a face mask and gloves. Eye protection is required in the MRF and available to other employees as needed.

Additionally, we implemented the following procedures:

- We monitor the temperature of all staff at the beginning of their shift and have protocols if an individual's temperature is out of normal range
- Employees are required to maintain 6 feet of distance from other individuals while on site or on route.
- Employees are required to disinfect the wheel, handle, etc. in their vehicle before and after every change of position or before and after every shift
- Extra cleaning of shared spaces in the Materials Recovery Facility (MRF) including before and after breaks
- All sort positions have been adjusted to allow for appropriate social distancing
- Split break times in the MRF to reduce the amount of staff in the breakroom at one time and to allow for social distancing. Plexiglass barriers have been added to MRF lunchroom tables.
- Mandatory hand washing at the beginning of every break
- Only critical staff are allowed in the MRF and office building
- All staff who can work remotely are doing so to limit the amount of staff on site

Lastly, at Eureka we have always provided our all of our employees, including MRF staff, collection drivers, and office staff with benefits including health care and paid time off. We use temporary labor only as a recruitment tool. Because of these practices, our staff have access to health care and feel the support of the organization to stay home when feeling ill, a key strategy to reducing the spread of the Coronavirus.

Additionally through the Families First Coronavirus Act, we provide 14 days of paid leave for any employee affected by the pandemic, regardless of how much of their regular PTO they have accrued. If employees needs more time off due to COVID, both for themselves or their families, Eureka provides additional PTO, not pulled from the employees accrued PTO, in addition to what is covered by the FFCRA. We are very diligent in ensuring that staff who need time off because they are not feeling well or need to take care of family members are able to take the time they need.

Proposed List of Recyclable Materials

Do you plan to collect and recycle any additional Recyclable Materials other than the minimum items listed in Exhibit F? ☐ Yes ☒ No

If yes, please itemize, including your materials marketing strategy to assure consistent end market outlets and actual Recycling of these additional items. NA

Proposed Destination of All Materials

List the processing facilities for all materials to be collected as a part of this Contract.

Eureka Recycling's Material Recovery Facility (MRF) is located at 2828 Kennedy Street Northeast in Minneapolis, Minnesota.

Eureka Recycling's MRF has been at this location and operating since February 2004. The MRF is comprised of 110,000 sq. ft. of material receiving, processing, and warehouse space, with an additional 7,000 sq. ft. of office space. These buildings are situated on seven (7) acres of property zoned for heavy industrial use. The building has an active rail-siding and dock-doors, 24'-32' clearance heights inside for vehicle unloading, and plenty of space for vehicle queueing and traffic flow.

The facility's overall processing capacity is over 150,000 tons/year. Eureka Recycling has processed and sold over 967,000 tons of recyclable commodities over the past 17 years. Eureka Recycling is known and valued for the quality of the materials that we process and sell to end-market users around the region and around the country.

In 2014 Eureka Recycling transitioned its MRF with the installation of equipment that allows us to sort single stream commingled recyclables. We completed two additional upgrades in 2016 (adding a scalping screen, and second eddy current and replacing our old eddy current) and in 2019 (adding a second PET optic) that brought our processing speed up to 40 – 45 tons per hour while improving the quality of our material. In early 2020 Eureka installed equipment to increase the quality of our paper – 3 robotic arms connected to a camera with artificial intelligence. The AI camera identifies items that should not be in the paper stream and instructs the arms to remove this material.

The overall residual rate (percentage of total material that is collected but cannot be recycled) at Eureka Recycling's single-stream facility is around 10%. At the same time, we maintain some of the highest quality end product to mills in the industry. As part of our Zero Waste Lab, we regularly work to understand the composition of the residual in order to identify opportunities for continued decrease in the residual rate through a range of strategies.

Measurement of Contaminants as Collected

Describe you plan for measuring the frequency (e.g., percent of SUDs that place unacceptable materials in the Recycling cart) and type of contaminants as collected.

Our drivers report contamination every day while on route. For single family homes and multi-family buildings, collections is done with automated side-load trucks in which the driver uses a mechanical arm on the truck to lift and tip each cart into a low mounted hopper in the side of the truck. The truck then compacts the material prior to the next cart being tipped. Our trucks have an onboard computer system that includes a hopper mounted camera. As material falls into the truck the driver will monitor the contents for contamination. If contamination is seen (for example, plastic bags) then the driver will make note in the computer system and then will leave an education tag on the cart to educate the resident. If the driver sees that there is contamination before tipping the cart, such as plastic bags sticking out, the driver will leave the cart behind with an educational tag and make a note in the computer system. The onboard computer is connected to the customer service software at the office so the hotline team can see the information in real time should the resident call about any issue, like receiving a tag. Multi-family buildings that require dumpsters will be collected with a rear-load style truck that will have the same type of onboard computer system.

We calculate the contamination rate annually when we do the City's composition study. For the composition study we hold all the recycling for one week and run it through our MRF separately from other material. We weigh all the different categories that we sorted the recycling into, including contamination. During this composition study we also take note of common contamination issues to aid our future education regarding what can and cannot be put in a cart for recycling.

Measurement of Participation

Describe you plan for measuring the participation rates of curbside Recycling customers (e.g., percent of SUDs and opt-in establishments that set out Recyclables at least once over a six week period of observation).

Eureka Recycling conducts an annual participation study in which both set-out and participation rates are analyzed and documented.

- The set-out rate is the average number of households that set materials out for recycling collection on a given day. Not every household sets out their recycling each week. If they are out of town, forget, or simply don't have very much in their cart they may not have a cart out for collection on their recycling day. The set-out rate is the average percentage of households that set out material on a weekly basis during the study period.
- The participation rate is the number of households who set material out for recycling at least once over the period of the study. The participation rate is a better indication of overall recycling participation because it includes households that recycle at least once over the course of six weeks, recognizing that home households may not set out recycling every collection day. It more accurately indicates how many households are participating in the recycling program overall, as opposed to the number of participants on a specific day.

The participation study spans six collection weeks. Each time the truck tips a cart, that collection is recorded for that specific address. This data allows us to analyze all collection during a specific study period. The percentage of all addresses in each day's routes that register a cart tip in a given week is recorded as that week's set out rate, which is then averaged over the course of the study.

The reports are then sorted by address and duplicates are removed for households that set out more than once during the study period. The remaining list of addresses represents all households that participated in recycling at least once during the study, to arrive at the participation rate for the city.

Recyclables Marketing Plan

What is your plan to address the fluctuating market prices for Recyclables?

Over the years Eureka Recycling has always focused on quality and prioritized local markets when possible. In 2020 82% of our material was sold to markets in Minnesota, 93% to markets in the Midwest and 100% to markets in North America. As a result we have a strong relationship with the WestRock Mill in Saint Paul for our paper grades and have a long term contract. We have a supply agreement with an additional paper market and strong relationships with other paper markets. We therefore have not had challenges in selling material despite the challenges of over-supply in the marketplace in the US due to the China National Sword policy. We have a culture of continuous process improvement and are always reviewing how our facility runs and what we can do to maintain high quality. This has resulted in a reputation for quality material and responsiveness that has ensured strong relationships with markets. Because of our continuous process improvement philosophy, we utilize a range of qualitative and quantitative data to bring together our operations team on a daily and weekly basis to review how the plant is running to meet efficiency goals and quality targets for our sorted material. Because of our operational philosophy and the long-term relationships we have with markets, we have not had to make any major changes to our operations to respond to National Sword. For example, we already had fiber grades that had low contamination. We also have never created 3-7 plastic bales or accepted all 3-7 plastics due to long-term concerns about the viability of that grade. Instead, we sort and market a Tubs and Lids grade for #5 and #4 plastics. This has led to us continuing to be able to sell our loads of plastic.

- **Keeping Local Assets:** Eureka Recycling's roots are in the community, which keep us accountable to the needs of our community. Research by organizations such as the Institute for Local Self Reliance shows that locally owned businesses and organizations keep more dollars in the local economy. By managing recyclables with a local, community-based company, about \$.68 of each dollar stays in the community to boost local economic activity, employment, and ultimately, tax revenue. With multi-national companies, less than \$.30 of each dollar stays local. We market over 85% of our paper to the Saint Paul paper mill, WestRock (formally RockTenn), which uses 100% recycled paper to make new paper and has been in operation in Saint Paul for nearly 100 years, supplying over 300 people high-paying union jobs. A cereal box set at the curb for recycling in Roseville is recycled and made into a new cereal box in Saint Paul and is then back on grocery store shelves in approximately 3 to 6 weeks. This is a true demonstration of the possibility of closing the loop and keeping the material local, which

has the greatest economic, environmental, and community benefits that recycling can bring to a community.

- **Maximizing Environmental Benefits:** Since waste reduction is the centerpiece of our mission, nothing distracts Eureka Recycling from providing the best collection and processing services. With no interests in garbage disposal, Eureka Recycling's central goal is to increase the recovery of recyclable material by providing exceptional service to our customers. Eureka Recycling is committed to demonstrating that waste is completely preventable, and recycling remains our foothold on the path to our zero-waste goal.
- **Creating Jobs:** The jobs created by this contract and any job at Eureka Recycling provides better than "living wages" with paid time off and full benefits, unlike the majority of the recycling industry, which often use temporary employment. Eureka Recycling has been the leader in the Twin Cities and nationally to demonstrate that it is possible to operate a recycling facility and pay employees a living wage and benefits.

Transition

What is your plan for transition of operations between the current operations and the new Contract operations? Describe proposed timing of these transitions including: truck acquisition (if needed); personnel training for collection and customer service call center staff; public notices; etc.

If the city of Roseville chooses to continue contracting with Eureka Recycling as outlined in this proposal, there would not be a need for any major operational transitions because the program in place is already running smoothly. Our team is ready to continue to provide excellent service to all Roseville residents in single-family homes and apartment buildings as well as parks, city buildings, and city events.

Planning for Multi-Unit Dwelling Recycling Services

Describe your plans to assure high quality Recycling services at Multi-Unit Dwellings. Include your proposed Recycling collection operations to provide adequate service levels to help assure no overflow of Recyclables. Describe your specific strategies you will implement to reduce contamination of Recyclables.

Based on our over 15 years of servicing city-wide Multi-Family recycling programs we will make sure that the capacity at each property is sufficient and that overflow does not occur. We will also work to increase the amount of recycling at each property by making sure carts and dumpsters are conveniently located as close as possible to where residents need them to be and that all residents have access to recycling education. We have staff on hand to proactively work with building owners and administrators.

- **Planning for Right-Sizing of Service at All Multi-Family Properties**
We continuously respond to requests from property managers to adjust service levels and reports from drivers when accounts need additional capacity. In addition to this, at the beginning of the new contract we would do an assessment of the current level of service, education and container placement at each Multi-Family property. We will work to assure that the location of containers is balanced between the needs of collection

efficiency and safety of the driver and the need to make sure participation is convenient for the residents.

- **Multi-Family Education**

We will also make sure that there is sufficient education for residents in terms of in-mold labels on carts, labels on dumpsters, signage inside buildings and outside and that each resident has the opportunity to have recycling program information in their preferred language, if it is one of the four most common non-English languages in Ramsey County. Our recycling information is available in Spanish, Somali, Hmong and Karen. In addition we have a contract with a live interpretation service so any caller to our zero waste/customer service hotline can ask to speak with us in up to 170 different languages.

Walk-Up Collection Services

Describe your plans for Walk-Up collections from Roseville residents with physical limitations:

We provide walk up service by request for any resident who finds it physically challenging to roll their cart to the curb. In order to set up this service, we document the location the resident would like us to collect the cart from (usually by their garage) so the driver knows where to look for it, and then we add a note to the driver's route identifying the address as a walk up account.

Services at City Buildings

Describe your process for planning and implementing the Recycling service levels at City buildings to help assure no overflow of Recyclables. Also, describe your specific strategies you will implement to reduce contamination of Recyclables at City buildings.

We would continue to provide existing service at all city buildings, and continue to notify the city when our drivers report contamination so that we can work on solutions together.

- **Planning for Right-Sizing of Service at City Buildings:**

We continuously respond to requests to adjust service levels and reports from drivers when accounts need additional capacity. In addition to this, at the beginning of the new contract we would do an assessment of the current level of service, education materials and container placement at each city building. We will work to assure that the location of containers is balanced between the needs of collection efficiency and safety of the driver and the need to make sure participation is convenient for the residents.

Services at City Parks

Does your proposal deviate from current City Parks collection operations? ☐ Yes ☒ No
If yes, itemize the detailed deviations: NA

Describe your proposal for planning and implementing the Recycling collection operations at City Parks including an annual meeting schedule with City staff.

Each spring we confirm cart delivery and removal dates for the year with City staff and then schedule spring delivery and fall removal of all park carts to ensure that carts are delivered and removed from parks at a time that works for the city based on weather patterns and events

schedules. We also notify all Roseville collection drivers of the beginning and end of the park collection season so they know to watch for those stops on their routes.

In general, we would recommend:

- Delivering carts in April of each year
- Collecting all city park recycling on an every other week schedule throughout the season. All parks will be collected on the same day as the surrounding homes with the collection truck that is already working in the neighborhood on that day.
- Removing carts in October of each year

Delivery and Removal of carts is generally completed over a two week time period, and we can be flexible with scheduling to ensure the recycling needs of the Roseville parks are being met.

We propose a meeting with City staff each year to discuss what is working well with the parks recycling program and what can be improved. The current program is working well but we are happy to make adjustments as use of the parks evolves over time.

Please specify your proposed service levels at City Parks, including walk-ins and trail collections:

We propose continuing the current recycling program at Roseville city parks, which includes 62 walk up carts that are collected every other week as part of our curbside recycling routes, and 50 carts along the trails in Central Park that are collected every other week with a smaller collection truck on a dedicated route.

Describe your process for planning and implementing the Recycling service levels at City Parks to help assure no overflow of Recyclables. Also, describe your specific strategies you will implement to reduce contamination of Recyclables at City Parks.

All of our carts will include clear signage indicating what can be recycled to help prevent contamination, and have the added advantage of being the same cart that Roseville residents use to recycle at home. We can also provide educational materials to include as part of the pavilion rental process.

Current service levels have been set to help assure no overflow of recyclables in the parks, and we can add additional carts or schedule extra pickups after events if needed.

Describe your proposed plan to service the Recycling carts on the City Parks trails. Include the details of your proposed truck make, model, and weight. Also include other vehicle design features (e.g., tire size, number of axles, etc.) intended to reduce impacts on Parks trail pavement.

We propose continuing to use our small, specialized collection vehicle to collect the carts along the trails in Central Park to minimize any impacts to park trail pavement. It is a single axle Ford F550 pickup truck body with an 8-yard rear load box on it. The truck has a Gross Vehicle weight of only 19,500 pounds.

Zero Waste Events

Describe your proposed operations for providing Recycling services at Zero Waste special events (e.g., Earth Day Celebration, Taste of Rosefest, Run for the Roses, Wild Rice Festival, other community events, etc.).

Through our zero-waste event program we partner with event organizers, supporting them in taking a new approach to event planning and on-site management. With a zero-waste perspective, waste can be reduced before it is generated, and discards can be designed to be easily composted or recycled.

Eureka Recycling will work with vendors to ensure they are using zero-waste packaging for food and beverages sold onsite. We also educate attendees on how to compost and recycle at the event. Our staff will also manage trash, recycling, and composting throughout the event, ensuring that materials are not only sorted properly, but that containers are emptied and issues are solved quickly to keep the whole system running smoothly. Lastly, we provide a post-event report to inform event organizers and other stakeholders how close the event came to zero-waste as well as recommendations for steps to take at future events to reduce waste even further.

Through our zero-waste event program, attendees, vendors and event organizers are able to clearly identify the event as sustainable and working toward a zero waste future. At these events, people's perceptions of trash are changed by experiencing a waste-free world. When nearly all of the discards at an event are composted or recycled, attendees experience the possibility of a world without waste in a tangible and memorable way.

Proposed Food Scraps Collection Plan

If food scraps Recycling is included in your proposal, describe the details of your proposed food scraps curbside collection service. Include: schedule for planning, details of any pilot projects, citywide implementation/roll-out; cart ownership (if needed); proposed composting facility (or facilities) to be used; and any other pertinent details. If available, provide a proposed food scraps collection service price schedule.

The most cost effective, environmentally and socially beneficial composting program incorporates prevention of wasted food first, then backyard composting education and training, and as a final step, curbside collection of meat, bones, paper napkins and other scraps that can't be backyard composted. The cornerstone of the composting program we propose will emphasize prevention and backyard composting first. The curbside collection program will begin with a city-wide announcement. We will design, produce and mail an invitation to join the program to all curbside households in the city. We will also have information about the program on our website and provide information for the city website and city publications, like the newsletter. All our zero-waste hotline staff will also have information about the program to share with residents who call, and will track households that are interested in taking part in the program.

The program will be managed by collection day (i.e. Monday blue and green zones for recycling will be one compost collection section). Collection of organics will be provided weekly to participating households and organic material brought to SET or another licensed composting facility.

Roll-out for the program will happen as follows:

- Stage One: Recruitment (*Prior to launch of collections*)—As soon as a household expresses an interest in joining the program they will be placed on the pending list. (Once 200 households in any Collection Day have opted-in, collections will launch. See description of Stage Two.) During this recruitment period each household will be provided with educational information on preventing wasted food and on backyard and/or worm composting. These tools can help to reduce the amount of edible food that a household wastes, enabling up to \$96 per month in savings from preventing wasted food. They will be given tips and tools to help them shop smarter, store foods so they last longer, and be creative with leftovers and the bumper crops of things like zucchini. They will also receive education and support for backyard composting and worm composting so they have the ability to begin some composting right away. All of these households will be invited to attend preventing wasted food and backyard/worm composting workshops.
- Stage Two: Opt-In Collections Launch (*Participation of a minimum of 200 Households within one Collection Day*)—Once interest in participation reaches at least 200 households in a single collection day section, a 64 gallon organics cart will be delivered to the interested households and we will begin weekly collection. With their cart, each household will receive education about what types of material can be placed in the organics cart and what items not to include. The carts will have an in-mold label on the top (similar to the recycling carts) that provides this information as well.
- Stage Three: Citywide Program (*Over 30% Participation Citywide*)—Once more than 30% of households in Roseville have opted-in to the organics collection program, we will begin negotiations with the City to launch the program citywide. Upon this change, every resident will receive a cart and information about preventing waste food, backyard/worm composting, and how to participate in the citywide organics collection program. The price for citywide collection will be different than the opt-in phase and negotiated based on information gathered during the opt-in phase.
- Documented Performance:
 - In 2011 and 2012 we conducted an organics pilot program that included curbside collection in the Macalester-Groveland neighborhood of Saint Paul. The program used the same zero-waste model where wasted food prevention and backyard/worm composting education was given before the launch of curbside collection. The program was opt-out so everyone received a cart and educational materials and called us if they did not want to participate. The participation rate in the area where curbside collection was offered was over 63%. The program was well received by residents.
 - In addition, Eureka Recycling was the first hauler in the metro area to provide organics collection for commercial entities starting in 2008. We grew this service from a pilot with five restaurants to over 80 customers that included retirement homes, schools, restaurants, and institutions. We sold this business unit in 2008 as we felt that the marketplace had matured enough to provide ample offerings from other haulers for food waste collection.

- We then shifted our focus to engaging on issues around policy related to composting and compost facilities as well as engagement with brands and packagers around strategy for when to design packaging as compostable versus recyclable. This has included one of our Co-Presidents, Lynn Hoffman, sitting on the board of the Minnesota Compost Council.
- **Cost Impact:** The cost for each household to participate in the initial opt-in program will be approximately between \$5.00 and \$8.00 per month, and costs associated with initial outreach and education on preventing wasted food and backyard composting would also be negotiated based on the city's goals and priorities. The exact cost of the whole program will be determined with the City based on the following items that would need to be negotiated and agreed to: Responsibility for billing and collection process for delinquent billing, how much promotion and education will be done (and funded) by the City and how much will be done by the vendor, and responsibility for the purchase of the carts and cart ownership.

Proposed Community Values Plan

Respondents must identify their proposal to meet Roseville's community values, including but not limited to the questions and specific examples below. Additional sheets may be added as needed (no page limit).

Diversity, Equity and Inclusion (DEI)

Have you read Roseville's DEI policies (as stated in RFP Section 2) and the Roseville Racial Equity Action Plan (Attachment E)? ☒ Yes ☐ No

Does your organization have your own DEI policy statement? ☒ Yes ☐ No

If yes, please include your DEI policy statement here:

See below for our working DEI policy statement that is currently being revised by our DEI committee as part of their 2021 workplan. We will be happy to share the final version of it with you when it is complete.

Does your organization have your own DEI action plan? ☒ Yes ☐ No

If yes, please summarize your DEI action plan here:

Our DEI action plan includes the following components:

- **Diversity, Equity and Inclusion Committee**
Our DEI committee was launched in late 2019, and our committee members come from different ethnic and racial backgrounds, gender identities, sexual orientations, ages, religions, and different departments and levels of the organization. This group meets once a month and works on diversity and inclusion initiatives set by the leadership team, along with initiatives that are developed by the team itself so that the voices of the members, as well as the work groups they represent, are heard and acted on.

When the pandemic hit, followed by the murder of George Floyd, and then followed by peaceful protests and civil unrest in the cities of Minneapolis and Saint Paul, Eureka

realized we needed to reassess the priorities of the DEI committee, and find new ways to engage employees suffering many conflicting emotions about all of these events. We completed a process of working with a consultant to help guide us in a way that will be sensitive to the needs of our employees and to the greater communities that we serve.

Current Working Mission Statement for Eureka Recycling's DEI Committee

The mission of the Diversity, Equity and Inclusion committee at Eureka Recycling is:

- to cultivate awareness of the importance of diversity to Eureka Recycling
- to provide leadership and direction in collaboration with the executive leadership team, for diversity, equity, and inclusion priorities for the organization, considering organizational systems, social functions, team recognition, communications, and opportunities
- to identify and recommend informed and researched strategies to strengthen Eureka Recycling's culture of Diversity, Equity, and Inclusion
- and to shine a light on what we as an organization are doing well and what we need to do better to make all employees feel welcome, respected, valued, and empowered.

- **Intercultural Competency Training**

We have engaged with a consulting firm to develop and deliver training for our staff that is focused on Intercultural Competence. Intercultural Competence looks to expand upon Diversity and Inclusion training to a more comprehensive approach that goes beyond demographic difference and looks at cultural norms and traditions, communication styles, beliefs and value systems. We have done our first training with our DEI committee and we are developing a plan to roll out training to the rest of our staff over the next 12-18 months. We see this training as key to developing tools for all of Eureka staff to navigate cross cultural interactions and relationships.

- **Diversity, Equity, and Inclusion in Hiring and Recruitment**

Eureka has a diverse staff from multiple perspectives included race, national origin, gender, ethnicity, gender identity, and sexual orientation. However, our senior leadership and directors are primarily white. We are committed to shifting this through strengthening internal pathways towards leadership, along with evolving our hiring and recruiting practices.

The HR department and the executive leadership team are committed to reviewing internal human resources policies, processes, and operations to eliminate discrimination to effectively attract high-quality candidates, and to provide an onboarding experience that will lead to a feeling of welcome and inclusion for all new hires.

Position announcements are distributed via the internet to various and diverse local and community media publications, community groups, and by way of personal contacts to ensure receipt by the broadest possible audience. We attend job fairs and community fairs when they are available and based upon available resources. We also continue to enhance our relationship with managers and supervisors through education regarding recruitment

strategies and engaging them to be on board with Eureka's diversity and inclusion goals. We periodically review these recruitment efforts to determine the level of success.

Eureka has been a second-chance employer for many years and has continually worked on developing pipelines for recruiting with community-based organizations that reach out to diverse populations and to individuals that may have barriers to employment. We have worked with organizations such as Twin Cities Rise, Clues, and TechDump who are working with underserved communities and populations that have barriers to employment. We are actively working on developing partnerships with other community-based organizations as well to further expand our pipelines, such as with local non-profit Ujama. In addition, we have worked with organizations such as TechDump to help train our managers and supervisors on strategies to help build trust and develop successful employment for individuals with potential barriers.

Lastly, HR works frequently with current employees when they express an interest in a position that is open, such as a supervisor or manager position, to improve their resume and to submit it via our online application system. This ensures that barriers are removed for employees that may have less computer skill or access to computer or internet in their home.

- **Diversity, Equity, and Inclusion in Job Promotions**

Eureka Recycling's senior leadership is committed to creating opportunities for people of color and women. We are committed to developing our staff so that they will be able to rise to new responsibilities within the organization. One of our overarching goals is to "move our mission and our *people* forward". Over the past five years, we have developed internal training for our staff that have moved from front line positions into supervisor and manager roles. This has included a support position in our HR department that has a focus to provide mentorship and advice around personnel management and conflict resolution, as this is often a challenging aspect of moving into a supervisory role. We have also developed a manager training program with managers across departments that meets every other week. This allows for managers to learn from each other and includes bringing in outside trainers on issues such as conflict resolution, time management, and project management. We have a diverse group of front line managers, and meeting in this consistent pattern combined with training has strengthened the ability of all to lead effectively.

- **Diversity, Equity, and Inclusion in Training and Workforce Development**

We are committed to offering development opportunities and career pathways for our staff so that they will be able to rise to new responsibilities within the company, and we have a special interest in making this happen for women and racially diverse employees. The Eureka Recycling executive leadership team continues to put a strong emphasis on preparing our diverse managers and supervisors, who have risen through the ranks of the organization, to be supported and to continue to develop their leadership and technical skills. Through experience, we have found that the best way to retain valuable employees is to provide them a variety of mechanisms to feel supported within the workplace. Our goals for recruiting, promoting, and retaining employees are: to anticipate future talent needs, cultivate our employee's experience and skills to prepare them for advancement

opportunities, and continuously enhance all of our efforts so that employees view Eureka as a supportive, inspiring, and preferred place to work. The HR department and executive leadership continue to focus on broadening the understanding of all management personnel on the importance of a diverse and inclusive workforce through ongoing training and engagement.

One of our key strategies for retaining employees in fields where recruiting is difficult and where there could potentially be high turnover is to intentionally create stronger career pathways. One example of this is in our maintenance department. It is incredibly difficult to recruit a strong external candidate that has the skills to be able to work on our very specific recycling equipment, so we have implemented an internal training program that involves advancements when certain milestone goals are met. In 2020 we received the Dual Training Pipeline Grant through Minnesota's Department of Economic Development, and this training program has been fully implemented. Maintenance training staff from Century College comes onsite once per month to deliver training in the field of maintenance, and one other session per month involves doing online courses and evaluations. We have three entry-level maintenance employees in this program, two of them people of color, one of whom came out of incarceration.

We have also worked extensively to create a similar pipeline for the collections team by creating an apprenticeship program. It is expensive to get a Commercial Driver's License (CDL) and typically requires paying thousands of dollars, which can be an insurmountable barrier. Our driver apprenticeship program allows us to recruit entry-level candidates, many of whom are candidates of color, to work towards getting a Class B CDL while receiving training and support through Eureka and earning an income. The apprentice starts as a Driver Helper, which allows them to learn skills such as navigation, route operation, and truck operation of hydraulics. We support them in studying to get their CDL permit and then they can get the necessary training hours on the job. By the time that they have gotten their CDL, which can take 6-18 months, the individual is ready to be promoted into one of our collection driver positions. This has been a successful program and we are working to further develop community partnerships to serve as recruiting partners for the program.

We are committed to continuing to advance our maintenance dual training pipeline and our driver apprenticeship program valuable as recruiting and retention tools, as well as a demonstration of how to work towards justice and to offer opportunities that are good for individuals and the communities they live in.

- **Procurement and Contracting**

We work with a range of vendors and contractors every day to deliver our services and fulfill our mission. These relationships range from the company that plows our parking lot in the winter, to the local cooperative that fuels our trucks with biodiesel, to vendors that provide us with parts and help us fix equipment, to the companies from whom we purchase winter hats. Being an independent and locally based non-profit, we have always understood the benefit to the local community by working with other locally owned companies and we have always looked to embed our values of environmental and social impact in how we spend our dollars. As part of this ongoing work, we are working over the next 18 months to review all of our vendor relationships to see where we can

prioritize working with business of color, as we see this as a key role to support racial equity in our community.

Please quantify the racial diversity (percent composition by race and ethnicity) of your workforce serving the Roseville region of your operations.

Our drivers have the following ethnicity: 63.4% White, 26.8% Black, 7.3% Hispanic, and 2.4% undefined. Our drivers do rotate to some extent between the various cities that we serve, so it makes more sense to include our entire driving staff in the composition percentage. Our MRF Operations team has the following percentages of composition: 80% Hispanic, 18.3% White, and 1.7% Black. We can provide more ethnicity information if requested, such as the composition of our administration and customer service teams.

Please summarize the means of providing equitable hiring and fair compensation of the workforce at the MRF where Recyclables collected from Roseville will be processed.

We follow the same hiring practices for our MRF employees as we do in all other departments of the organization. We start by focusing on advertising for posted positions in a wide array of places, including sites where we will be able to draw candidates of color. We allow candidates to apply online or on paper onsite to remove any barriers in regards to computer use. We utilize a fair scoring system for determining if candidates have the skills and/or experience required, while actively seeking to hire candidates that will add to the diversity of our MRF employee base. We consistently update our pay bands and, particularly for operations positions, we have a starting pay designated for each position in the MRF, with increases available on an annual bases based on performance and longevity in the company. All of our staff are paid at least a living wage with benefits as defined by the City of Minneapolis Living Wage Ordinance. Eureka covers 100% of employee health insurance premiums as well as other benefits and all staff have paid time off.

Is this MRF workforce permanent staff with benefits? ☒ Yes ☐ No

Please elaborate, including the percent of staff that is permanent or temporary:

We operate our entire organization, including the MRF, with full time, benefitted employees and competitive wages. We use temporary labor only as an occasional recruitment tool, and the current average tenure on our MRF team is 5.8 years. Many of our MRF employees have worked at Eureka Recycling for 12-15 years. Due to expanding the numbers of the staff in the MRF, this means we also have several new employees, which brings down the average tenure a bit. We are very proud of our ability to retain employees in the MRF, resulting in a highly skilled workforce.

If there is additional information you would like to share about your organizations DEI efforts, please include that here or attach additional sheets as necessary:

NA- everything is included in our answers provided above.

Public Education

The City and the Contractor will plan for a coordinated public education campaign.

◆ **Describe your proposal to improve participation in low participation communities including Multi-Unit Buildings.**

Eureka has many education and outreach programs that we can offer to the City, including a “virtual tour” that staff can bring to present and host a Q&A, games and displays to bring to community events, and ongoing resources and support for multifamily property managers. We have also worked with cities to improve recycling in lower performing neighborhoods through direct outreach, education through newsletters and community papers, and by working with the City to coordinate “get caught recycling” campaigns where we offer incentives to residents who start recycling and are recycling right.

We can develop proposals and by using the information and analysis from the annual report. At the beginning of each year of the contract, we will meet with city staff to create a work-plan for that year. We will work collaboratively with city staff to prioritize areas that need additional education, subjects that residents are interested in learning more about and make a plan that meets city goals and budget.

◆ **How do you propose educating individual residents in households who do not participate in curbside Recycling to improve Recycling participation?**

Roseville can be proud of their extremely high participation rate in their curbside recycling program- it has been between 92% and 97% since carts were first delivered to residents in 2014. We believe the place to focus on education for residents who may not be participating in the recycling program would be to focus on multifamily education and outreach. With high turnover and shared recycling containers, multifamily education can be a challenge, but we are committed to continuing to work with property managers to ensure they have the resources they need to set up successful recycling programs in their buildings.

All of our education is designed to be friendly and approachable and help remove obstacles to participation in the city’s recycling program. The annual recycling guide is designed to present clear, simple instructions for what materials we accept and how to prepare them for collection, and it is mailed to all households in the city each year. The guide is available in English, Spanish, Somali, Karen, and Hmong, and our customer service team uses third party interpreters that can interpret any language on the phone.

◆ **Does your company use Recycling “education tags” (e.g., “Oops” or similar tags) that are left by your collection crews at the time material is left behind? ☒ Yes ☐ No** If yes, attach an example of one such education tag from another community.

See Attachment Q1: Sample Education Tag

◆ **What forms of electronic communication and public education are you proposing to use to help educate Roseville residents and businesses?**

Our primary electronic education tool is our ReCollect app, which residents can use on our website or by downloading the mobile app to their phone (see details below).

We are also active on social media, using Facebook, Instagram, and Twitter to share zero waste news and resources with our community.

- ◆ **Do you propose to have Roseville-specific content on your web site?** ☒ Yes ☐ No
If yes, please describe.

Our website includes general recycling information that applies to all of the cities we serve and also includes links to each city's annual recycling guide for specific details. Our recycling app also includes a calendar tool that is embedded on our website where any resident can look up their collection schedule by searching for their specific address. Residents can also look up items to see if they can be recycled even if they don't want to download the mobile version of the app.

- ◆ **Roseville's current contractor uses a Recycling app for residents to get customized Recycling messages sent to their smart phone or other mobile device. Do you propose to use a similar app?** ☒ Yes ☐ No **If yes, please identify the app, any current municipal customers that use it, and describe how it will work for Roseville including roll-out schedule.**

We currently use the ReCollect app for all of the communities we work with, including Roseville. Residents have the option to download the free mobile app by searching for "Eureka Recycling" in their app store, or using all of the features of the app directly on our website. The app includes the following features in both the web and mobile versions:

- An interactive calendar where residents can view their collection schedule and sign up to receive alerts by text, email, pop up notification, or automated phone call (our customer service team can also set up reminder calls for a resident if they want a reminder and do not have internet access).
- A "Can I Recycle This?" tool where residents can look up specific items to find out if they can be recycled in their program.
- Our new sorting game, "Ready, Set, Sort!" which is a fun way for people of all ages to learn more about recycling.

- ◆ **What other (non-electronic) public education efforts have you used successfully in the past that are directly relevant to scope of service described in this RFP?**

We have a recycling-themed sorting game that we bring to community events along with educational resources. The game is a fun way to engage with kids and their parents, and share information about recycling and zero waste.

- ◆ **What are your plans for additional public education efforts?**

We don't have any additional plans at this time but will be happy to discuss additional outreach and education strategies with the city at any time.

- ◆ **Describe your plan for the annual Recycling participation and contamination study.**

Our annual participation study includes the analysis of six weeks of data from the

onboard computers on our collection vehicles. The study includes a calculation of the set-out rate, or the average number of households that set out recycling in any given week, and the participation rate, which is the number of unique households that participated at least once during the course of the six week study.

Our annual composition study includes a calculation of the city's current contamination rate. We hold all the recycling for one week and run it through our MRF separately from other material. We weigh all the different categories that we sorted the recycling into, including contamination. During this composition study we also take note of common contamination issues to aid our future education regarding what can and cannot be put in a cart for recycling.

Customer Service and Other Community Relations Services

Describe your call center plans. At a minimum, describe:

◆ **Location of the call center:**

Our call center is based in Northeast Minneapolis along with the rest of the organization (located at 2828 Kennedy St NE, Minneapolis), which allows our customer service and collections team members to work closely together to provide the best service possible in the communities we serve. Our local customer service team has a total of 8 people who rotate shifts for taking live calls and responding to customers' voicemails, emails, and inquiries through our app. Currently, some of our customer service staff are working from home due to the pandemic. All of these staff live in the Twin Cities metro area.

◆ **Hours of live call center operations:**

We answer our customer service hotline from 8am-5pm, Monday-Friday, and any voicemails received outside of our regular business hours will get a response on the following business day. We also actively monitor our customer service email account and inquiries from residents through our customer service app. The app is available on our website and by free mobile download and provides residents with reminders about their collection day, the ability to look up specific items and see if they can be recycled, and an additional way to contact us about issues.

We currently take an average of 2,200 calls per month.

◆ **Average call center response times (time from arrival of call to "live" Customer Service employee contact with caller):**

Our current average wait time for all calls on our customer service hotline is 21 seconds.

Our customer service team prioritizes answering all live calls as promptly as possible while also providing excellent customer service to each caller from the communities we serve. We also maintain enough staffing to be able to dedicate more resources to answering calls during times of higher than average call volume, such as the beginning of new contracts, inclement weather, weeks with holiday collection delays, etc.

◆ **Methods to support your customer service representatives to train them on Roseville-specific service elements and Contract standards:**

Our customer service team has regular team meetings and ongoing training opportunities for staff. We use this time to continually improve our existing procedures and processes, discuss topics related to our zero waste mission that may be of interest to our staff and the residents we speak to every day, and ensure the team is fully prepared for the beginning of any new contract. We have a team of committed, highly skilled customer service staff with an average tenure at Eureka Recycling of 7.8 years.

Any time we renew or add a city recycling contract, we update procedures and resources for our Customer Relations Team and provide extensive training to all team members to ensure that everyone is familiar with the specific elements of the new contract and is prepared to provide excellent customer service beginning with the first day of the new contract.

- ◆ **Do you currently use some form of “Frequently Asked Questions” (FAQs) together with standardized call center responses that are customized to a local community? If so, please provide a current example of such FAQs/responses.**

We do. Please see Attachment V - Sample FAQ for Hotline Staff.

- ◆ **Methods to link customer complaints to improved route services:**

Should a resident contact us to report that they were not collected, a member of the customer service team will look the address up in our system to see if they can identify any issues that may have prevented the driver from being able to collect the cart. The driver has the ability to flag an address and report any problems in real time and the customer service staff can see the report instantly if the resident calls. The driver can even use the safety cameras on the truck to take a photo of the set out. This is very useful if there is something that is preventing regular collection as the customer service staff can better understand what exactly is happening in the field and communicate it to the resident.

If we identify that the cart was set out properly and was missed by the driver we will send a driver back for the missed collection on the same day if the call came in before noon. If the call comes in after noon we will do our best to get it the same day and if that is not possible we will collect it the following collection day in the morning. If we do identify an issue with the set out, such as late set out, and the resident agrees to correct it, we will put a note in the system asking the driver to double check this address on their next collection day.

For more serious complaints, issues are escalated to fleet management to be addressed by making route adjustments and/ or providing additional training to the drivers involved, as is appropriate for each situation.

- ◆ **Proposed means to communicate with residents and City staff changes in collection schedule under severe weather incidents:**

We monitor the weather very closely any time it may impact our employees safety and the safety of residents and the public and/ or our ability to complete our routes on a given day, which allows us to get in touch with our municipal customers promptly any time there will be an impact to that city’s collection routes. With severe weather, each

situation is unique, and depending on the type of severe weather and its timing, we may decide that for safety reasons we need to start routes a few hours late on a particular day, bring trucks in before routes are complete, or delay routes for an entire collection day. The situation may require us to push all collection days back by one day and run on Saturday, or if there are a smaller number of impacted homes we may be able to “catch up” the day after the severe weather. If weather results in a delay of a significant portion of the City to the next collection day more than 6 times in a year, Eureka will charge an additional fee to the City for the cost of labor and fuel for the delayed routes upon approval from the City.

Once this decision has been made and communicated to our city partners, we send out notices to all residents who have opted in to receive service alerts through our customer service app. Each resident can choose the method of communication they prefer, including text message, email, automated phone call, and mobile app alerts. The app allows us to target specific messages to the entire city, one day’s collection routes, or even a single block or group of blocks so all residents receive accurate information about their service.

We also post more general messages on our website and as a recorded message on our main customer service phone line. These more general messages always direct residents to our app for more address-specific information. Even if a resident has never used our app before, they can download it or enter their address in the web based version and will see the weather delay message that applies to their service.

Pavement Impacts

Please describe how your proposed equipment and operations will minimize impacts on street pavements within Roseville.

All of our trucks are maintained regularly and purchased from recognized manufacturers in the industry. Because of our goals in processing recyclables, we understand that over-compacting material in our trucks can decrease material quality in the sorting facility. This has an additional benefit of not putting so much weight in the collection process that it has negative impacts on roads and surfaces. Because we drive the streets of Roseville every day, our drivers also report to us if they notice significant wear and tear. We can then report this to the City staff so that preventative measures can be taken.

Clean Operations

Please describe how your proposed equipment and operations will minimize litter and debris within Roseville.

All of our drivers are trained to monitor for any litter issues using the onboard cameras on their truck, and to clean up any spills before leaving the collection site.

Quiet Operations

Please describe how your proposed equipment and operations will minimize noise within Roseville.

By maintaining ongoing preventative maintenance for all vehicles in our fleet and continuously rotating out the trucks in our fleet, we can ensure quiet, safe operations for all of the communities we serve. The average age of vehicles in our current fleet is currently three years.

Local Markets

Please describe how your proposed operations and materials marketing plans will maximize the use of local end markets to the extent possible.

Over the years Eureka Recycling has always focused on quality and built strong partnerships with local recycling markets. Eureka Recycling's roots are in the community, which keep us accountable to the needs of our community. Research by organizations such as the Institute for Local Self Reliance shows that locally owned businesses and organizations keep more dollars in the local economy. By managing recyclables with a local, community-based company, about \$.68 of each dollar stays in the community to boost local economic activity, employment, and ultimately, tax revenue. With multi-national companies, less than \$.30 of each dollar stays local.

We are also proposing two changes to the Roseville Recycling Program to further support this goal of maintaining a high quality recycling stream that can be marketed locally:

- Transition away from collection of textiles at the curb

Over the past few years we have been reevaluating the effectiveness of our textiles collection program and received a grant from the MPCA to do this analysis and produce a report. Our analysis and research revealed some challenges with curbside collection of textiles in terms of achieving environmental and economic benefit. Part of our research found that the quality of material typically collected at the curb provides challenges to the ability to reuse and recycle the textiles, resulting in much of the materials collected being sent overseas where it is challenging to trace how much actually gets used again and how much still ends up being waste.

We believe there may be alternatives to curbside collection that could achieve greater environmental and economic benefit, and more details of this proposal are included below under "Added-Value (Option 2)".

Our full textiles recycling report can be found here. <https://eurekarecycling.org/wp-content/uploads/2020/01/Best-Practices-For-Textiles-Collection-for-Municipal-Programs.pdf> .

- Transition away from collection of shredded paper at the curb

Shredded paper has always been a challenging material to collect with single-stream recycling—even when residents prepare it according to our current guidelines, the bags often break during collection and processing, causing bits of shredded paper to mix in with the other materials and get dirty. While we are currently capturing much of the loose shredded paper in our stream, it is no longer a high quality product by the time it goes through our facility, and some of it ends up as contamination in other material streams.

As this material poses a significant challenge for MRFs throughout the region, the Recycling Education Committee started by the Minnesota Pollution Control Agency is currently recommending that municipalities and haulers do not promote shredded paper as part of curbside collection programs.

Alternately, dedicated shredding events like the one hosted by the City of Roseville each summer and other dedicated shredding services are able to capture shredded office paper, keep it clean, and market it as a high quality recycled paper stream.

Both of these changes will increase the strength and resiliency of Roseville's recycling program, and our ability to truly market high quality recyclable materials to local markets to maximize the benefit of Roseville's recycling program for the environment and the local community.

Please describe where the percentage of Recyclable materials from your operations in the Twin Cities are marketed: e.g. in Minnesota; in the Midwestern Region of the U.S., in North America, and to export markets abroad.

In 2020 82% of our material was sold to markets in Minnesota, 93% to markets in the Midwest and 100% to markets in North America.

Proposed Value-Added Plan

Identify options, ideas, alternatives, or suggestions to add value to this service. Include a short description of how it adds value to the project and identify if the items will increase or decrease cost, customer satisfaction, or both. You may add additional added-value options

Describe added-value (Option 1):

Virtual MRF Tours for the Roseville community

How will this add value?

As a mission-based recycler and a zero waste demonstration and lab, we love offering community members a behind-the-scenes look into the world of recycling! While we had to suspend in-person tours of our facility in response to COVID-19, we are getting ready to launch a new virtual MRF tour program on Earth Day 2021. With this new program, we will host virtual tours on zoom for small groups, who will get to learn how recyclables are collected, sorted, processed and sold—all for the benefit of the community. The virtual tours will include a presentation and time to answer recycling questions from participants. We are looking forward to sharing this new opportunity with the communities we serve and making the most of this new tour platform that allows us to offer tours at any time that works for community groups (previous public tours had to happen during the day when the facility was running) and offer up-close views of our equipment in action without any safety risk.

Describe documented performance of this option in other communities:

We are developing this program based on the prior success of our previous offering of public MRF tours (suspended due to the pandemic) and other educational presentations we have offered over the years.

What will be the cost impact of this added-value option:

We can offer up to four virtual tours per year that are dedicated to Roseville residents only at no additional cost to the city. We could offer these to specific community groups within the city of Roseville, such as clubs, scout troops, or faith communities, or they could be promoted for any Roseville resident who wants to participate. Of course, Roseville residents are also welcome to sign up for any of our ongoing public virtual tours starting on Earth Day 2021.

Describe added-value (Option 2):

Transition of textiles recycling program from curbside collection with recycling to promotion of local reuse and repair options.

How will this add value?

As there is growing recognition of textile waste and an increased understanding that textile recycling is a challenge in the time of fast fashion and low quality material, there is a growing movement towards focusing on local resources for textile reuse and repair.

We would see value in working with the City to transition the textiles program away from curbside collection and towards promotion of local reuse and repair services. This would include working together with the city to identify local businesses and organizations in and around the local community that are doing great work with textile reuse and/ or repair, and adding such resources to the Rosevilles' annual recycling guide, Eureka Recycling's website and customer service app, and also sending a specific post card once a year to residents. This proposal is based on an effort that we piloted in St Paul as part of the MPCA grant.

This will add more environmental benefit in terms of promoting reuse and also promote local businesses and entrepreneurs in and around the Roseville community.

Describe documented performance of this option in other communities:

This was an effort that we piloted in St Paul as part of our MPCA grant and would look forward to expanding on in Roseville.

What will be the cost impact of this added-value option:

We would propose passing on the direct cost of the one post card mailing a year to the city. All other work associated with this proposal would be completed at no cost to the city.

Describe added-value (Option 3):

Use our ReCollect App to promote Roseville events

How will this add value?

We can use our ReCollect app to promote city of Roseville events that are related to recycling, such as:

- Roseville's Community Clean-ups
- Ramsey County's mobile Hazardous Waste collection events in or near Roseville
- Roseville's shredding event
- Roseville Earth Day, Taste of Rosefest, Run for Roses, and Wild Rice Festival
- Any other city events that would benefit from this method of promotion

We could post the events on the recycling calendar so residents would see them along with their recycling collection schedule, and also send out a brief description of each event as a promotion as part of the recycling reminders residents receive in the weeks prior to the event. We would need confirmation of the location, date, and time of each event from city staff, as well as a brief description of each event.

Describe documented performance of this option in other communities:

We did this with a few St Paul events in 2019 and received a positive response.

What will be the cost impact of this added-value option:

There is no cost to the city for this proposal.

Respondents are encouraged to add more added-value options and sheets as needed.

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

A handwritten signature in black ink, appearing to read "Kate Davenport", written over a horizontal line.

Authorized Signature

Kate Davenport
Printed Name

April 2, 2021
Date

Attachment F

Price Worksheets

Instructions

All Respondents must fill out at least one set of these price worksheets for the “base scenario” for fixed fees (without risk/revenue sharing); at a minimum, the price worksheets below must be filled out. All parts of the price worksheets below must be completed. To be responsive, the City requires proposed Recycling service prices for:

- ♦ SUDs and Multi-Unit Dwellings;
- ♦ Three-and-a-half (3.5) year vs. five-and-a-half (5.5) contract terms; and
- ♦ Contractor-owned Recycling carts vs. City-owned carts.

In addition, Respondents also may complete optional, alternate scenario price worksheets. For example, Respondents may submit separate price worksheets with a proposed risk/revenue sharing component. Another example would be for weekly collection from SUDs instead of the every-other-week (EOW) collection frequency in the base scenario. Simply copy these pages and clearly mark your additional alternate scenario proposal as such. Respondents may submit multiple scenarios; there is no limit.

Respondents may fill in the price worksheets below or use their own form. However, the contents in the price worksheets below must be included if alternative forms are submitted. When completed, print and sign the final forms for submittal with your proposal. You may also print out this document, fill in your numeric answers by hand, and then sign the price worksheets. All forms completed manually must be clear and legible.

All price worksheets shall be executed by the authorized official to bind the Respondent. If alternate proposal(s) are submitted, a separate Form F – Price Worksheet must be included, labeled “Alternate” with an appropriate title, that clearly specifies the proposed costs of any such alternate provision.

Risk/Revenue Sharing Option

You may submit an additional scenario price worksheet with risk/revenue sharing to accommodate the fluctuating value of recyclables. If you do so, your risk/revenue sharing option must be clearly described, prices and formulae itemized, and include at least two example annual calculations based on 2019 and 2020 market prices. If you submit such an option, the City requires you to submit it in addition to your proposed prices for the “base scenario” without risk/revenue sharing as outlined below. Alternate risk/revenue share proposals without the “base scenario” (without risk/revenue sharing) may be deemed non-responsive.

If you propose a risk/revenue sharing scenario, you must use the assumed tonnage and material splits in Exhibit C for calculating the net revenue share. It is important to note that the City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for purposes of this RFP and comparing the value of any risk/revenue sharing proposals.

Respondent Contact Information

Organization name: Neighborhood Recycling Corp., DBA Eureka Recycling

Contact person: Joanna Stone

Title: Director of Customer Relations

Address: 2828 Kennedy St NE, Minneapolis MN 55413

Phone: 612-455-9120

E-mail: joannas@eurekarecycling.org

Signature of authorized Representative:

A handwritten signature in black ink, appearing to read 'Kate Davenport', written over a horizontal line.

(Name)

Kate Davenport, Co-President

Date: April 2, 2021

Form F.1 - Recyclables Collection from Single Unit Dwellings**(Contractor owns the carts)**

Proposed price for every-other-week (EOW) Recyclables collection from Single Unit Dwellings (SUDs). Assume the Contractor will own the Recycling carts. Prices under this base scenario shall include all Recyclables processing/marketing costs and charges (i.e., without any revenue/risk sharing provision).

Recyclables Service from SUDs
(\$ per SUD per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit per month	\$3.98	\$4.12	\$4.26	\$4.41

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit per month	\$3.93	\$4.06	\$4.21	\$4.35	\$4.51	\$4.66

Form F.2 - Recyclables Collection from Multi-Unit Dwellings**(Contractor owns the carts)**

Proposed price for Recycling service from Multi-Unit Dwellings. Assume all Recycling carts and dumpsters will be owned by the Contractor. Initial Recycling cart assembly and delivery will be rolled-out by the Contractor. Includes all Recyclables processing/marketing costs and charges.

Recyclables Service from Multi-Unit Dwellings
(\$ per Multi-Unit Dwelling unit per month)**Three-and-a-half (3.5) Year Term**

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:	\$3.98	\$4.12	\$4.26	\$4.41

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:	\$3.93	\$4.06	\$4.21	\$4.35	\$4.51	\$4.66

Form F.3 - Recyclables Collection from Single Unit Dwellings**(City owns the carts)**

Proposed price for weekly Recyclables collection from Single Unit Dwellings (SUDs). Assume the City will own the large (95-gallon) Recycling Carts. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed prices should include all Recyclables processing/marketing costs and charges (i.e., without any revenue/risk sharing provision).

Recyclables Service from SUDs

(\$ per SUD per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single- Unit Dwelling unit per month	\$4.48	\$4.64	\$4.80	\$4.97

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single- Unit Dwelling unit per month	\$4.43	\$4.58	\$4.74	\$4.91	\$5.08	\$5.26

Form F.4 - Recyclables Collection from Multi-Unit Dwellings
(City owns the carts)

Proposed price for Recycling service from Multi-Unit Dwellings. Assume all Recycling carts will be owned by the City. Assume the dumpsters will be owned by the Contractor. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed price should include all Recyclables processing/marketing costs and associated charges.

Recyclables Service from Multi-Unit Dwellings
(\$ per Multi-Unit Dwelling unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:	\$4.48	\$4.64	\$4.80	\$4.97

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Multi-Unit Dwelling unit per month:	\$4.43	\$4.58	\$4.74	\$4.91	\$5.08	\$5.26

Form F.5 - Recyclables Collection from City Parks
(Contractor owns the carts)

Recycling services in City Parks includes servicing carts within or adjacent to parking lots and buildings (less than 25 feet from parking lot) and on trails/pathways on a dollar-per-pull basis. Assume the Contractor owns the carts.

The Contractor will be required to comply with the Roseville Parks Safety Plan
<http://www.cityofroseville.com/436/Recycling>.

The Respondent should also provide a recommended schedule for servicing the City Parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Three-and-a-half (3.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
At or adjacent to parking lots	\$3.98	\$4.12	\$4.26	\$4.41
On the parks trails	\$17.26	\$17.87	\$18.49	\$19.14

Five-and-a-half (5.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
At or adjacent to parking lots	\$3.93	\$4.06	\$4.21	\$4.35	\$4.51	\$4.66
On the parks trails	\$16.73	\$17.32	\$17.92	\$18.55	\$19.20	\$19.87

Please see Attachment W – Recommended Schedule for City Parks Recycling

**F.6 Recyclables Collection from City Parks
(City owns the carts)**

The same collection service standards as in Section F.5 above, but assume the City owns the carts.

Three-and-a-half (3.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
At or adjacent to parking lots	\$4.48	\$4.64	\$4.80	\$4.97
On the parks trails	\$17.26	\$17.87	\$18.49	\$19.14

Five-and-a-half (5.5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
At or adjacent to parking lots	\$4.43	\$4.58	\$4.74	\$4.91	\$5.08	\$5.26
On the parks trails	\$16.73	\$17.32	\$17.92	\$18.55	\$19.20	\$19.87

Please see Attachment W – Recommended Schedule for City Parks Recycling

Form F.7 - Alternate: Recyclables Collection from Single Unit and Multi-Unit Dwellings
(Contractor owns the carts, EOW collection, with Revenue Share)

Proposed price for every-other-week (EOW) Recyclables collection from Single Unit Dwellings (SUDs) and Multi-Unit Dwellings. Assume the Contractor will own the Recycling carts.

This alternate proposal includes revenue share.

Recyclables Service from SUDs and Multi-Unit Dwellings
(\$ per SUD and MUD unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$3.33	\$3.45	\$3.57	\$3.69

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$3.23	\$3.34	\$3.46	\$3.58	\$3.70	\$3.83

Form F.8 - Alternate: Recyclables Collection from Single Unit and Multi-Unit Dwellings
(City owns the carts, EOW collection, with Revenue Share)

Proposed price for every-other-week (EOW) Recyclables collection from Single Unit Dwellings (SUDs) and Multi-Unit Dwellings. Assume the City will own the Recycling carts.

This alternate proposal includes revenue share.

Recyclables Service from SUDs and Multi-Unit Dwellings
(\$ per SUD and MUD unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$3.83	\$3.96	\$4.10	\$4.24

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$3.73	\$3.86	\$3.99	\$4.13	\$4.28	\$4.43

Form F.9 - Alternate: Recyclables Collection from Single Unit and Multi-Unit Dwellings
(Contractor owns the carts, Weekly collection, No Revenue Share)

Proposed price for Weekly Recyclables collection from Single Unit Dwellings (SUDs) and Multi-Unit Dwellings. Assume the Contractor will own the Recycling carts.

This alternate proposal does not include revenue share.

Recyclables Service from SUDs and Multi-Unit Dwellings
(\$ per SUD and MUD unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$5.20	\$5.38	\$5.57	\$5.76

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$5.11	\$5.29	\$5.47	\$5.66	\$5.86	\$6.07

Form F.10 - Alternate: Recyclables Collection from Single Unit and Multi-Unit Dwellings
(City owns the carts, Weekly collection, No Revenue Share)

Proposed price for Weekly Recyclables collection from Single Unit Dwellings (SUDs) and Multi-Unit Dwellings. Assume the City will own the Recycling carts.

This alternate proposal does not include revenue share.

Recyclables Service from SUDs and Multi-Unit Dwellings
(\$ per SUD and MUD unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$5.70	\$5.90	\$6.11	\$6.32

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$5.61	\$5.81	\$6.01	\$6.22	\$6.44	\$6.66

Form F.11 - Alternate: Recyclables Collection from Single Unit and Multi-Unit Dwellings
(Contractor owns the carts, Weekly collection, with Revenue Share)

Proposed price for Weekly Recyclables collection from Single Unit Dwellings (SUDs) and Multi-Unit Dwellings. Assume the Contractor will own the Recycling carts.

This alternate proposal includes revenue share.

Recyclables Service from SUDs and Multi-Unit Dwellings
(\$ per SUD and MUD unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$4.55	\$4.71	\$4.87	\$5.04

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$4.41	\$4.56	\$4.72	\$4.89	\$5.06	\$5.24

Form F.12 - Alternate: Recyclables Collection from Single Unit and Multi-Unit Dwellings
(City owns the carts, Weekly collection, with Revenue Share)

Proposed price for Weekly Recyclables collection from Single Unit Dwellings (SUDs) and Multi-Unit Dwellings. Assume the City will own the Recycling carts.

This alternate proposal includes revenue share.

Recyclables Service from SUDs and Multi-Unit Dwellings
(\$ per SUD and MUD unit per month)

Three-and-a-half (3.5) Year Term

Recycling Service Fee	Contract Year			
	1	2	3	4
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 6/30/25
	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$5.05	\$5.23	\$5.41	\$5.60

Five-and-a-half (5.5) Year Term

Recycling Service Fee	Contract Year					
	1	2	3	4	5	6
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26	1/1/27 to 6/30/27
	12 months	12 months	12 months	12 months	12 months	6 months
Proposed price per Single-Unit Dwelling unit and Multi-Unit Dwelling unit per month	\$4.91	\$5.08	\$5.26	\$5.44	\$5.63	\$5.83

Attachment G

List of Trucks and Other Collection Equipment

Instructions: This form shall be executed by the official authorized to bind the Respondent organization. Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service all types of accounts including residential (Single Unit Dwellings and Multi-Unit Dwellings), City Parks, and City buildings.

Make of Chassis & Body	Model	Year	#	Capacity/ Cubic Yards	Fuel Type	Delivery Schedule, if not Currently Owned
Freightliner with PacTech body	M2106	2020	1	20	BioDiesel20	Already on site
Mack with McNelius body	LR613	2017	2	28	BioDiesel20	Already on site
Dennis Eagle with PacTech body	ProView	2016	1	28	BioDiesel20	Already on site
Freightliner with New Way body	M2106	2016	1	20	BioDiesel20	Already on site
Ford with New Way body	F550	2020	1	8	BioDiesel20	Already on site

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



Authorized Signature

Kate Davenport
Print Name

April 2, 2021
Date

Attachment H
Acceptance of, or Exceptions to, Draft Contract

Respondent has reviewed the draft Contract for the City of Roseville Comprehensive Recycling Services (Attachment A) in this RFP packet.

- ☐ We have no changes to request to the draft Contract and we have no exceptions to the proposed Contract language. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language “as is.” If awarded the Contract by the City, we hereby certify that we will execute the final Contract without any changes.

Or

- ☒ We have exceptions to the draft Contract language. We have proposed changes to the draft Contract. We have attached a redlined (“tracked changes”) version of the draft Contract that itemizes our changes or exceptions. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language with the proposed changes. No other exceptions or changes are or will be proposed. If awarded the Contract, we hereby certify that we will execute the final Contract if our proposed changes are accepted by the City.

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



Authorized Signature

Kate Davenport

Print Name

April 2, 2021

Date

Attachment H2 – Summary of Proposed Contract Changes for City of Roseville Comprehensive Recycling Services

In Section 2.5.1 Curbside Collection – Proposer suggests adding the following language to second paragraph:

“When picking up extras outside the cart it is limited to 4 paper grocery bags of extra materials or one bundle of cardboard that is broken down small enough to fit into the resident’s cart so that the driver can utilize cart tipper to load material into the truck.”

Also in Section 2.5.1 Curbside Collection – Proposer suggests the following alternative means of contaminant and participation measurement:

“On-board cameras will be used by drivers to monitor carts for contamination as they are being emptied into the truck hopper. If a driver notices contamination, they will report it using the on-board computer on their truck, and then will leave an educational tag on the cart for the resident. If the driver sees that there is contamination before tipping the cart, such as plastic bags sticking out, the driver will not empty the cart and will leave an educational tag and report the contamination using the on-board computer on their truck. A summary of these contamination reports will be submitted to the City on a monthly basis (see Attachment R).

Contractor will calculate the city’s contamination rate annually through a composition study. Material collected from the City will be held aside for one week and run through our MRF separately from other material, and each category that the material is sorted into will be weighed separately, including contamination. During this study, contractor will also take note of common contamination issues to aid future education efforts.

Contractor will calculate the city’s participation rate annually through a participation study. In this study, data from the on-board computers on the recycling trucks will be pulled for a six week study period and analyzed to calculate the city’s set-out rate, or the average number of households that set out material for recycling collection on a given day, and the city’s participation rate, which is the number of households that set out recycling at least once within the six week study period.”

2.5.8.1 Curbside – proposer suggests the following tracked change:

Contractor shall leave the Non-Targeted Materials and leave an “education tag” indicating acceptable materials and the proper method of preparation. If the Non-Targeted Recyclables have been tipped into the collection truck, the driver shall record the address of the stop and leave an education tag on the cart. ~~The Contractor shall send a letter to the resident noting the Non-Targeted Recyclables and providing information on what are accepted Recyclables.~~ The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses to the City Recycling Coordinator at the end of each month.

2.5.8.2 Multi-Unit Dwellings– proposer suggests the following tracked change:

Contaminated carts or dumpsters of material **will not be collected**, and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by ~~phone-email~~ that the material was left and the reason that the material was unacceptable. It will be the responsibility of the Contractor to obtain cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced. The Contractor shall provide the City with a minimum of one month's notice of any multi-unit education campaign plans.

In Section 2.7 – Proposer would like further clarity on this section. For example, if the City decides to change set out requirements to include walk up for all residents, this would be a change in service level and would require a price change. Current language makes it sound like City could make such change and the proposer would like some limits set on this right.

Section 2.13 Severe Weather – Proposer suggests deleting the first sentence and replacing it with the following:

“Recycling collections may be postponed due to severe weather upon mutual agreement between contractor and Public Works Director. If decision to postpone is outside of normal operational hours, contractor will attempt to reach Public Works Director by phone and email. If a response is not received and due to safety a decision needs to be made, the contractor will postpone collections”.

3.7 Contractor's Customer Service Call Center Staff– proposer suggests the following tracked change:

The Contractor shall have on duty Monday through Friday from ~~78~~:00 a.m. to 5:00 p.m. customer service representatives to receive customer calls. In addition, the Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours 24 hours per day, 7 days per week, 365 days per year.

5.5 Liquidated Damages– proposer suggests the following tracked changes:

This Contract establishes liquidated damages as an exclusive remedy for failure to meet the selected, example performance standards set forth in this Section 5.5. These liquidated damages are independent of ~~default and breach~~ provisions governing other defaults and breaches of the parties addressed elsewhere in this Contract. ~~This list of example liquidated damages within this section is not intended to be exhaustive; lack of Contractor performance on other service standards may also result in liquidated damages.~~ This list may be amended by mutual written agreement between the City and Contractor as needed.

The City and Contractor expressly agree that the potential harm or injury to the City or residents caused by the incidents of substandard performance set forth in this ~~Contract~~ Section 5.5 are difficult or impossible to accurately estimate. The City and Contractor stipulate that each damage dollar amount in this Section 5.5 ~~Contract~~ is a reasonable estimate of the loss to the City and the public.

~~The existence or recovery of such liquidated damages shall not preclude the City from recovering other damages in addition to the payments made hereunder which the City can document as being attributable to Contractor performance failures. In addition to other costs that may be recouped, the City may include costs of personnel and assets used to coordinate, inspect, and re-inspect items within this Contract as well as attorney fees if applicable.~~

The Contractor shall agree, ~~in addition to any other remedies available to the City,~~ that the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor fulfilling its obligations listed in subsequent A through W below:

- A. Failure to respond to legitimate service complaints within twenty-four (24) hours in a reasonable and professional manner – \$50 per incident.
- B. Failure to collect properly notified missed collections – \$250 per incident.
- C. Failure to collect properly notified Partial Dumps – \$250 per incident.
- D. Failure to leave an education tag when Non-Targeted Materials are included and observed in the cart – \$100 each incident
- E. Failure to collect Walk-Up Service accounts due to severe weather or driveway surface conditions for more than two consecutive collection events after conditions permit access – \$250 per incident.
- F. For each witnessed report of a driver dropping the Recycling cart when the bottom of the cart is more than four feet above the ground – \$50 per incident.
- G. For each incident of the Contractor failing to pick up material on a block. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7 a.m., the material was not picked up, and the Recyclables were properly sorted – \$500 per incident.
- H. For each incident of failure to complete collection of a collection zone on its designated day as defined in Exhibit A, Recycling Zones Map, when the Contractor has not received an extension of collection hours from the Recycling Coordinator or designated alternate – \$1,000 per incident.
- I. Failure to complete a fifty percent (50%) of the Recycling Zone –\$2,500 per incident.
- J. Failure to complete the collections within the specified timeframes without proper notice to the City – \$100 per incident.
- K. Recycling carts without recycling symbols or labels that include text and graphics depicting what materials may be placed in the carts, and not replacing torn, dirty, unreadable labels – \$100 per incident.

Commented [AG1]: No, liquidated damages are by definition a substitute for the actual damages that a non-breaching party may recover as a result of the breach, regardless of the actual damages ultimately suffered.

Commented [AG2]: Revise to reflect actual subsections if some of the proposed obligations are deleted.

- L. Failure to maintain recycling carts in proper working order – \$100 per incident.
- M. Failure to provide monthly and annual reports – \$100 per incident.
- N. Failure to clean up from spills immediately or least within 6 hours of an incident – \$250 per incident.
- O. Failure to adequately (within eight hours of the change) notify the City of changes in location of Recyclable processing operations (i.e., the MRF used to process Roseville recyclables) – \$250 per incident.
- P. Making changes to the collection or processing systems 30 days prior to receiving City approval to implement any such change – \$5,000 per incident.
- Q. Failure to conduct and report results of the annual composition analysis – \$1,000 per incident.
- R. **[If City owned carts]** Failure to provide sufficient cart or container inventory information to the City [or failure to provide adequate notification of when new carts and/or containers need to be ordered] – \$500 per incident.
- S. Failure to provide adequate notice (within two hours of Contractor’s decision to delay collections) and coordination to prevent mixed public messages about collection delays due to severe weather incidents – \$2,000 per incident.
- T. Failure to accurately and promptly answer a resident’s question to the Contractor’s customer service call center – \$100 per incident.
- U. Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container or not following general no-smoking rules – \$50 incident.
- V. Failure to provide accurate call center responses to Roseville residents’ questions per the City’s FAQs guidance document – \$500 per incident.
- W. Failure to follow the federal or state equal opportunity laws and rules - \$1,000 per incident.

The Contractor shall be liable for liquidated damages in the amount(s) set forth above upon reasonable determination of the City that performance has not occurred consistent with the provisions of the Contract. The City shall notify Contractor in writing or electronically of each act or omission in this Contract reported to or discovered by the City. It shall be the duty of Contractor to take whatever steps or action may be reasonably necessary to remedy the cause of the complaint.

The City may deduct the full amount of any liquidated damages from any payment due to the Contractor. ~~The remedies available to the City under this paragraph shall be in addition to all other remedies that the City may have under law or at equity.~~

6.17 Indemnification– proposer suggests the following tracked changes:

The Contractor agrees to defend, indemnify, and hold harmless the City, its officers, and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorneys' fees, for which it may be held liable, resulting directly or indirectly from claims or assertions by third parties against the City arising out of (i) malfeasance, misfeasance, negligence, or an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by-under this Contract or-by-reason of(ii) the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

Attachment A – Draft Contract

Comprehensive Recycling Services

City of Roseville, Minnesota

March 2021



Attachment A – Draft Contract

Comprehensive Recycling Services

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Exhibit B	Single Unit and Multi-Unit Dwelling Levels of Service
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Exhibit D	City Buildings and Parks Recycling
Exhibit E	List of Current Opt-In Program Establishments
Exhibit F	List of Acceptable and Not-Acceptable Recyclables

1 Definitions

Aluminum cans

Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water or other beverages.

Annual Work Plan

The Contractor and City shall develop an Annual Work Plan to describe initiatives the City and the Contractor will undertake to improve the City's recycling program.

Aseptic Packaging and Milk Cartons

Containers designed to maintain the sterility of a sterile (aseptic) product such as food. (e.g., gable-top milk cartons, juice boxes, and aseptic packaging used for soup, broth, soy milk, etc.) Aseptic packages are typically a mix of paper, polyethylene (low-density polyethylene [LDPE]), and aluminum.

Carrier Stock

Paper injected with resins in order to resist moisture and used for containers to carry products such as beer and soda pop.

City's Designated Contact Person

The City of Roseville (City) has designated Environmental Specialist Ryan Johnson as the City's sole point of contact for prospective Contractors.

City-Designated Recyclables, or Recyclable Materials, or Recyclables

Acceptable Recyclable materials are listed and defined in Exhibit F, including the explicit list of unacceptable materials.

The City encourages the Contractor to explore markets for additional types of Recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written Contract between the City and the Contractor.

City Buildings and City Parks

Municipal facilities where Recycling services are provided under this Agreement. See Exhibit D for detailed lists and maps.

Clothes and Textiles

Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts, coats, hats, gloves, and shoes and boots that are dry, clean, and free of mold, mildew, and excessive stains.

Collection

The aggregation and transportation of recyclable materials from the place at which they are generated including all activities up to the time when they are delivered to a recycling facility.

Commodity

Any individual material, including specific industrial grade, as defined by this Contract.

Contract

Agreement between the City and Contractor to provide recycling collection services.

Contractor

The City's recycling service Contractor under the new Contract beginning operation on January 1, 2022.

Corrugated Cardboard (Old Corrugated Cardboard)

Cardboard material with double wall construction and corrugated separation between walls including boxes for delivery and take out pizzas. Does not include cardboard heavily coated in plastic or wax.

Curbside

The area of public right-of-way between the property line and the curb or edge of the street but not on the street. The term "curbside" may also include alley collection.

Curbside Recycling Carts

Wheeled carts used as part of a single-stream collection system. If the Contractor owns the carts, carts shall be consistent in colors and design with a recycling symbol that is at least 4 inches tall on two sides and approved instruction label on each lid, so as to be easily identified by the resident/customer and the Contractor driver as the container for recyclable materials collection.

Curbside Recycling Service

The recycling collection services, specified in this RFP and the subsequent Contract, serving customers with recycling pickup at the curb or alley at their residence.

Diversity, Equity and Inclusion (DEI)

The City is dedicated to promoting respectful conduct, equitable service, and diversity in our community. Contractors partnering with the City shall support and abide by the City's commitment to prioritize racial equity in their planning, delivery, and evaluation of programs, policies and services.

Food Scraps

Residential organic materials derived from plant and animal matter including food waste that is collected for composting.

Glass Jars and Bottles

Glass jars, bottles, and containers (lids/caps and pumps removed) that are used for packing and bottling of food and beverages.

High-Density Polyethylene (HDPE) - Colored

Plastic bottles and thermoforms made from high density polyethylene resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

High-Density Polyethylene (HDPE) – Natural

Plastic bottles and thermoforms made from high density polyethylene resin without pigment or coloring (e.g., milk jugs, gallon water jugs, and ice cream pails).

Holidays

Days on which recycling service is deferred one calendar day, including January 1, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Market Indicator

Commodity price indices as per the recycling industry publication specified in the Contract.

Markets

Any person or company that buys (or charges) for recycling of specified materials and may include but are not limited to: end-markets, intermediate processors, brokers, and other recycling material reclaimers.

Materials Recovery Facility (MRF)

A facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

Multi-Unit Dwellings

A building or a portion thereof containing five or more dwelling units.

Multi-Unit Dwelling Recycling Containers

Recycling containers used for multi-unit dwellings, including any bin, cart, dumpster, or other receptacle for temporary storage and collection of designated Recyclables from residents in multi-unit dwellings prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to Recyclables included, and colored differently from other containers for mixed solid waste or trash.

Multi-Unit Dwelling Recycling Service

Recycling collection service, together with related public education and other customer services, provided to multi-unit dwelling residents that utilize multi-unit dwelling recycling containers, defined above, and use multi-unit dwelling recycling stations, defined below.

Multi-Unit Dwelling Recycling Stations

The location of Multi-Unit Dwelling recycling containers will be designated by the City the Contractor and the Multi-Unit Dwelling building owner. Multi-Unit Dwelling recycling stations will likely be a cluster of recycling carts and/or Recycling dumpsters.

Non-Targeted Materials

Non-recyclable materials that are not included in the City's recycling program. Examples of non-targeted items include but are not limited to: pumps on plastic bottles, ceramic materials, heavily coated paper packaging, etc.

Paper

Paper includes the following: newspapers including inserts; household office paper and mail; boxboard; carrier stock cardboard; old corrugated cardboard, including boxes for delivery and take out pizzas; phone books; kraft bags; and magazines/catalogs.

Partial Dumps

When the Contractor tips the Recycling cart into the truck, but only a portion of the Recyclables are emptied and the Recyclables were not over-packed into the cart.

Participation Rate

The number of Single Unit Dwellings (SUDs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible SUDs in the City.

Plastic Containers

Rigid plastic containers, lids, and toy and electronic packaging, excluding black plastic, with a resin identification code of: #1 (polyethylene terephthalate [PET or PETE]); #2 (HDPE); and #5 (polypropylene [PP]).

Polyethylene Terephthalate (PET or PETE)

Plastic bottles made from PET (e.g., soft drink, water, and other bottles).

Process Residuals

The material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals include but are not limited to bulky items, contaminants as collected, sorted tailings, floor sweepings, and rejects from specific processing equipment (e.g., materials cleaned from screens, etc.). Process residuals does not include clean, separated products that are normally processed and prepared for shipment to markets as commodities but are of relatively low value because of depressed market demand conditions.

Processing

The sorting, volume reduction, baling, containment, or other preparation of recyclable materials delivered to the processing center for transportation or marketing purposes.

Processing Fee

Agreed-upon unit fee allocated towards Contractor's cost of processing Recyclables.

Recyclables

Acceptable materials for the Roseville Recycling program as defined herein and in Exhibit E.

Recycled Content Products

Products or goods, including roadbed or other aggregate products that are openly marketed and have positive value. Recycled content products do not include use of any commodity for use at landfills.

Respondent

An organization responding to the City's RFP for Recycling Services.

Set-Out Rate

The number of SUDs that set out recyclable material each week as a percentage of the number of eligible SUDs in the City.

Single Unit Dwelling (SUD)

A building containing up to four dwelling units.

Steel cans

Disposable containers fabricated primarily of steel or tin used for food or beverages.

Walk-Up Service

A service where the driver will walk up to the resident's garage door, stoop, or other designated location to collect recyclable material. The driver returns the carts to the same location.

Waste

Any material that is deemed by the processor to be unable to be marketed into recycled content products. Typical "waste" includes pumps on plastic bottles, ceramic material in glass streams, and other prohibited items. (Also referred to as "Non-Targeted Materials".)

Zero Waste Events

Public events where organizers minimize the amount of waste generated by requiring Recyclable or compostable packaging and products, and Recycling or composting those materials.

2 General Requirements for All Collections

2.1 Service Requirements

The Contractor shall provide comprehensive recycling services described herein and as described in the proposal. Collection shall occur bi-weekly on the day of the week designated in Exhibit A, “Recycling Zones Map.” Contractor may submit an alternate bid for weekly collection.

2.2 Collection Vehicle Equipment Requirements

All vehicles must be clearly identified on both sides with Contractor’s name and telephone number. In addition, all collection vehicles used in performance of the Contract shall:

- ♦ Be duly licensed and inspected by the State of Minnesota;
- ♦ Operate within the weight allowed by federal and Minnesota statutes and local road weight limits;
- ♦ Be Minnesota Department of Transportation (DOT)-compliant at all times;
- ♦ Be leak-proof;
- ♦ Be maintained to operate within acceptable residential neighborhood noise levels; and
- ♦ Be kept clean and as free from offensive odors as possible.

Each Collection vehicle shall be equipped with the following:

1. Two-way communications device;
2. First aid kit;
3. All safety equipment required by federal, State of Minnesota, and local governing bodies, including federal and State (DOTs);
4. Universal spill kits, or other appropriate equipment for cleaning up spills and/or leaks; and
5. Receptacle for driver’s cigarette or cigar butts, tobacco ashes, and chewing tobacco residue.

2.3 Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of this Contract. The Contractor will provide a route supervisor to oversee the recycling route drivers servicing the City. The route supervisor will be available to respond to

customer complaints by cell phone or voice mail. The route supervisor and all collection vehicles must be equipped with two-way communication devices.

The Contractor's personnel will be trained in: program operations specific to Roseville's recycling program and this Contract and in customer service. The Contractor shall insure that all personnel maintain a courteous, professional, and positive attitude with the public and in the work place. The Contractor shall notify employees working within the City of its policies to promote racial and socioeconomic diversity, equity, and inclusion (DEI) in all City services and contracted operations.

The Contractor shall ensure that all personnel will adhere to the appropriate personnel conduct including but not limited to the following requirements:

1. Conduct themselves at all times in a courteous manner and use no abusive, discriminatory, or foul language. The Contractor employee actions and communications shall be in compliance with the City's DEI policies.
2. Perform their duties in accordance with all existing laws, ordinances, and regulations; and future amendments thereto of the federal, State of Minnesota, and local governing bodies, including federal and state DOTs.
3. Be clean and presentable in appearance, as so far as possible.
4. Wear a uniform and employee identification badge or name tag.
5. Drive in a safe, legal, and considerate manner.
6. Manage Recycling carts in a careful manner by picking them up, emptying their contents into the collection vehicle, and placing the container back in its curbside location with the lid closed, so as to avoid spillage and littering or damage to the cart.
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Only discard cigarette or cigar butts and tobacco ash in a proper receptacle on the collection vehicle.
10. Not smoke while inside garages or other enclosed buildings.

2.4 Recycling Containers

[THIS SECTION MAY BE AMENDED AS NEEDED AFTER CITY'S DECISION ON CART OWNERSHIP: CONTRACTOR-OWNED VS. CITY-OWNED CARTS.]

The standard cart approximate dimensions shall be:

- ♦ 36-gallon cart (36 inches high by 18.5 inches wide by 23.5 inches deep).
- ♦ 64-gallon cart (39 inches high by 25 inches wide by 31 inches deep).
- ♦ 96-gallon cart (41 inches high by 30 inches wide by 36 inches deep).

[If the Contractor owns the carts,] The cart surface shall be smooth for ease in cleaning. Carts shall be consistent in colors and design. The sides of the carts shall have a Recycling symbol that is at least 4 inches tall on two sides. The lid shall contain a City-approved label with explicit photos and words of acceptable Recyclable materials. The City shall approve the cart, color, and labeling prior to manufacture; final draft plans for these cart designs shall be submitted to the City 30 days prior to the Contractor submitting the final order to the cart manufacturer.

The driver is required to record and report to Contractor dispatch the location of any cart that is damaged and that cart shall be repaired or replaced by the Contractor or designated subcontractor within one week of the report of damage.

Damaged or unusable carts must be recycled. All costs incurred in recycling carts shall be the responsibility of the Contractor, at no additional cost to the City. The Contractor will provide documentation showing the City where the carts were recycled.

2.5 Collection

2.5.1 Curbside Collection

Residents shall place recycling carts at curbside or at the alley on collection day, placing the cart with the handle toward the house and the lid opening toward street. The Contractor shall collect from each participating household all acceptable materials. The driver is required to place the emptied cart back down in the same curbside location as set by the resident. In no case is the cart to be left in the street.

On a rare, occasional basis, a reasonable amount of Recyclables placed outside of and next to the cart shall be collected by the Contractor . The Contractor shall leave an education tag that states that continued overflow Recyclables will necessitate a larger cart and/or a second cart. If a residence continues to have an overflow Recyclable material, after the second or third consecutive collection, the Contractor shall place an additional 95-gallon cart at the residence.

Walk-up service shall be provided at no additional charge for customers with special needs as approved by the City. The City will compile a list of seniors, disabled, and/or other special needs residents who request such service.

The Contractor must, at least once per quarter, or as agreed upon by the City and the Contractor, conduct curbside Recycling “lid lift” cart checks. The objective of these cart checks shall be to measure contamination by frequency, type of contaminant, and participation rates. The Contractor shall audit the contents by visually inspecting the material of carts from at least 100 households and leave education tags if any Non-Targeted Materials are found in the carts. A log shall be kept of all resident addresses where education tags were left, and the addresses shall be

included in the annual report to the City. A summary report of the results of each cart check shall be submitted to the City within one month of the cart check completion.

 An alternative to the above “lid lift” cart check procedure may be proposed by the Contractor to measure frequency of carts with observable contaminants as collected. For example, on-board cameras may be used to record an image or video of the contents of the cart as it is tipped into the truck hopper. The Contractor shall submit a proposed alternative means of contaminant and participation measurement for approval by the City.

2.5.2 Multi-Unit Dwellings

Contractor shall empty all acceptable materials from inside the containers and a reasonable amount of acceptable, overflow Recyclable materials that may be set adjacent to the containers. The Contractor shall contact the multi-unit building owner that continued overflow Recyclables will necessitate increased service levels (e.g., more containers, more frequent collections, and/or larger containers). After emptying the containers, the Contractor shall return the containers to their appropriate locations.

Multi-unit dwellings shall receive service once a week unless a different service frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week multi-unit dwellings shall receive service. Contractor shall inform the City and each dwelling owner or manager the day and approximate time the dwelling is scheduled to receive service.

2.5.3 Municipal Facilities

Contractor will provide weekly recycling service at no additional charge to:

1. City Hall – 2660 Civic Center Drive.
2. Roseville Skating Center – 2661 Civic Center Drive.
3. Roseville Maintenance Facility – 1140 Woodhill Drive.
4. Roseville Fire Station – 2701 Lexington Avenue.
5. Cedarholm Community Building – 2395 Hamline Avenue.
6. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street.
7. Other mutually agreed upon City facilities.

Contractor will provide on-call recycling service to:

1. License Center – 2737 Lexington Avenue.

2.5.4 City Parks

Contractor shall provide a proposal for recycling services in City Parks. The proposal should include servicing carts adjacent to parking lots and buildings (less than 25 feet from parking lot), and on trails/pathways on a dollar-per-pull basis.

The Contractor shall use a smaller vehicle appropriate for driving on City Parks trails. The Contractor shall comply with the Roseville Parks Safety Plan (<http://www.cityofroseville.com/436/Recycling>). Contractor shall submit its operating plan, including vehicles, for City review and approval.

The Contractor should also provide a recommended schedule for servicing the parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Exhibit D, City Buildings and Parks Recycling, contains the maps and list of parks and number of carts that will need servicing either weekly or every other week.

Contractor will provide carts, dumpster, or other mutually agreed upon containers to facilitate municipal facility recycling service.

2.5.5 Zero Waste Events

Roseville holds four Zero Waste events each year at which Food Scraps are collected for composting:

- ♦ Earth Day Celebration (third Saturday in April).
- ♦ Taste of Rosefest (fourth Thursday in June).
- ♦ Run for the Roses (fourth Saturday in June).
- ♦ Wild Rice Festival (second Saturday in September).

The Contractor shall be responsible for attending the events to staff and monitor the Zero Waste collection stations and educate residents. Prior to the event date, the Contractor will also be responsible for educating any vendors that attend and hand out, sell, etc., any goods or services. All material (Food Scraps, Recyclables, trash) collected shall be the responsibility of the Contractor for appropriate processing or disposal. Food Scraps shall be disposed of at a permitted composting facility. After the event, the Contractor shall provide a report to the City, highlighting the amount recycled, composted, and landfilled. The report shall also include ways to improve diversion at the event and any other successes/opportunities that were identified.

2.5.6 Curbside Collection of Residential Food Scraps

The City may consider the option to offer curbside Food Scraps (food waste and non-recyclable paper) collection during the term of the Contract. The City retains the rights to initiate negotiations with the Contractor to implement curbside Food Scraps collection.

2.5.7 Opt-in Program

The City allows small businesses and faith organizations to opt in to the City's recycling program through an application process. To opt in, organizations and businesses need to send in an application to the City, have a similar composition to a SUD, and be able to recycle materials in a 96-gallon recycling cart. If these requirements are met, the City will approve the opt-in

application and provide the information to Contractor. The Contractor is then responsible to drop off the cart(s) and start collection on the next scheduled service date.

2.5.8 Procedure for Non-Targeted Materials

If the Contractor determines that a resident has set out noticeable and significant Non-Targeted Materials, the driver shall use the following procedures:

2.5.8.1 Curbside

Contractor shall leave the Non-Targeted Materials and leave an “education tag” indicating acceptable materials and the proper method of preparation.

If the Non-Targeted Recyclables have been tipped into the collection truck, the driver shall record the address of the stop. The Contractor shall send a letter to the resident noting the Non-Targeted Recyclables and providing information on what are accepted Recyclables. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses to the City Recycling Coordinator at the end of each month.

Upon request of the City, the Contractor will undertake additional efforts to educate the resident or owner regarding proper materials preparation. These additional education efforts shall be conducted at no additional cost to the City.

2.5.8.2 Multi-Unit Dwellings

Contaminated carts or dumpsters of material **will not be collected**, and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by phone that the material was left and the reason that the material was unacceptable. It will be the responsibility of the Contractor to obtain cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced. The Contractor shall provide the City with a minimum of one month’s notice of any multi-unit education campaign plans.

2.6 City’s Annual Recycling Public Education Flyer

The Contractor will be responsible for publishing and dispersing an annual public education flyer to be sent to all residents that contains the following recycling information:

- ♦ List of materials to be included for recycling.
- ♦ List of materials excluded that cannot be recycled in the City’s program.
- ♦ How to prepare materials.
- ♦ How to receive additional information about the program.
- ♦ Annual calendar of curbside recycling districts.

The flyer shall be delivered to homes no later than January 31 of each year. The City shall review a draft of the flyer and, if necessary, offer comments and edits prior to publishing. The

flyer shall be published with language translations, at a minimum: for Spanish, Hmong, Somali, and Karen.

2.7 City Retains Rights to Specify Resident Preparation Instructions



The Contractor shall agree that it is the City's sole right to clearly specify the resident sorting and setout requirements. Such information shall be included in the annual public education flyer as detailed in Section 2.6.

2.8 Collection Zones

By Ordinance, the City of Roseville is divided into five zones, each with its own day of the week for collection of refuse and recycling, as detailed in Exhibit A, Recycling Zones Map. Collection in each zone shall occur on the designated day, except for Holidays. The number of housing units in each collection zone is detailed in Exhibit B, Single Unit and Multi-Unit Dwellings Level of Service.

2.9 Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7 a.m. and are completed by 6 p.m. on the scheduled collection day.

2.10 Non-Completion of Collection and Extension of Collection Hours

If Contractor determines that the collection of Recyclables will not be completed by 6 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4 p.m. and request an extension of the collection hours. Contractor shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will request the Public Works Director. If the Public Works Director cannot be reached, the Contractor shall contact the City Manager.

2.11 Cleanup Responsibilities

Contractor shall immediately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Driver shall take all precautions possible to prevent littering of acceptable Recyclables and Non-Targeted Recyclables.

Contractor shall immediately clean up any spills or leaks from equipment and will follow proper reporting. All spills must be reported to the City, and spills over 5 gallons must also be reported to the Minnesota Pollution Control Agency (MPCA) Duty Officer (651-649-5451).

Each piece of equipment on public property must have a Universal Spill Kit or other appropriate spill kit.

2.12 Missed & Partial Dump Collection Policy & Procedures

Contractor shall have a duty to pick up missed and partially dumped collections. Contractor agrees to pick up all missed and partially dumped collections on the same day that the Contractor receives notice of a missed collection or Partial Dump, provided notice is received by the Contractor before 11 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11 a.m. on a business day, the Contractor agrees to pick up that missed or partially dumped collection before 6 p.m. on the business day immediately following.

2.13 Severe Weather

 Recycling collections may be postponed due to severe weather at the sole discretion of the Public Works Director. “Severe Weather” shall include but shall not be limited to those cases where the temperature at 6 a.m. is minus 20 degrees Fahrenheit (°F) or colder. Upon postponement, Collector shall notify the City within two hours, put notice on the Contractor’s website, alert the news media, and use other means to contact residents. The City will be responsible for notifying the residents by municipal cable TV, email notification, and any other means identified by the City. Collection will be made the following business day.

2.14 Weighing of Loads

Contractor will keep accurate records consisting of the date, time, collection route, driver’s identification, vehicle number, tare weight, gross weight, net weight, and number of recycling stops for each loaded vehicle. Collection vehicles will be weighed empty before collection to obtain a tare weight and weighed after completion of a route or at the end of the day, whichever occurs first. These records shall be maintained on file by the Contractor for at least three years in the event of an audit by the City or County.

2.15 Ownership

Ownership of the Recyclables shall remain with the person placing them for collection until Contractor’s personnel physically touches the Recyclables for collection, at which time ownership shall transfer to the Contractor.

2.16 Scavenging Prohibited

Any person or persons taking recyclable materials from a recycling container without explicit permission of the inhabitant of a SUD or the owner or manager of a multi-unit dwelling complex will be in violation of local ordinance (City Code 403.03) and subject to penalty. The Contractor shall report to the City any instances of suspected scavenging or unauthorized removal of recyclable materials from any collection containers.

Contractor will immediately report all witnessed scavenging to Roseville’s Police dispatch (651-767-0640.)

2.17 Utilities

The Contractor shall be obligated to protect all public and private utilities, whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under the executed Contract, he/she shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made, and the cost of doing so shall be deducted from payment to be made to the Contractor.

2.18 Damage to Property

The Contractor shall take all necessary precautions to protect public and private property during the performance of this Contract. The Contractor shall repair or replace any private or public property, including but not limited to sod, mailboxes, or recycling bins/carts that are damaged by the Contractor. Such property damage shall be addressed for repair or replacement within 48 hours with property of the same or equivalent value at the time of the damage, at no charge to the property owner.

If the Contractor fails to address the repair or replacement of damaged property within 48 hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within 30 days of receipt of the City's invoice.

2.19 Street Improvements

This Contract is subject to the right of State of Minnesota, Ramsey County, or the City of Roseville to improve its highways and streets. The Contractor accepts the risk that such improvements may prevent the Contractor from traveling its accustomed route or routes for the purpose of collecting Recyclables. The Contractor agrees not to make any claim for compensations against a City for such interference. The City of Roseville shall, whenever possible, advance information and instructions about how the Contractor may best provide services in the improvement area.

3 Annual Reporting and Promotional Activities

3.1 Monthly and Annual Materials Reports

The Contractor will submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected, by recyclable material (in tons).
2. Net amounts of materials marketed, by recyclable material (in tons).
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons).
4. The markets generally used for the sale of Recyclables.
5. Amounts of process residuals disposed (in tons).
6. Revenue share credits back to the City (if any).
7. Total number of stops.
8. End Market Certification as specified in Section 4.6.
9. Monthly reports, due to the City by the 15th day of each month.

Annual reports shall be due by January 31. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education; multi-unit recycling; sustainability planning; diversity, equity and inclusion; etc.). Examples of monthly and annual reports shall be included with the Contractor's proposal.

3.2 Customer Relations Report

Monthly the Contractor shall provide the City with:

1. A list of all customer complaints, including a description of how each complaint was resolved.
2. A list of all addresses where education tags were left for residents and why the tags were left.
3. A list of all missed pickups and partial dumps reported to the Contractor.

3.3 Annual Report to Multi-Unit Dwellings Owners

The City's Contractor shall provide an annual report by January 31 of each year to the multi-unit dwelling owners served by the City's Contractor. A copy of each report to the multi-unit dwelling owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner, building manager, and contact information (mailing address, phone numbers, e-mail, etc.).
2. Street address of each multi-unit dwelling served.
3. Number of dwelling units for each multi-unit dwelling.
4. Description of collection services made available to occupants, including number of multi-unit dwelling recycling stations, number of multi-unit dwelling recycling containers, location of stations, and dates of collection.
5. Description of public education tools and frequency used to inform occupants of availability of services.
6. Tonnage estimates for each building.
7. Recommendations for future improvements (e.g., specific public education tools).

3.4 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

The objectives of this meeting will include (but will not be limited to):

- ♦ Review Contractor's annual report, including trends in recovery rate and participation.
- ♦ Review efforts the Contractor has made to expand recyclable markets.
- ♦ Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- ♦ Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- ♦ Review staff and Committee recommendations for improving Contractor's service.

- ♦ Discuss other opportunities for improvement with the remaining years under the current Contract.
- ♦ Discuss actions Contractor is taking to reduce its carbon footprint.
- ♦ Discuss low performing areas and Contractor's outreach efforts.
- ♦ Compliance with City's DEI initiatives.

3.5 Publicity, Promotion, and Education

The Contractor and the Recycling Coordinator shall work together in the preparation and distribution of educational materials to ensure accurate information and program directions. Contractor shall have the written approval of the City before any material is produced or distributed to the City customers. Contractor shall pay for the annual design, printing, and mailing of at least 9,434 copies of a curbside program flyer/calendar. The Contractor will provide a portable document format (PDF) file or other mutually agreed upon electronic format version of the flyer and 1,000 printed copies of the curbside program flyer to the City. The flyer shall be delivered to homes and the City no later than December 31 of each year with the details for the subsequent year.

Annually, the Contractor will be required to provide a one-page multi-unit dwelling complex recycling flyer to multi-unit dwelling owners, landlords, or other designated contact persons in sufficient number that one copy may be distributed to each tenant. The Contractor will provide a PDF or other mutually agreed upon electronic format version for the City. The Contractor will also be required to provide posters and other educational material for multi-unit dwelling owners, landlords, or other designated contact persons to post in common areas. All known plans and recommendations for multi-unit dwelling public education must be addressed in the annual report. At least one month prior to printing or final design, the Contractor must submit in writing to the City any new draft plans for multi-unit dwelling public education.

The Contractor must be able to provide public education material in multiple languages. At a minimum, the curbside program flyer and multi-unit dwelling flyer must be translated into non-English languages. At a minimum, these flyers shall be translated into selected Spanish, Hmong, Karen and Somali. The City will specify the quantities of each set of materials needed and the locations for distribution.

During the term of the Contract, the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.

3.6 City Shall Approve Contractor's Public Education Literature

The Contractor shall submit a draft of any public education literature for approval by the City, at least one month before printing and release of any such literature.

3.7 Contractor's Customer Service Call Center Staff

The Contractor shall have on duty Monday through Friday from  8 a.m. to 5:00 p.m. customer service representatives to receive customer calls. In addition, the Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours 24 hours per day, 7 days per week, 365 days per year.

The Contractor's customer service call center staff shall provide accurate and clear answers to Roseville resident's questions customized to the details of the City's Contract. If calls come in from non-English-speaking residents that require a translator, the Contractor's call center staff must at least provide a referral or alternative means of securing translation services.

The Contractor shall keep a log of all calls, including the subject matter, the date and time received, the Contractor's response, and the date and time of response. This information shall be provided to the City in the annual report in summary form. The City may request, and the Contractor shall provide, detailed information by incident as needed.

3.8 Accuracy of Call Center Responses

The City will produce a fact sheet containing frequently asked questions ("FAQs") that are commonly received from residents about the Roseville program. The FAQs fact sheet will also contain the recommended standard responses to be given by the City and Contractor customer service call center staff. Before the FAQs fact sheet is finalized, the City will solicit input and comments from the Contractor, but responsibility for the final document will rest with the City. The City may from time-to-time update the FAQs fact sheet as needed and will notify the Contractor and solicit input on the changes.

The Contractor's call center staff serving the City shall be trained on the use and compliance requirements for following the FAQs fact sheet when answering questions from City residents. The FAQs may be used as a guide for the intended content of responses and does not require the Contractor to use the FAQs as a strict script.

The City will notify the Contractor immediately if the City receives any legitimate complaints about the accuracy of answers given by the Contractor's call center staff. The Contractor shall take corrective action to cure the mistake and notify the City of the actions taken and means to prevent recurrence.

The City may make anonymous phone calls to the Contractor acting as if the call is from the general public to ask selected questions. These anonymous calls may also be made by non-English-speaking persons. If such calls are made, an email report summarizing the accuracy of the customer service representatives' responses will be provided back to the Contractor.

3.9 Annual Work Plan

The City and the Contractor shall develop an Annual Work Plan. The Annual Work Plan shall include initiatives the City and the Contractor will undertake to improve the City's recycling

program. These initiatives may include (but are not limited to) expansion of materials collected, voluntary expansion to businesses, and effective education of residents, with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Annual Work Plan shall be approved by the City and the Contractor by December 15 of the preceding year.

3.10 Outreach to Low Participating Communities

Contractor shall include in the Annual Work Plan specific descriptions of engagement efforts to low participating communities. Specifically, the City seeks to engage immigrant, other ethnic communities, and other people of color including Black and Indigenous residents.

3.11 Outreach Using Electronic Communications

Contractor shall identify in the Annual Work Plan engagement efforts using electronic communications, preferably a mobile app supported by the Contractor. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format.

4 Materials Processing and Marketing

4.1 Processing Facilities Must Be Specified

It is intended that all Recyclables collected in the City will go to recycling markets to be manufactured into recycled content goods. The City prefers those markets to be in the Midwest.

The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for City material collected. The Contractor shall provide written notice to the City at least 60 days in advance of any substantial change in these or subsequent plans for receiving and processing Recyclables collected from the City.

Upon collection, the City's Contractor shall deliver the collected Recyclables to a recyclable MRF, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated Recyclables in a mixed municipal solid waste disposal facility.

Contractor shall assure that all Recyclables collected in the City are not landfilled or incinerated except for process residuals, as designated in Section 1, Definitions – "Processing," or with written authorization from the City and the MPCA.

4.2 Lack of Adequate Market Demand

If the Contractor determines that there is no market for a particular recyclable material or that the market has become economically unfeasible, the Contractor shall immediately give written notice to the City. Said notice shall include information demonstrating the effort the Contractor has made to find market sources and the financial information justifying the conclusion that the market is economically unfeasible. Upon receipt of said notice, the Contractor and the City shall have 30 days to attempt to find a feasible market. During this period the Contractor shall continue to pick up the particular recyclable material.

If the Contractor or the City is not able to find a market within 30 days, the City has the option to:

- a) Require the Contractor to continue to collect the particular recyclable material. The Contractor is required to keep accurate records of said fees and provide the City receipts of payment.
- b) Notify the Contractor to cease collection of the particular recyclable material until a feasible market is located, either by the Contractor or by the City. The Contractor would then be responsible for the cost of printing and distributing City-approved educational materials explaining the market situation to residents.

In the event that the parties disagree on the question of whether there is a market for a particular recyclable material or on the economic feasibility of that market, the Contract shall be submitted to binding arbitration. In this case, each party shall name an arbitrator, and the two shall select a third person to serve as chairperson of the arbitration panel. The arbitration panel shall meet and

decide said question within 60 days following Contract by the arbitrators to serve on the panel. The arbitration panel shall operate in accordance with the Rules of the American Arbitration Association to the extent consistent with this section, and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof. Meanwhile, collection of said recyclable material shall continue, pending outcome of arbitration.

4.3 Estimating Materials Composition as Collected

The Contractor shall conduct at least one materials composition analysis of the City's Recyclables each year to estimate the relative amount by weight of each recyclable commodity by grade. The analysis shall include:

1. Percent by weight of each recyclable commodity by grade as collected from the City;
2. Relative change compared to the previous year's composition; and
3. Description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling. The Contractor shall provide the City with a copy of each analysis. The analysis will be conducted no later than March 31 of each year, and a copy of the analysis will be provided to the City no later than April 30 of each year. Upon request of the City, an agent(s) of the City shall attend the composition study.

4.4 Estimating Process Residuals

The Contractor shall provide the City a written description of the means to estimate process residuals, as defined in Section 1, Definitions – "Process Residuals," derived from the City's Recyclables. This written description shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any significant changes to the processing facilities used by the Contractor.

4.5 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the Contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City, the City will initiate the Contract termination procedures.

The City shall have the right, during the term of the Contract, to have a representative on Contractor's premises to monitor the operation of the Contract. Such representative shall only be allowed on Contractor's premises during normal business hours.

4.6 End Market Certification

The Contractor shall provide in its Proposal and by January 31 of each year through the term of the Contract written certification to the City that all recyclable commodities identified are indeed

recycled and not disposed. Such written certification shall identify *all* end markets' manufacturers or processors used for each of the recyclable commodities. The Contractor shall attach written certification from each end market and a list of products manufactured using the recyclable materials collected from the City. The Contractor shall specify the percentage of each material collected that goes to each end market. Contractor must request in writing if it wishes to have the certification be considered proprietary information.

5 Payment and Liquidated Damages

5.1 Term of Contract

The term of the new recycling Contract will be a period of 42 months from January 1, 2022, through June 30, 2025, or a period of 66 months from January 1, 2022 through June 30, 2027. The City is requesting that Contractors provide pricing for both options and also provide an option for two extensions, each for one year.

5.2 Compensation for Services

The City agrees to pay the Contractor for recycling collection services provided to the City as described in the proposal and made part of an executed Contract, based on the number of units certified by the City. For 2021, the City estimates that there are 9,434 curbside units that will receive service (see Attachment D, Project Capability Plan Form). By December 1 of each year, the City will review the number of certified units and notify Contractor of any changes.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit with the monthly bill the monthly documentation and reports. Payment to the Contractor will not be released unless the required paperwork is included in the monthly bill or submitted separately according to the deadlines specified in this Agreement.

5.3 Multi-Unit Dwellings Billing

Contractor will send an itemized bill for the number of pulls designated to receive service that month. For 2021, the City has estimated 6,574 Multi-Unit Dwellings at 102 locations. The City will designate new or additional buildings to receive service with 30 days-notice to Contractor.

5.4 Incident Escalation

The City and the Contractor shall communicate on a regular and as needed basis related to customer complaints, accidents, and other incidents. The use of liquidated damages is intended to be used only after regular communications to resolve complaints or performance issues. The following general incident escalation procedure provides a general guide for managing such communications as efficiently as possible.

- ♦ Simple complaints and incidents may be handled with verbal communications only (e.g., phone calls).
- ♦ Significant complaints and incidents must be recorded via at least email and logged. A proposed cure agreed upon by the City and Contractor and response timeline shall be discussed.

- ♦ If a problem is not cured within the proposed timeline, a second email should be used to communicate a new timeline. Proposed alternative cures shall be agreed upon by both the City and the Contractor.
- ♦ If a problem is still not cured within the new timeline of a second email, the City may send a letter indicating a new cure timeline and warning that liquidated damages may be imposed if the problem is not resolved.
- ♦ If a problem is still not cured with the new timeline of the letter, the City will send a letter and email notifying the Contractor that liquidated damages will be imposed.
- ♦ If a problem remains chronic and uncured, the City may elect to initiate Contract breach procedures to notify the Contractor of the Contract termination process.

5.5 Liquidated Damages

This Contract establishes liquidated damages for failure to meet selected, example performance standards. These liquidated damages are independent of default and breach provisions addressed elsewhere in this Contract. This list of example liquidated damages within this section is not intended to be exhaustive; lack of Contractor performance on other service standards may also result in liquidated damages. This list may be amended by mutual written agreement between the City and Contractor as needed.

The City and Contractor expressly agree that the potential harm or injury to the City or residents caused by the incidents of substandard performance set forth in this Contract are difficult or impossible to accurately estimate. The City and Contractor stipulate that each damage dollar amount in this Contract is a reasonable estimate of the loss to the City and the public.

The existence or recovery of such liquidated damages shall not preclude the City from recovering other damages in addition to the payments made hereunder which the City can document as being attributable to Contractor performance failures. In addition to other costs that may be recouped, the City may include costs of personnel and assets used to coordinate, inspect, and re-inspect items within this Contract as well as attorney fees if applicable.

The Contractor shall agree, in addition to any other remedies available to the City, that the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor fulfilling its obligations:

- A. Failure to respond to legitimate service complaints within twenty-four (24) hours in a reasonable and professional manner – \$50 per incident.
- B. Failure to collect properly notified missed collections – \$250 per incident.
- C. Failure to collect properly notified Partial Dumps – \$250 per incident.
- D. Failure to leave an education tag when Non-Targeted Materials are included and observed in the cart – \$100 each incident.

- E. Failure to collect Walk-Up Service accounts due to severe weather or driveway surface conditions for more than two consecutive collection events after conditions permit access – \$250 per incident.
- F. For each witnessed report of a driver dropping the Recycling cart when the bottom of the cart is more than four feet above the ground – \$50 per incident.
- G. For each incident of the Contractor failing to pick up material on a block. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7 a.m., the material was not picked up, and the Recyclables were properly sorted – \$500 per incident.
- H. For each incident of failure to complete collection of a collection zone on its designated day as defined in Exhibit A, Recycling Zones Map, when the Contractor has not received an extension of collection hours from the Recycling Coordinator or designated alternate – \$1,000 per incident.
- I. Failure to complete a fifty percent (50%) of the Recycling Zone – \$2,500 per incident.
- J. Failure to complete the collections within the specified timeframes without proper notice to the City – \$100 per incident.
- K. Recycling carts without recycling symbols or labels that include text and graphics depicting what materials may be placed in the carts, and not replacing torn, dirty, unreadable labels – \$100 per incident.
- L. Failure to maintain recycling carts in proper working order – \$100 per incident.
- M. Failure to provide monthly and annual reports – \$100 per incident.
- N. Failure to clean up from spills immediately or least within 6 hours of an incident – \$250 per incident.
- O. Failure to adequately (within eight hours of the change) notify the City of changes in location of Recyclable processing operations (i.e., the MRF used to process Roseville recyclables) – \$250 per incident.
- P. Making changes to the collection or processing systems 30 days prior to receiving City approval to implement any such change – \$5,000 per incident.
- Q. Failure to conduct and report results of the annual composition analysis – \$1,000 per incident.
- R. **[If City owned carts]** Failure to provide sufficient cart or container inventory information to the City [or failure to provide adequate notification of when new carts and/or containers need to be ordered] – \$500 per incident.

- S. Failure to provide adequate notice (within two hours of Contractor's decision to delay collections) and coordination to prevent mixed public messages about collection delays due to severe weather incidents – \$2,000 per incident.
- T. Failure to accurately and promptly answer a resident's question to the Contractor's customer service call center – \$100 per incident.
- U. Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container or not following general no-smoking rules – \$50 incident.
- V. Failure to provide accurate call center responses to Roseville residents' questions per the City's FAQs guidance document – \$500 per incident.
- W. Failure to follow the federal or state equal opportunity laws and rules - \$1,000 per incident.

The Contractor shall be liable for liquidated damages in the amount(s) upon determination of the City that performance has not occurred consistent with the provisions of the Contract. The City shall notify Contractor in writing or electronically of each act or omission in this Contract reported to or discovered by the City. It shall be the duty of Contractor to take whatever steps or action may be necessary to remedy the cause of the complaint.

The City may deduct the full amount of any damages from any payment due to the Contractor. The remedies available to the City under this paragraph shall be in addition to all other remedies that the City may have under law or at equity.

5.6 Services Not Provided For

No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

6 Insurance and Other Legal Requirements

6.1 Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Contractor shall provide a Certificate of Insurance as proof of general liability coverage for bodily injury or death in the amount specified by state law. The Certificate of Insurance shall name the City as an additional insured and state that the Contractor's coverage shall be the primary coverage in the event of a loss.

The Contractor shall also provide a Certificate of Vehicle Liability Insurance in the amount of at least \$1,000,000.

The Contractor shall further provide a Certificate of Professional Liability Insurance or Errors & Omissions Insurance providing coverage for:

1. The claims that arise from the errors or omissions of the Contractor or its subcontractors; and
2. The negligence or failure to render a professional service by the Contractor or its subcontractors.

The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work. Acceptance of the insurance by the City shall not relieve, limit, or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate.

Contractor agrees that it shall obtain and maintain environmental liability insurance in compliance with local, state, and federal regulations for all matters related to in this Recycling Services Contract. Contractor shall add the City as an additional insured under said insurance policy(ies). The policy coverage shall include Environmental Impairment Liability. Contractor shall provide the City with appropriate documentation of said environmental liability insurance for verification upon written request from the City. Contractor further indemnifies the City, its employees, agents, and licensees from all liability related to hazardous contamination/pollution resulting from the acts of the City, its employees or agents.

A 30-day written notice is required if the policy is canceled, not renewed or materially changed.

The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this contract, to comply with these provisions.

6.2 Workers' Compensation

The Contractor shall provide evidence of Workers' Compensation insurance covering all employees of the Contractor and subcontractors engaged in the performance of the Contract, in accordance with the Minnesota Workers' Compensation Law.

6.3 Employee Working Conditions and Respondent's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state, and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation, or safety violations and standard operating procedures documents.

6.4 Equal Opportunity

During the performance of the executed Contract, the Contractor, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor Regulations 41 Code of Federal Regulations (CFR), Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to insure that applicants for employment are qualified and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

Such prohibition against discrimination shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, in addition to other remedies as provided by law.

6.5 Compliance with Laws & Regulations

In providing services hereunder and in the executed Contract, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided hereunder. Any violation shall constitute a material breach of the executed Contract.

6.6 Governing Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those

courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence, or incorporation of the Contractor.

6.7 Waiver

Any waiver by either party of a breach of any provisions of the executed Contract shall not affect, in any respect, the validity of the remainder of the executed Contract.

6.8 Termination

The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract, if the default has not been cured within 30 days after written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of the written notice minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other materials prepared by the Contractor under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

6.9 Severability

The provisions of the executed Contract are severable. If any portion hereof and in the executed Contract is, for any reason, held by a court of competent jurisdiction, to be contrary to law, such decision shall not affect the remaining provisions of the same Contract.

6.10 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Contract.

6.11 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.

6.12 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from

any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. All Proposals shall be treated as non-public information until a Contract is signed by the City and the Contractor. At that time, the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statute (Minn. Stat.) C. 13.

6.13 Inspection of Records and Disclosure

All Contractor records with respect to any matters covered by this Contract shall be made available to the City or its duly authorized agents at any time during normal business hours, as often as the City deems necessary to audit, examine, and make excerpts or transcripts of all relevant data.

Any reports, information, data, etc. given to, prepared, or assembled by the Contractor under a future Contract shall not be made available by the Contractor to any other person or party without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor shall become the property of the City upon termination of the City's Contract with the Contractor.

6.14 Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of the Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or subcontractors of the Contractor only and not of the City; and any and all claims that might arise, including Workers' Compensation claims under the Workers' Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

6.15 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the City. The Contractor shall not subcontract any services under this Contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or subcontract shall be grounds for immediate Contract termination for cause.

6.16 Non-Assignability and Bankruptcy

The parties hereby agree that Contractor shall have no right to assign or transfer its rights and obligations under said Contract without prior written approval from the City. In the event Contractor, its successors, or assigns files for Bankruptcy as provided by federal law, this Contract shall be immediately deemed null and void, relieving all parties of their Contract rights and obligations.

6.17 **Indemnification**

The Contractor agrees to defend, indemnify, and hold harmless the City, its officers, and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorneys' fees, resulting directly or indirectly from malfeasance, misfeasance, negligence, or an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

6.18 Performance & Payment Bond

Contractor shall execute and deliver to the City a Performance Bond and a Payment Bond with the corporate surety in the sum of \$50,000 each, or equal ("equal" may include a Letter of Credit from a banking institution approved by the City). This Contract shall not become effective until such a bond, in a form acceptable to the City, has been delivered to the City and approved by the City Attorney.

The executed Contract shall be subject to termination by the City at any time if said bond shall be cancelled or the surety thereon relieved from liability for any reason. The term of such performance bond shall be for the life of the executed Contract. Extensions or renewals shall require the execution and delivery of a performance bond, and a payment bond, in the above amounts to cover the period of extension or renewal.

6.19 Conflict of Interest

Contractor agrees that no member, officer, or employee of the City shall have any interest, direct or indirect, in the executed Contract or the proceeds thereof. Violation of this provision shall cause the executed Contract to be null and void, and the Contractor will forfeit any payments to be made under the executed Contract.

6.20 Entire Contract

The executed Contract supersedes all verbal Contracts and negotiations between the parties relating to the subject matter hereof, as well as any previous Contracts presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of the executed Contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

6.21 Contract Conditions

- a) The City reserves the right to waive minor irregularities in the proposal documents and to reject any or all proposals. The City reserves the right to enter into a Contract with a Contractor who does not submit the lowest cost proposal.

- b) The Bond and Certificate of Insurance shall be provided when the Contract is executed.
- c) No proposal can be withdrawn after three days after the date for submission of proposals.
- d) The Contractor shall review and return signed copies of the Contract within 30 days of receipt of the Contract.

Attachment I

Acknowledgement of Receipt of Addenda

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

☒ Addendum 1 3-25-2021
(Date)

☒ Addendum 2 3-26-2021
(Date)

☐ Addendum 3 _____
(Date)

☐ Addendum 4 _____
(Date)

□ Addendum 5 _____
(Date)

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

K. E. D.

Authorized Signature

Kate Davenport
Print Name

April 2, 2021
Date

kated@eurekarecycling.org
Email Address

612-455-9124
Telephone



Dedicated to demonstrating that waste is completely preventable, not inevitable.

Proud to be an Equal Opportunity and Affirmative Action Employer

March 31, 2021

City of Roseville,

This letter is to state that Eureka Recycling has not been involved in any litigation in the past five years within the state of Minnesota or elsewhere.

Thank you,

A handwritten signature in black ink, appearing to read "Kate Davenport". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kate Davenport

Co-President

www.eurekarecycling.org

2828 KENNEDY STREET NE | MINNEAPOLIS, MN 55413 | 612-669-2783

Eureka Recycling is an affirmative action , equal opportunity employer. It is our policy to hire without discrimination based on race, creed, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, ancestry, age, disability, genetic information and familial, marital or public assistance status.

Attachment K

Eureka Recycling's Board of Directors*

Name	Position	Address	Term Started	Phone	Email
Elizabeth Tupper	Chair	4139 Lyndale Ave S Mpls, MN 55409	Oct-17	612-581-9044	elizabeth.tupper@gmail.com
Alex Danovitch	Vice Chair	2 Whittier PL, Swarthmore PA 19081	Mid 2018	518-683-8669	Alexdano@gmail.com
Rick Person	Treasurer	2049 Utah Ave S, St Louis Park MN 55426	Jan 2010-Jan 2013, Jan 2013- Jan 2016, Jan 2016-Jan 2019, Jan 2019 - Jan 2022		2persons@comcast.net
Lynn Hoffman	Secretary and Co President	2828 40th Ave S, Minneapolis MN	Oct-16	651-270-7071	lynnh@eurekarecycling.org
Kate Davenport	Member and Co President	2925 Glenhurst Ave S, St Louis Park MN 55416	Oct-16	202-203-8110	kated@eurekarecycling.org
Bryan Ukena	Member	1820 Northbrook Dr, Ann Arbor, MI 48103	Feb-15	734-474-8701	bryanukena@recycleannarbor.org
Tim Brownell	Member	265 Nido Way, Carmel Valley CA 93924	Feb-15	831-324-2652	TBrownell@mrwmd.org
Lara Page	Member	9616 Oak Ridge Trail, Minnetonka MN 55305	Sep-15	612-889-8955	larapage25@gmail.com

*We ask that the City of Roseville keep the home addresses of our board members confidential.
Thank you.

Attachment L

Cart Rollout Plan

For contractor-owned cart scenarios:

If the city chooses a contractor-owned cart proposal from Eureka Recycling there would be no need for a cart rollout because the existing carts are already in place. We would continue to swap, replace, and repair them as needed, as is outlined in the Recycling Cart Management Plan outlined in Attachment D.

For city-owned cart scenarios:

If the city chooses to switch to city-owned carts, we would work with the city to coordinate a transition from the existing carts that are owned by Eureka Recycling to the new, city-owned carts. We would collaborate with the city and the city's chosen cart vendor to ensure a smooth transition for the residents of Roseville, utilizing our experience managing transitions in other cities.

We would recommend scheduling the removal of all carts over a period of two weeks so that they can be removed on the residents' recycling day shortly after being emptied by one of our drivers. This would capture the majority of the carts, and our cart crew would be on hand to handle any additional requests from Roseville residents in the following weeks.

January 2021 Customer Service Calls from Roseville Residents

Date/Time	Case Reason	Address	Status	Resolution
4-Jan-21	A8: Cleanup request-COURTESY (before next collection day)	1963 Asbury St ,Roseville	Closed - Completed	FRRSVGR101: ryan: Curb: Courtesy pick up for extras
4-Jan-21	A7: Cleanup request-MISS (before next collection day)	2751 Virginia Ave ,Roseville	Closed - Completed	MoRsvBL102: iona: curb: INVESTIGATE 1/4 or 1/5 went over guidelines with resident and unable to pinpoint issues
5-Jan-21	A8: Cleanup request-COURTESY (before next collection day)	2172 Acorn Rd N ,Roseville	Closed - Completed	FrRsvBL101: Cty B: Curb: off week courtesy 1/15. resident has a lot of xtra from holidays
6-Jan-21	A8: Cleanup request-COURTESY (before next collection day)	1866 County Rd C2 W ,Roseville	Closed - Completed	WeRsvBL101: Mildred: Curb: OFF WEEK COURTESY for Iso. 1/13
6-Jan-21	A8: Cleanup request-COURTESY (before next collection day)	2698 Galtier St ,Roseville	Closed - Completed	MoRsvBL102: Iona: Curb: OFF WEEK COURTESY for Iso. 1/11
6-Jan-21	A7: Cleanup request-MISS (before next collection day)	2985 Lexington Ave N ,Roseville	Closed - Completed	TuRsvBL101: josephine: curb: Missed pick up for 1/6 or 1/7.
6-Jan-21	A6 Cleanup request-INVESTIGATE (before next collection day)	2910 Merrill St ,Roseville	Closed - Completed	TuRsvBL101: C2 W: Curb: Walk-Up SPI. Offweek INVESTIGATE-for 1/13.
6-Jan-21	A8: Cleanup request-COURTESY (before next collection day)	2976 Patton Rd ,Roseville	Closed - Completed	WeRsvBL101: Stanbridge: Curb: courtesy for off week 1/13. Resident has a lot of xtra occ.
6-Jan-21	A6 Cleanup request-INVESTIGATE (before next collection day)	3104 Victoria St N ,Roseville	Closed - Completed	TuRsvBL101: County Rd D: WUP curb: Investigate for 1/6 or 1/7
6-Jan-21	A7: Cleanup request-MISS (before next collection day)	2859 Lexington Ave N ,Roseville	Closed - Completed	TuRsvBL101: Lexington: Curb: Miss for 1-6
7-Jan-21	A7: Cleanup request-MISS (before next collection day)	2788 Fernwood St ,Roseville	Closed - Completed	TuRsvBL101: Judith: Curb: MISS didn't drive this side of the street, SETS ON JUDITH. 1/7 or 1/8
7-Jan-21	A6 Cleanup request-INVESTIGATE (before next collection day)	2833 Lexington Ave N ,Roseville	Closed - Completed	TuRsvBL101: Cty Rd C2 W: Curb: INVESTIGATE 1/7-1/8. Carts set out at entrance to driveways. check all townhomes
8-Jan-21	A7: Cleanup request-MISS (before next collection day)	1240 Belmont Ln W ,Roseville	Closed - Completed	ThRsvBL101: Fernwood: Curb: MISS for the south side of block. 1/8
8-Jan-21	A6 Cleanup request-INVESTIGATE (before next collection day)	2234 Dellwood St ,Roseville	Closed - Completed	ThRsvBL102: ctyb: curb: investigate 1/08 -01/11
11-Jan-21	A8: Cleanup request-COURTESY (before next collection day)	576 Terrace Ct ,Roseville	Closed - Completed	MoRsvBL101: dale Ct : Curb: OFF WEEK COURTESY had weeks mixed up for pick up. 1/11.
11-Jan-21	A7: Cleanup request-MISS (before next collection day)	535 Sandhurst Dr W ,Roseville	Closed - Completed	FrRsvRLA: Dale: MULTRSV1954: Palisades: MISS for 3 sites. 550,565 and 570 buildings not collected/no trails.
11-Jan-21	A7: Cleanup request-MISS (before next collection day)	655 Highway 36 ,Roseville	Closed - Completed	FrRsvRLA: Cope: MULTRSV1955: Rosetree Apartments: MISS
12-Jan-21	A7: Cleanup request-MISS (before next collection day)	1195 Brooks Ave W ,Roseville	Closed - Completed	TuRsvGr101: Fernwood: curb: INVESTIGATE

January 2021 Customer Service Calls from Roseville Residents

Date/Time	Case Reason	Address	Status	Resolution
14-Jan-21	A6 Cleanup request- INVESTIGATE (before next collection day)	1850 Lexington Ave N ,Roseville	Closed - Completed	ThRsvBL101: Ruggles: walkup SPI cart is left side of garage door - hard to see from street but always out : INVESTIGATE 1/15 - 1/18
15-Jan-21	A8: Cleanup request- COURTESY (before next collection day)	661 Belmont Ln W ,Roseville	Closed - Completed	ThRsvGR101: Dale: Curb: OFF WEEK COURTESY mixed up pick up weeks. for 1/21
15-Jan-21	A8: Cleanup request- COURTESY (before next collection day)	1995 Herschel St ,Roseville	Closed - Completed	FrRsvGR101: ryan: curb: COURTESY offweek 1/22 - resident had late set out 1/15 have advised them to set out by 7
18-Jan-21	A6 Cleanup request- INVESTIGATE (before next collection day)	1617 Ridgewood Ln S ,Roseville	Closed - Completed	FrRsvGR101: ridgewood ln : curb : investigate 01/18 or 01/19 spi walk up by garage
19-Jan-21	A8: Cleanup request- COURTESY (before next collection day)	1800 Ryan Ave W ,Roseville	Closed - Completed	FrRsvGR101: fairview: curb: COURTESY offweek 1/22 - resident not picked up 1/15 possible late set out.
20-Jan-21	A6 Cleanup request- INVESTIGATE (before next collection day)	2416 Brenner Ct ,Roseville	Closed - Completed	WeRsvBL101: Old US-8: Curb: INVESTIGATE. 1/21
20-Jan-21	A8: Cleanup request- COURTESY (before next collection day)	2998 Victoria St N ,Roseville	Closed - Completed	TuRsvBL101: Millwood: Curb: OFF WEEK COURTESY for LSO. 1/26.
26-Jan-21	A8: Cleanup request- COURTESY (before next collection day)	1123 Sextant Ave W ,Roseville	Closed - Completed	TuRsvGr101: Lexington: curb: courtesy off week 2/2. sounds like partial tip
29-Jan-21	A8: Cleanup request- COURTESY (before next collection day)	2064 Fry St ,Roseville	Closed - Completed	FrRsvGR101: Skilman: cur: off-week courtesy collection on 2/05

City of Roseville 2019 Year-End Recycling Report



Roseville's recycling program continues to be a leader in the country. Outreach and education elements of the program are an important part to ensuring good participation and helping residents understand the benefits of recycling. Participation continues to be at or among the highest in Ramsey County at 97%. Despite the continued lightening of packaging, the tons of recycling collected in Roseville in 2019 stayed steady with only a small decrease. Roseville residents demonstrate a genuine desire to support the program, understand what can truly be recycled, and recycle as much as possible.

In the current recycling climate, it is even more critical to work to keep Roseville's recycling clean and free of contamination, which is one of the reasons Eureka Recycling decided to launch a recycling app in 2017. By working with a company called ReCollect, we launched a recycling app that Roseville residents can use online at eurekarecycling.org or can download to their mobile device for free by searching for "Eureka Recycling" in their app store. The app allows residents to look up individual items to find out if they are accepted in their recycling program or not, and can also be connected to Ramsey County listings and resources for guidance in handling hard to recycle items like electronics, scrap metal, and appliances. The app also allows residents to see their recycling schedule and sign up for reminders to support their participation in Roseville's recycling program.

In 2019 we saw an increasing number of Roseville residents using the app. Overall, 1,470 unique Roseville addresses have been searched through the app, and 3,325 materials have been looked up to see if they can be recycled. There are currently 382 Roseville residents signed up for recycling day reminders, with 68% of those residents being signed up through a mobile app and the rest being signed up for email, text, or phone call reminders. We look forward to working with the City to further promote this new app and expand on this success.

This year-end report contains information on several areas that Eureka Recycling tracks to monitor the success of Roseville's zero waste recycling program over the course of each year. As a non-profit social enterprise we believe tracking and reporting this data is an essential way to ensure program transparency. It also gives Eureka Recycling and city staff the tools needed to successfully manage the program.

(651) 222-SORT (7678)
www.eurekarecycling.org

Our mission is to reduce waste today through innovative resource management and to reach a waste-free tomorrow by demonstrating that waste is preventable, not inevitable.

An affirmative action, equal opportunity employer.

♻️ Printed on 100% postconsumer recycled paper that was processed without the use of chlorine.

ENVIRONMENTAL BENEFITS SUMMARY

The environmental benefits of Roseville’s zero-waste recycling program are quantified transparently using a widely-accepted environmental model. This ensures that all residents have a chance to see how their efforts can be measured and quantified.

There are many ways to calculate the benefits of recycling. To better explain these benefits in commonly understood terms government agencies, research scientists, and economists have created several “calculators” to translate the amounts of recycled materials collected, and processed into equivalent positive societal and environmental benefits.

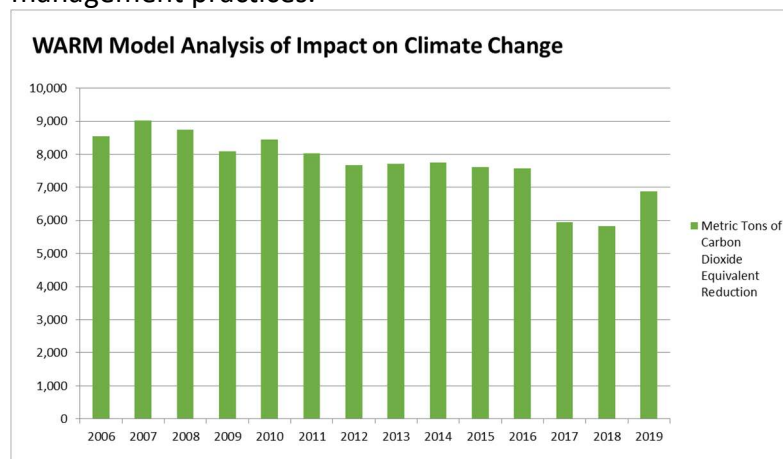
Because of the increasing societal focus on both the causes of and the solutions to climate change, it has become imperative to measure waste reduction (and all of our activities) in terms of its impact on the environment. This allows us to speak in a common language, understand the impact of our choices, and help us prioritize the personal and policy actions that we take.

In addition to climate change mitigation, there are other environmental benefits to recycling, including saving energy, protecting air quality, water quality, natural resources, natural beauty, habitat, and human health.

The Environmental Protection Agency (EPA) WARM Calculator

The equations used in environmental calculations try to take into account the “full life cycle” of each material—everything from off-setting the demand for more virgin materials (tree harvesting, mining, etc.) to preventing the pollution that would have occurred if that material were disposed of (burned or buried). Different calculators may include some or all of the many factors that contribute to the “full life cycle” so results will vary from calculator to calculator.

While there are many models emerging to calculate greenhouse gas reductions, the most recognized, and standard model is the U.S. Environmental Protection Agency’s Waste Reduction Model (WARM). WARM was designed to help solid waste planners and organizations track and voluntarily report greenhouse gas emissions reductions from several different waste management practices.



MTCO₂E (Metric tons of carbon dioxide emissions) are figures commonly used when discussing greenhouse gas emissions.

According to the WARM model, Roseville's recycling activities in 2019 reduced greenhouse gas emissions by 6,874 MTCO₂E (metric tons of carbon dioxide equivalent).

What do all these numbers mean?

In addition to preventing pollution, an important impact of recycling is that it conserves a huge amount of energy. Making products and packaging from raw materials harvested from nature uses a much larger amount of energy than using recycled materials.

Every manufactured item has the energy used to make it "embedded" into it. Recycling takes advantage of that energy, as it is easier and more energy efficient to make a glass bottle from another glass bottle than from raw materials.

The WARM model and other calculators measure the difference between recycling all these tons of materials and using them to make new products versus sending them to an incinerator and making replacement products from raw materials. This difference is expressed as the amount of CO₂ that was not produced because we did not have to make and use all the energy that would have been needed if we used raw materials.

The numbers above help municipalities calculate and track their environmental footprint. For more information about the process of measuring the environmental benefits of waste reduction, visit <https://www.epa.gov/warm>.

These numbers, however, don't have much meaning to the average person. To help recyclers understand the significance of their actions, the EPA has also developed tools to translate these numbers into equivalent examples that people can more easily understand.

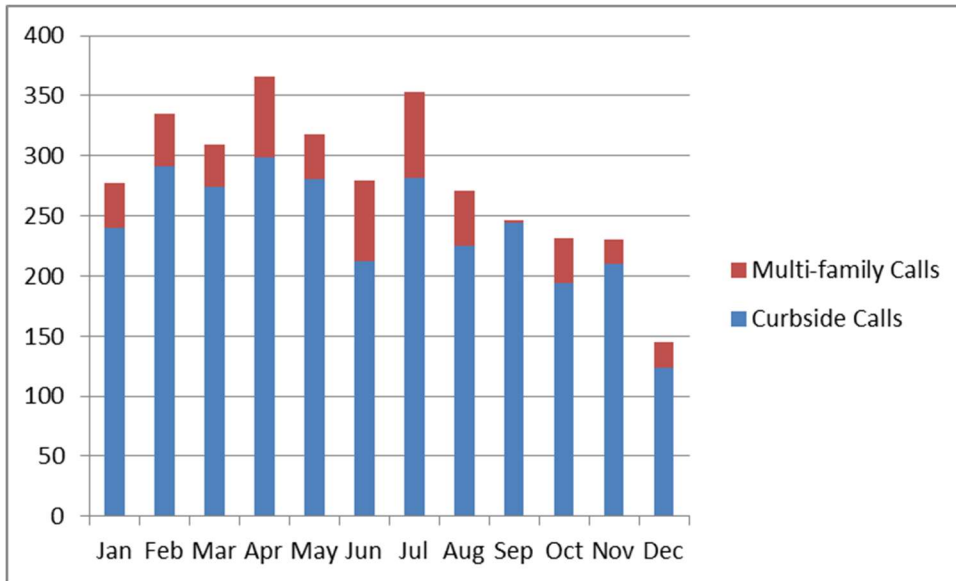
- For example, using the figures above, the EPA estimates that **Roseville would have had to remove 1,460 cars from the road for one year to have had the same environmental impact in 2019 as they did by recycling.**
- Another way to look at it is that the residents of Roseville saved an amount of energy equivalent to 286,446 propane cylinders for backyard barbeques.

Although WARM is the most widely peer-reviewed and accepted model, it is considered to have several flaws. Many believe the use of this calculator is conservative, and understates the real impact of waste reduction efforts, but it offers a conservative starting place to measure our impacts and work towards our goals. Even with these conservative calculations, the impacts of Roseville's recycling program prove to be quite significant.

2019 Roseville Annual Report from Eureka Recycling

Education Summary for Curbside and Multifamily Programs

ROSEVILLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Hotline Calls and Emails													
Curbside Calls	240	291	274	299	281	212	282	225	244	194	210	124	2876
Multi-family Calls	37	44	35	67	37	67	71	46	2	37	20	21	484
Total Calls	277	335	309	366	318	279	353	271	246	231	230	145	3360
Requests for Printed Materials	11	1	1	1	5	7	10	5	4	9	3	1	58



Total Number of Stops

Single Family Homes	9,420
Multifamily Buildings	89
Parks	23
Total Number of Stops	9,532

Total Number of Tags Left

Eureka Recycling drivers educate residents at the curb using educational tags for specific problems. In 2019, drivers left approximately 540 educational tags on recyclers' carts.

The most common reason residents received a tag in 2019 were:

1. Contamination, including plastic bags, bulky plastic items, and other miscellaneous non-recyclable items.
2. Repeatedly having excess recycling placed next to cart while having a small or medium sized cart. The tag recommended that the resident call the hotline to request a larger, or even a second cart.
3. Cardboard not been broken down to a size that will fit in the cart. To collect extra cardboard the driver tips the cart and then puts the extra cardboard into the cart and tips it again. Cardboard too big for the cart is difficult for the driver to collect.

Amount stored, by recyclable material

No recyclables have been stored at our facility longer than needed to generate quantities to ship.

The markets generally used for the sale of recyclables

Eureka Recycling continues to use the same markets for recyclables as were noted in the RFP. Eureka Recycling has always prioritized supporting local markets. Currently 83% of the material we process is sent to an end market within Minnesota, 90% is sold to an end market in the Midwest, and 100% of our materials stay within North America.

Parks Recycling

We provided service to a total of 23 Roseville Parks in 2019, with most of them being serviced as part of our regular routes collecting from multifamily or single family homes.

As agreed, we separately tracked tonnage for the 37 carts located in Central Park Lexington and Central Park Victoria West at the pavilions, near the ballfields, and along the pathways. The tonnage for these two parks is listed below.

Month	Pounds of Recycling Collected
April	180
May	480
June	1100
July	1140
August	840
September	1440
October	540
Total	5540

Participation Trend Study Report

Over the past few years, Eureka Recycling has transitioned away from doing participation studies by hand-counting the number of carts that are out in several 200 household areas throughout each city, and replacing that study with a citywide, digital participation study using data from our digital routing system.

The study spans six weeks. Each time the truck tips a cart, that collection is recorded for that specific address. This data allows us to analyze all collection during a specific study period. The percentage of all addresses in each day's routes that register a tip in a given week is recorded as that week's set out rate, which is then averaged over the course of the study to calculate the city's set out rate.

The reports for each collection day are then sorted by address and duplicates are removed for households that set out more than once during the study period or who have more than one cart. The remaining list of addresses represents all households that participated in recycling at least once during the study, to arrive at the participation rate for the city.

There are some important things to remember when looking at this participation study data:

- The data is based on a "per building" or "per address" basis. If a cart is out at a duplex or a triplex, we count that address as participating on that day, and if there is not a cart out we count the address as not participating. There is no way for us to know which units are using the cart or carts that are set out. Similarly, for a single family home with two carts, we still count them as one participating address regardless of how many carts are out for collection.
- The "set out rate" is calculated by counting the number of addresses that set out a cart on each collection day, and taking the average of the number of carts set out each day during the six week study period.
- The "Participation Rate" is calculated by counting the percentage of unique addresses that participated in the program at least once during the six week study period.

Roseville	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Set Out Rate	60%	50%	58%	53%	50%	53%	57%	53%	76%	78%	77%	76%	75%	85%
Participation Rate	74%	75%	82%	78%	76%	75%	80%	76%	93%	93%	94%	93%	92%	97%

Recycling Market Outlook for 2020

2019 has been a difficult year for the sale of recyclable materials. From a zero-waste perspective we appreciate the efforts China has made to insist on quality materials and build their internal recycling system. In the long run, this could help the U.S. clean up our recycling stream and build up our capacity to recycle plastics and paper domestically. The investment in over 15 new or retrofitted recycled paper facilities across the US shows a coming increased capacity but it is yet to be determined how exactly these investments will impact capacity and pricing for both paper and plastics.

There were predictions that China's National Sword and Blue Sky policies would impact plastics pricing, and in 2019 we did start seeing that impact in some (but not all) plastics pricing. Additionally oil and natural gas prices have continued to be low and there has been significant investment in building virgin plastic manufacturing infrastructure, and both of these factors depress prices for post-consumer recycled plastics. Particularly natural gas infrastructure and subsidies in the US have continued to create low pricing for both virgin and recycled plastic. Increasing commitments by brands for use of recycled content is showing potential to increase demand for recycled content and thus result in increased pricing for recycled plastics and recycling infrastructure. The average amount of recycled content in plastic bottles is below 3% and thus there is tremendous opportunity here in regards to developing recycling markets. In addition, several states and the EU are moving forward with recycled content mandates which will have the potential to increase demand for recycled plastic. Despite these contexts globally and nationally, we continue to see record low pricing for PET plastic. On the other hand, we have seen a significant increase in HDPE Natural pricing, and discussions amongst market players note that this increase is connected to increased demand from brands for recycled content.

Metals markets were thrown into chaos the fall of 2018, and that volatility continued through 2019. This depression was caused by a few different factors including:

- one of the major aluminum markets deciding to close one of their aluminum can manufacturing facilities, thus flooding the market with aluminum cans that had limited places to go,
- the uncertainty around tariffs which discouraged businesses from making investments and made it difficult to consistently market metals to other countries,
- one aluminum market buying cheap aluminum overseas from a country not impacted by the tariffs to make their product and then flooding the market with their scrap,
- and the decreased production in the auto market which has historically been a large purchaser of recycled steel and aluminum.

We expect the metals market to continue to decrease at least through the beginning of the year and are unsure of what will happen long term. There are plans to increase beverage can manufacturing in the U.S. but it will take a few years before that has an impact on aluminum demand so won't impact pricing in 2020.

Trucking also continues to impact pricing negatively as there is a shortage of truck drivers and much stricter limits on how long they can drive. This is increasing the cost of transportation which can negatively impact pricing – especially for materials that are shipped out of state such as tin and aluminum.

Eureka Recycling continues to have good relationships with our end markets and has not had any problem moving material in 2019. We have at least three markets interested in each material except for glass and regularly get positive comments regarding the quality of the recyclables we sell (including glass). Additionally, we continue to focus on local markets when possible – in 2019 83% of the material we processed stayed in Minnesota, 90 percent in the Midwest, and 100% stayed in North America. These business practices have been in place for years as a reflection of our values around the environmental, economic, and human impacts of recycling, and we have seen the benefit of these relationships even more than usual in the current market environment.

The current policies in place in China and the flooded domestic markets have created an industry-wide focus on reducing the contamination in our recycling stream, and the focus is now on “recycling better” rather than simply “recycling more”.



Annual 2019

Roseville Tonnage and Revenue Report

Tonnage Summary (Gross Amount Collected)

SUD Route Tons	2,502.84
MUD Route Tons	599.19
Total Tons	3,102.03

Net Amount Marketed by Commodity and Residual Rate*	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Tons By Commodity
News Mix	99.39	91.49	96.93	106.74	111.33	80.66	86.49	83.07	80.92	86.43	79.47	83.71	1,086.65
Cardboard	30.56	28.14	29.81	32.82	34.24	33.22	35.63	34.22	33.33	35.60	32.73	34.48	394.79
Mixed Paper	31.70	29.18	30.91	34.04	35.50	41.14	44.12	42.37	41.28	44.09	40.54	42.70	457.58
Textiles	0.03	0.02	0.03	0.03	0.03	0.02	0.03	0.03	0.02	0.03	0.02	0.03	0.31
Aluminum Cans	2.91	2.68	2.84	3.12	3.26	4.57	4.90	4.70	4.58	4.89	4.50	4.74	47.70
Steel Cans	5.56	5.12	5.42	5.97	6.23	4.01	4.30	4.13	4.02	4.29	3.95	4.16	57.16
HDPE NAT	2.73	2.51	2.66	2.93	3.06	2.00	2.15	2.06	2.01	2.15	1.97	2.08	28.32
HDPE Col	1.52	1.40	1.48	1.63	1.70	1.87	2.01	1.93	1.88	2.01	1.85	1.95	21.23
PET	10.12	9.32	9.87	10.87	11.33	10.93	11.72	11.26	10.97	11.71	10.77	11.34	130.21
Tubs and Lids	0.51	0.47	0.50	0.55	0.58	1.63	1.75	1.68	1.63	1.75	1.60	1.69	14.35
Mix Glass	52.14	48.00	50.85	56.00	58.41	49.30	52.86	50.77	49.46	52.83	48.57	51.17	620.35
Milk Cartons/Juice Boxes	0.62	0.57	0.60	0.66	0.69	0.51	0.55	0.52	0.51	0.55	0.50	0.53	6.81
Residual	19.70	18.13	19.21	21.15	22.06	18.93	20.30	19.50	19.00	20.29	18.66	19.65	236.59
SubTotals	257.49	237.03	251.12	276.53	288.42	248.80	266.79	256.24	249.62	266.62	245.14	258.23	3,102.03
Net Revenue to Roseville	\$ (4,139.60)	\$ (4,621.21)	\$ (5,423.45)	\$ (7,280.49)	\$ (8,137.18)	\$ (5,959.16)	\$ (6,525.62)	\$ (6,850.12)	\$ (6,914.45)	\$ (7,047.61)	\$ (6,320.89)	\$ (6,288.66)	\$ (75,508.44)

2019 Estimated Tonnage by Multifamily Building

Multifamily building tonnage is estimated based on each building's service level, the volume of recycling collected at each building on a weekly basis, and the total tonnage collected from Multifamily buildings in the City of Roseville.

customer code	Business Name	civic	street	Total pounds of recycling	Units (provided by the City)	Pounds Per Unit
MULT1897	1144 Dionne Street	1144	Dionne St	2,778.85	23	120.82
1892	1363 County Road B	1363	County Rd B	5,557.70	11	505.25
1909	161 McCarrons Street	161	McCarrons St	1,389.43	11	126.31
1919	161 Minnesota Avenue	161	Minnesota Ave	2,778.85	6	463.14
1882	1624 Eldridge Avenue	1624	Eldridge Ave	2,778.85	11	252.62
1883	1614 Eldridge Avenue	1614	Eldridge Ave	2,778.85	11	252.62
1884	1635 Eldridge Avenue	1635	Eldridge Ave	2,084.14	11	189.47
2012	1705 Marion Street	1705	Marion St	1,389.43	?	
MULT1890	2125-2133 Pascal Street	2125	Pascal St	5,557.70	22	252.62
1876	2180 Haddington Road	2180	Haddington Rd	2,084.14	4	521.03
MULT1872	2447 County Road B	2447	County Rd B	4,168.28	17	245.19
MULT1941	2610 Snelling Curve	2610	Snelling Curve	3,473.57	17	204.33
1947	2900 Highcrest Road	2900	Highcrest Rd	2,778.85	11	252.62
MULT1946	2950 Highcrest Road	2950	Highcrest Rd	2,778.85	11	252.62
MULT1937	Applewood Pointe	1480	Applewood Court	33,346.23	94	354.75
MULT2688	Applewood Pointe at Central Park	2665	Victoria St N	22,230.82	106	209.72
MULT2191	Applewood Pointe at Langton Lake	1996	Langton Lake Dr	19,451.97	89	218.56
MULT1978	Aquarius Apartments (RSV)	2425	County Rd C2	9,031.27	99	91.22
MULT1925	Bonaventure	3090	Lexington Ave N	4,168.28	30	138.94
1912	Cedarholm Golf Course (Roseville)	2323	Hamline Ave N	2,778.85	NA	
MULT1936	Centennial Gardens East & West	1420	Centennial Dr	11,115.41	190	58.50
MULT2413	Cherrywood Pointe at Cleveland	2996	Cleveland Ave N	9,725.98	50	194.52
MULT2684	Cherrywood Pointe at Lexington	2680	Lexington Ave N	9,725.98	115	84.57
1930	City Hall (Roseville)	2660	Civic Center Dr	12,504.83	NA	
MULT1940	Coventry Seniors Apartments	2820	Snelling Ave	15,283.69	196	77.98
MULT1901	Dale Terrace Apartments	720	County Rd B	8,336.56	42	198.49
MULT1893	Dellwood Condominiums	1725	Dellwood St	2,778.85	12	231.57
MULT1981	Eagle Crest (RSV)	2925	Lincoln Dr	63,913.60	218	293.18
MULT1948	Executive Manor Condos	3153	Old Highway 8	16,673.11	72	231.57
1933	Fire Station 1 (Roseville)	2701	Lexington Ave	2,778.85	NA	
1877	Garley Apartments	1634	County Rd B	2,431.50	11	221.05
MULT2023	Greenhouse Village	1021	Larpenteur Ave	38,903.93	102	381.41
MULT1950	Hamline House Condos	2800	Hamline Ave	13,894.26	150	92.63
MULT1934	Hamline Terrace	1360	Terrace Dr	16,673.11	102	163.46
MULT1905	Heritage Place	563	County Rd B W	15,283.69	51	299.68
MULT1918	Hillsborough Manor	2335	Woodbridge St	58,355.90	206	283.28
MULT1914	Karie Dale Apartments	2355	Dale St N	8,336.56	44	189.47
MULT1963	Keystone Communities (Roseville)	2750	Victoria St	22,230.82	106	209.72
MULT1926	Lake Josephine Condominiums	3076	Lexington Ave N	6,252.42	23	271.84
MULT1910	Lar Dale Apartments	655	Larpenteur Ave W	1,389.43	17	81.73
MULT1900	Lexington Court	2192	Lexington Ave	4,168.28	52	80.16
MULT1898	Lexington Twin Apartments	1890	Lexington Ave	5,557.70	22	252.62

MULT1899	Lexlawn/Roselawn Apartments	1943	Lexington Ave	3,473.57	34	102.16
MULT2487	McCarrons Lake Condos	185	McCarrons Blvd N	8,336.56	42	198.49
MULT1873	Midland Grove Condos	2200	Midland Grove Rd	47,240.49	174	271.50
MULT1939	Northwestern College Apartments	1610	Lydia Ave	2,778.85	40	69.47
MULT1938	Northwestern College/Snelling Terrace	2906	Snelling Dr E	12,504.83	48	260.52
MULT1954	Palisades	560	Sandhurst Dr W	62,524.17	330	189.47
MULT1932	Parkview Estate Condominiums	2670	Oxford St	20,146.68	204	98.76
MULT1904	Parkview Manor	2202	Dale St N	6,947.13	34	204.33
MULT1983	Parkview Terrace Condos	2690	Oxford St	19,451.97	105	185.26
1931	Public Works Garage (Roseville)	1140	Woodhill Dr	27,788.52	0	
MULT1921	Ramsey Square Condos	2710	Dale St N	48,629.91	192	253.28
MULT1913	Riviera Apartments	925	Highway 36 W	12,504.83	64	195.39
MULT1944	Rose 8 Apartments	3050	Old Highway 8	8,336.56	85	98.08
MULT1903	Rose Hill Estates	591	County Rd B	5,557.70	51	108.97
MULT1891	Rose Mall Apartments	2201	Albert St	31,956.80	54	591.79
1886	Rose Park Apartments (1615)	1615	Eldridge Ave	2,431.50	11	221.05
1878	Rose Park Commons	1610	County Rd B	2,431.50	11	221.05
MULT1887	Rose Park Estates	2136	Fry St	4,168.28	22	189.47
MULT1894	Rose Vista Apartments	1222	Rose Vista Ct	19,104.61	175	109.17
MULT1985	Rosedale Estates North	2835	Rice St	18,062.54	180	100.35
MULT1956	Rosedale Estates South	2735	Rice St	19,451.97	180	108.07
MULT1953	Roselawn Village	1074	Roselawn Ave	4,168.28	32	130.26
MULT1942	Rosepointe	2545	Hamline Ave N	66,692.45	190	351.01
MULT1879	Roseridge Estates	2086	Samuel St	6,252.42	18	347.36
MULT1955	Rosetree Apartments	655	Highway 36	6,947.13	48	144.73
1885	Roseville Apartments, LLC	1625	Eldridge Ave	2,084.14	11	189.47
MULT1907	Roseville Arms Condos	160	Elmer St	4,168.28	34	122.60
MULT1958	Roseville Commons	2496	County Rd C2 W	6,947.13	30	231.57
MULT1979	Roseville Estates	2599	Lexington Ave	8,336.56	18	463.14
MULT1911	Roseville Seniors	1045	Larpenteur Ave W	20,841.39	127	164.11
MULT1896	Roseville Terrace	1759	Dunlap St	5,557.70	36	154.38
MULT2162	Roseville Townhomes	3085	Old Highway 8	18,062.54	41	440.55
MULT1888	Rosewood Village	1630	Highway 36 W	31,956.80	219	145.92
MULT1889	Sienna Green Apartments	2275	Snelling Ave	20,841.39	170	122.60
1929	Skating Center	2661	Civic Center Dr	13,199.55	NA	
MULT1881	Skillman Villas	1629	Skillman Ave	3,473.57	14	248.11
MULT1924	South Oaks Apartments	1080	County Rd D W	4,168.28	25	166.73
197CountyRdB2W	Suite Living	197	County Rd B2 W	2,778.85	?	
MULT1951	Sun Place Apartments	1721	Marion St	5,557.70	30	185.26
MULT1957	Sunrise Assisted Living	2555	Snelling Ave N	19,451.97	77	252.62
1945	Talia Place	3020	Old Highway 8	2,778.85	11	252.62
MULT1935	Terrace Park Apts	1420	Terrace Dr	6,947.13	36	192.98
MULT1964	The Lexington (Roseville)	2775	Lexington Ave N	33,346.23	150	222.31
MULT1984	The Riviera 2	885	Highway 36 W	5,557.70	32	173.68
MULT1960	Victoria Place	2250	Victoria St N	11,115.41	58	191.64
MULT1906	Villa Park Community Condominiums	500	County Rd B	12,504.83	100	125.05
MULT2044	Villas at Midland Hills	1940	Fulham St	11,115.41	32	347.36

Eureka Recycling Composition Analysis Methodology

Eureka Recycling collects materials in a single sort collection system with all paper, cardboard, metal and plastic, steel, aluminum and glass containers combined by residents into one cart. Each year we conduct an annual composition study of the single sort material to determine the percentage each material represents in the overall composition.

(651) 222-SORT (7678)
www.eurekarecycling.org

Our mission is to reduce waste today through innovative resource management and to reach a waste-free tomorrow by demonstrating that waste is preventable, not inevitable.



Composition by Commodity of Each Recycling Stream

During the composition study we weigh each truck before and after to determine the weight of the material. Each truck has a stored weight that is updated regularly for accuracy. This process allows us to determine the initial weight of the material set out by residents during the period being analyzed.

The composition study starts with Eureka Recycling storing all of the materials collected in the city during a one-week period. These materials are stored in a separate bunker from all other materials at the facility. We sort the material separately from all other recycling at the facility.



The sorted materials are then baled or put into a hopper and transported with a forklift to the truck scale to be weighed. Finally, we weigh the total amount of each sorted material grade including the non-recyclable material (residual) to establish the percentage of the total tonnage that each material type represents in the overall composition.

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Participation Trend Analysis Methodology

Eureka Recycling conducts an annual participation study in which both set-out and participation rates are analyzed and documented.

(651) 222-SORT (7678)
www.eurekarecycling.org

The **set-out rate** is the average number of households that set materials out for recycling collection on a given day. Not every household sets out their recycling each week. If they are out of town, forget, or simply don't have very much in their cart they may not have a cart out for collection on their day. The set-out rate is the average percentage of households that set out material on a weekly basis during the study period.

Our mission is to reduce waste today through innovative resource management and to reach a waste-free tomorrow by demonstrating that waste is preventable, not inevitable.



The **participation rate** is the number of households who set materials out for recycling collection at least once over the period of the study.

The participation rate is a better indication of overall recycling participation because it includes households that recycle at least once over the course of six weeks, recognizing that some households may not set out recycling every week. It more accurately indicates how many households are participating in the

recycling program overall, as opposed to the number of participants on a specific day.

Summary of Process

The study spans six collection weeks. Each time the truck tips a cart, that collection is recorded for that specific address. This data allows us to analyze all collection during a specific study period. The percentage of all addresses in each day's routes that register a tip in a given week is recorded as that week's set out rate, which is then averaged over the course of the study.

The reports are then sorted by address and duplicates are removed for households that set out more than once during the study period. The remaining list of addresses represents all households that participated in recycling at least once during the study, to arrive at the participation rate for the city.

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Dedicated to demonstrating that waste is completely preventable, not inevitable.

Proud to be an Equal Opportunity and Affirmative Action Employer

February 25, 2020

2447 County Road B
Roseville, MN 55113

To our neighbors at: 2447 County Road B

We are happy to inform you that in 2019, **2447 County Road B** recycled **4,168 pounds** of materials. The **whole city of Roseville** recycled a total of **3,102 tons** of materials. We appreciate your commitment to your recycling program and we want you to know that you have made quite a difference! For example, using the number of tons recycled by the city of Roseville this year, the EPA estimates that Roseville would have had to remove a total of 1,460 cars from the road for one year to have had the same environmental impact in 2019 as they did recycling.

The city of Roseville and Eureka Recycling are committed to supporting your recycling efforts. Please take advantage of the free recycling information we offer, including educational materials in Hmong, Karen, Somali, and Spanish. We also offer presentations to explain to residents how their recycling program works. Please call our hotline to request educational material and/or to schedule a presentation with us. If you experience any challenges to recycling at your building, we will work on a solution with you.

Thank you for your ongoing commitment to your recycling program and community! Please be sure to share this information about recycling generated at your building with your colleagues and your residents. By promoting and participating in your city's recycling program, you are helping to protect the environment by keeping our community cleaner and healthier. If you have any questions or concerns about your recycling program, please feel free to call us at 612-NO-WASTE (669-2783).

Sincerely,

Eureka Recycling

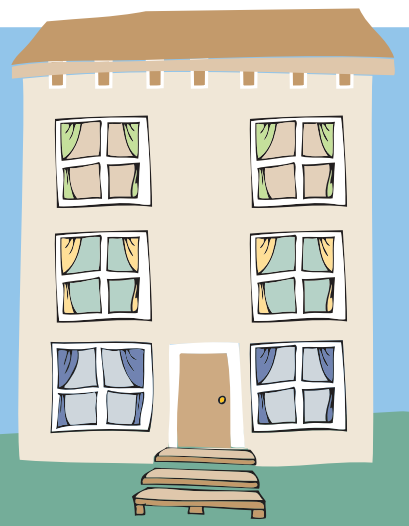
P.S. If you have received this letter and are no longer the representative of this property, please call us at 612-NO-WASTE (669-2783) so we can update the contact information in our system.

www.eurekarecycling.org

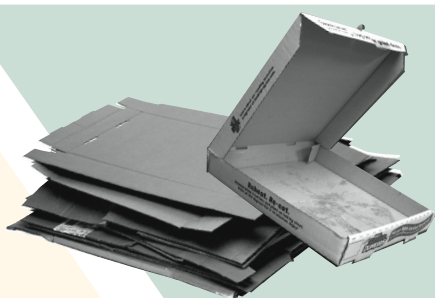
2828 KENNEDY STREET NE | MINNEAPOLIS, MN 55413 | 612-669-2783

Eureka Recycling is an affirmative action, equal opportunity employer. It is our policy to hire without discrimination based on race, creed, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, ancestry, age, disability, genetic information and familial, marital or public assistance status.

RECYCLING AT YOUR BUILDING



Recycle All of These Items **TOGETHER** in Carts



Cardboard & Pizza Boxes

must be flattened and fit loosely in cart



Magazines, Mail, Phonebooks, Office Paper

please put shredded paper in a
closed (paper) bag



Newspaper

with inserts



Most Plastic Food & Beverage Containers

empty, rinse, flatten, put caps or lids back on if you can
no or plastics



Boxboard

pop and beer boxes, too!



Glass Bottles & Jars

rinse clean, remove caps and lids



Milk Cartons & Juice Boxes

remove caps and lids,
rinse clean, flatten

NO PLASTIC BAGS DO NOT BAG YOUR RECYCLING



- No plastic bags
- No trash
- No bottles used for home needle disposal
- No motor oil or antifreeze bottles
- No light bulbs
- No scrap metal
- No ceramics
- No window glass or mirrors
- No boxes for frozen food
- No or plastics
- No Styrofoam™
- No bulky items like lawn furniture, playground equipment, or anything over 3 gallons
- No disposable cups, plates, or utensils
- No plastic toys
- No plant/landscaping pots



Steel & Aluminum Cans, Foil & Trays

rinse clean, labels are OK

Simple guidelines for plastics recycling:

Generally, most food and beverage
containers are recyclable

(And some containers from your
bathroom and laundry room, too).



Bottles

(Soda, Juice, Water, Shampoo,
Laundry & Dish Soap)



Produce Containers

(Lettuce, Berries, etc.)



Yogurt, Cottage Cheese, & Butter Containers



Transparent Deli "To-Go" Containers

Place flattened extra cardboard between carts



Thank you for recycling

EUREKA!
RECYCLING

© Eureka Recycling 2019 | Illustrations by Karen Kopacz

QUESTIONS: Call Eureka Recycling's Zero-Waste Hotline
651-222-SORT (7678) • www.eurekarecycling.org

Attachment O

Location of Materials Recovery Facility

Eureka Recycling's Material Recovery Facility (MRF) is located at 2828 Kennedy Street Northeast in Minneapolis, Minnesota.

Eureka Recycling's MRF has been at this location and operating since February 2004. The MRF is comprised of 110,000 sq. ft. of material receiving, processing, and warehouse space, with an additional 7,000 sq. ft. of office space. These buildings are situated on seven (7) acres of property zoned for heavy industrial use. The building has an active rail-siding and dock-doors, 24'-32' clearance heights inside for vehicle unloading, and plenty of space for vehicle queueing and traffic flow.

The facility's overall processing capacity is over 150,000 tons/year. Eureka Recycling has processed and sold over 967,000 tons of recyclable commodities over the past 17 years. Eureka Recycling is known and valued for the quality of the materials that we process and sell to end-market users around the region and around the country.

In 2014 Eureka Recycling transitioned its MRF with the installation of equipment that allows us to sort single stream commingled recyclables. We completed two additional upgrades in 2016 (adding a scalping screen, and second eddy current and replacing our old eddy current) and in 2019 (adding a second PET optic) that brought our processing speed up to 40 – 45 tons per hour while improving the quality of our material. In early 2020 Eureka installed equipment to increase the quality of our paper – three robotic arms connected to a camera with artificial intelligence. The AI camera identifies items that should not be in the paper stream and instructs the arms remove this material.

The overall residual rate (percentage of total material that is collected but cannot be recycled) at Eureka Recycling's single-stream facility is around 10%. At the same time, we maintain some of the highest quality end product to mills in the industry. As part of our Zero Waste Lab, we regularly work to understand the composition of the residual in order to identify opportunities for continued decrease the rate through a range of strategies.

**This material
cannot be recycled.**

**You can call the hotline with
questions about what is and
is not recyclable in this
program.**



Thank you for recycling!

Why?

The items we left behind cannot be recycled in this program. Please call the hotline for more information on recycling and disposal options for the following materials.

Thank you for recycling, and please remember:

___ No plastic bags

___ No bottles used for home needle disposal

___ No motor oil or antifreeze bottles

___ No light bulbs

___ No scrap metal

___ No aerosol cans

___ No ceramics

___ No window glass or mirrors

___ No boxes for frozen or refrigerated food

___ No  or 
plastics

___ No Styrofoam™

___ No bulky items like lawn furniture, playground equipment, or anything over 3 gallons

___ No disposable cups, plates, or utensils

___ No plastic toys

___ No plant/landscaping pots

Other _____



Thank you for recycling!

Questions?

Call the Zero-Waste Hotline

(651) 222-7678

www.eurekarecycling.org

RECYCLE

Recycle correctly from the start & make sure it goes in your cart.

Nonprofit Org.
US Postage
PAID
Twin Cities, MN
Permit No. 2787



EUREKA! RECYCLING AND MORE
2828 Kennedy Street NE | Minneapolis, MN 55413
www.eurekarecycling.org

For other disposal questions
go to RamseyRecycles.com
or call 651-633-EASY (3279)
answered 24/7

Make sure what you put in your bin is actually recyclable! Check out Eureka Recycling's free app to learn more about what is recyclable in the Twin Cities. Just search **Eureka Recycling** in your iOS or Android store.

Flatten cardboard but leave your cans and cartons un-crushed to ensure everything gets where it's supposed to go. To find out more about how your recycling gets sorted visit www.eurekarecycling.org/our-recycling-facility and watch "Story of a Cereal Box."

Keep plastic bags, batteries, and propane tanks out of your recycling bin. Check with your local county for info on disposing of hard to recycle items like: scrap metal and appliances, hazardous waste, electronics and batteries.



Bored at home? Do you have kids that need some new activities? Look no further! With Ready, Set, Sort, they'll have fun learning about our recycling program and what is recyclable or compostable. Sort materials correctly and win fun items to build your own digital park! Download the Eureka Recycling app or visit our website to play! www.eurekarecycling.org.

Roseville 2021 Guide to Recycling



RETHINK

Rethink your recycling by learning more about zero waste!



REDUCE

Reduce first! Less consumption=less waste



REUSE

Reuse, repair & repurpose items instead of throwing away



RECYCLE

Recycle correctly from the start & make sure it goes in your cart.



EUREKA! RECYCLING AND MORE

Reciclaje

Kev rov siv dua

Dib loo warshadeyn
karo ee ddhismahaaga

တၢ်သုကဒါက့ၤတၢ်

How to Recycle in ROSEVILLE

Wheel your recycling cart to the curb by 7am on your recycling day (or the night before) so the lid opens facing the street. Please make sure all items are placed loosely in your cart with the lid closed. The City of Roseville requires that recycling carts be stored out of view from the street on non-recycling days.

If a holiday falls on a weekday during your recycling week, collections on and following the holiday will be delayed one day.

JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

S	M	T	W	Th	F	S
				1	2	3
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Call Eureka Recycling to request stickers for your calendar at home.

Recycle All of These Items Together in Your Cart

Cardboard & Delivery Pizza Boxes
must be flattened and small enough to fit in the cart

Newspaper *with inserts*

Milk Cartons & Juice Boxes
rinse clean, replace caps

Glass Bottles & Jars
rinse clean, remove caps and lids

Most Plastic Food & Beverage Containers
empty, rinse, put caps or lids back on when you can
#1, #2 & #5 accepted

Steel & Aluminum Cans, Aerosol Cans, Foil & Trays, Cardboard Food Tubes with metal ends
rinse clean, labels are OK

Boxboard
pop and beer boxes, too!
Please remove plastic liners or bags, flatten

Magazines, Mail, Phonebooks, Office Paper

NO PLASTIC BAGS
DO NOT BAG YOUR RECYCLING

For more detailed information on what is and is **not** recyclable in this program, see our website, try our “Eureka Recycling” app, or call our hotline.

At the curb by 7am

Don't place these items in your recycling cart!

- or Plastics
- Batteries
- Black plastic
- Bulky items/containers larger than 3 gallons
- Bottles used for home needle disposal
- Ceramics or pottery
- Cords, wires and holiday lights
- Dishes or cookware
- Disposable cups, plates or utensils
- Light bulbs
- Packaging from toys or electronics
- Paper egg cartons
- Plant or landscaping pots
- Plastic bags or other film plastics
- Propane tanks or other fuel bottles or tanks
- Freezer boxes
- Scrap metal
- Styrofoam™
- Tissue paper or napkins

Too much recycling?

For public safety during the pandemic, we are not collecting extra material outside the cart. If you have more recycling than will fit in your cart, call or email us so we can help with a solution. Please do not overfill your cart, as this will cause litter.

You can get a larger cart or even a second cart at no additional cost.

Questions? Need a Cart?

Call Eureka Recycling's Zero-Waste Hotline

612-NO-WASTE (669-2783)
www.eurekarecycling.org

ESPAÑOL: Puede obtener información disponible en español llamando a Eureka Recycling al 612-669-2783.

HMONG: Koj mus muab tau cov ntaub ntawv uas sau ua lus Hmoob, xws li hu rau Eureka Recycling tus Xov Tooj: 612-669-2783.

KAREN: ပုံကညီ နမန့်တိတ်တိတ်ကျိ၊ လံကညီကျိးသုဝဲနမ့်ကိးရံကတိတ်ကျိ၊ သူကဒါကျိ ဝဲ ဝေါ်ဖြေဖြေရ

SOMALI: Macluumaadka waxaa lagu heli karaa Soomaali marka la waco Eureka Recycling, telefoonka 612-669-2783.

Reciclaje • Recycling

Recicle todos estos artículos juntos en su carrito de basura
Recycle all of these items together in your cart



**Cajas de cartón grueso
(de empaque) y cajas de pizza**
*deben ser aplastados y deben caber
completamente en su carrito de basura
aplástelos de tres pies por tres pies*

Cardboard & Pizza Boxes
*must be flattened and fit loosely
in your bin
flatten to 3 ft by 3 ft*



**La Mayoría de los Recipientes de
Plástico de Comida y Bebida**
*vaciélos, enjuáguelos, aplástelos,
vuelva a poner las tapas si es posible
no incluya los plásticos 3 o 6*

Most Plastic Food & Beverage Containers
*empty, rinse, flatten, put caps
or lids back on if you can
no 3 or 6 plastics*



**Revistas, Correspondencia,
Guías Telefónicas y Papel**
*favor de colocar el papel triturado
en una bolsa de papel cerrada*

**Magazines, Mail, Phonebook
& Office Paper**
*please put shredded paper
in a closed paper bag*

**Cajas de Cartón Delgado
cajas de soda y cerveza**

Boxboard
pop & beer boxes



**Periódicos
con publicidad**
**Newspaper
with inserts**



**Latas de Acero y de Aluminio, Papel de
Aluminio, Bandejas de Aluminio**
enjuáguelas antes de reciclar

Steel & Aluminum Cans, Foil & Trays
rinse clean

Botellas y Frascos de Vidrio
*enjuáguelas antes de reciclar,
quítele las tapas*

Glass Bottles & Jars
rinse clean, remove lids



Cartones de Leche y de Jugo
*vaciélos, enjuáguelos,
aplástelos, quítele las tapas*

Milk Cartons & Juice Boxes
empty, rinse, flatten, remove caps

**Si usted vive en una casa, favor de
colocar sus artículos para reciclar al
borde de su vereda antes de las 7 am
del día de reciclaje.**

**If you live in a house, please put your recycling
out on your curb by 7am on your recycling day.**

612-NO-WASTE (669-2783)

*Nota: el servicio al cliente está en inglés solamente
Please note – this is an English-only hotline.*

**Si usted vive en un apartamento,
puede usar los carritos para reciclaje
proveído por su edificio.**

**If you live in an apartment, you can use the
recycling carts provided for your building.**



Guías simples para reciclar plásticos:

Como regla general, la mayoría de los recipientes de comidas y bebidas son reciclables
(Y también algunos recipientes en su baño y lavadero).

Simple guidelines for plastics recycling:

As a general rule, most food and beverage containers are recyclable
(And some containers from your bathroom and laundry room, too).



Botellas de Plástico

(soda, jugo, agua, champú, detergente para la ropa y las vajillas)

Plastic Bottles

(Soda, Juice, Water, Shampoo, Laundry & Dish Soap)



Recipientes de Frutas y Verduras

(lechuga, frutas del bosque, etc.)

Produce Containers

(Lettuce, Berries, etc.)



Recipientes Transparentes de Comida Para Llevar

Transparent Deli "To-Go" Containers



Yogurt, Queso Cottage y Recipientes de Mantequilla

Yogurt, Cottage Cheese, & Butter Containers



- No incluya vajillas o cerámicas
- No incluya batería de cocina
- No incluya vidrios de ventana o espejo
- No incluya bombillas o focos

- No incluya pilas
- No incluya latas de aerosol
- No incluya restos de metales
- No incluya tubos de papel
- No incluya los cartones de huevos
- No incluya vasos, platos, o servilletas de papel
- No incluya las cajas de comidas refrigeradas o congeladas
- No incluya tissue o papel para envolver

- No incluya aceite de motor
- No incluya botellas de plástico usadas para desechar agujas
- No incluya plásticos con un 3 o 6
- No incluya cajas de poliestireno para huevos o espuma de poliestireno
- No incluya vasos, platos o utensilios descartables
- No incluya artículos grandes, tales como muebles de patio, piscinas para niños, etc.
- No incluya juguetes de plásticos
- No incluya bolsas de plástico o cintas de plástico
- No incluya recipientes que contengan materiales peligrosos
- No incluya recipientes que contengan más de 3 galones

- No incluya las cajas de juguetes y electrónicos
- No incluya plantas o macetas para el jardín
- No incluya bandejas negras o las bandejas de comidas para el microondas
- No incluya materiales de abono (normalmente marcados con el 7)



- No dishes or ceramics
- No cookware
- No window glass or mirrors
- No lightbulbs
- No batteries
- No aerosol cans
- No scrap metal
- No paper towel or toilet paper tubes
- No egg cartons
- No paper cups, plates, or napkins

- No refrigerated or frozen food boxes
- No tissue or wrapping paper
- No motor oil bottles
- No bottles used for home needle disposal
- No plastic marked with a 3 or 6
- No foam egg cartons or Styrofoam™
- No disposable cups, plates or utensils
- No bulky items such as lawn furniture, kiddie pools, etc.
- No toys

- No plastic bags or plastic film
- No containers that held hazardous materials
- No containers larger than 3 gallons
- No packaging from toys or electronics
- No plant or landscaping pots
- No black plastic including microwave food trays
- No compostable materials (often marked with 7)

Para información de horarios de recolección de artículos para reciclar,
llame al 612-NO-WASTE (669-2783). Nota: el servicio al cliente es en
inglés solamente.

To find out your recycling collection schedule call 612-NO-WASTE (669-2783).
Please note – this is an English-only hotline.



Zero Waste Hotline 612-NO-WASTE (669-2783)
www.eurekarecycling.org • info@eurekarecycling.org

Log of Contamination Reported by Drivers in Roseville: January 2021

This is a log of addresses where drivers have reported contamination in the recycling carts in addition to tagging. Our GPS based data is accurate enough to allow us to look for trends on a neighborhood-basis, but does not always record data on precisely the correct house, depending on the relationship between where the real cart is actually placed and how close that is to the expected collection site stored in the system. It is not uncommon for data to be assigned to a neighboring house, which does not impact our customer relations team's ability to use this information to help resolve issues when residents call, but does mean that we do not send postcards based on a single report of contamination. We do monitor this data to look for trends over time, and where drivers are reporting repeat contamination issues we work with the driver to verify the actual address before sending educational information by mail.

Customer Address	Time Stamp	Service Status	Driver's notes
1972 FAIRVIEW AVE N	1/2/2021 12:03	CONTAMINATED (TRASH)	
1366 SKILLMAN AVE W	1/2/2021 9:39	CONTAMINATED (TRASH)	plbg
2820 SNELLING AVE	1/2/2021 7:32	CONTAMINATED (TRASH)	
1420 CENTENNIAL DR	1/2/2021 7:41	CONTAMINATED (TRASH)	
3076 LEXINGTON AVE N	1/2/2021 8:52	CONTAMINATED (TRASH)	
885 HIGHWAY 36 W	1/2/2021 9:36	CONTAMINATED (TRASH)	
2192 LEXINGTON AVE	1/2/2021 13:56	CONTAMINATED (TRASH)	
1144 DIONNE ST	1/2/2021 14:09	CONTAMINATED (TRASH)	
1760 FERNWOOD AVE	1/2/2021 14:18	CONTAMINATED (TRASH)	
2275 SNELLING AVE N	1/2/2021 15:15	CONTAMINATED (TRASH)	
1634 ELDRIDGE AVE	1/2/2021 15:08	CONTAMINATED (TRASH)	
313 SOUTH OWASSO BLVD W	1/4/2021 15:23	CONTAMINATED (TRASH)	
2706 MACKUBIN ST	1/4/2021 14:27	CONTAMINATED (TRASH)	
2654 FARRINGTON ST	1/4/2021 9:48	CONTAMINATED (TRASH)	
2807 GALTIER ST	1/4/2021 11:03	CONTAMINATED (TRASH)	
2873 GALTIER ST	1/4/2021 10:59	CONTAMINATED (TRASH)	
2657 WOODBRIDGE ST	1/4/2021 8:45	CONTAMINATED (TRASH)	
197 COUNTY RD B2 W	1/5/2021 13:23	CONTAMINATED (TRASH)	
2680 LEXINGTON AVE N	1/5/2021 11:44	CONTAMINATED (TRASH)	
2735 RICE ST	1/5/2021 12:54	CONTAMINATED (TRASH)	
1140 WOODHILL DR	1/5/2021 11:33	CONTAMINATED (TRASH)	plbg
1805 STANBRIDGE AVE	1/6/2021 9:19	CONTAMINATED (TRASH)	
3080 CLEVELAND AVE N	1/6/2021 13:52	CONTAMINATED (TRASH)	
3091 EVELYN ST	1/6/2021 14:11	CONTAMINATED (TRASH)	
2531 MAPLE LN	1/6/2021 12:19	CONTAMINATED (TRASH)	
3117 MOUNT RIDGE RD	1/6/2021 14:03	CONTAMINATED (TRASH)	
2990 PATTON RD	1/6/2021 12:53	CONTAMINATED (TRASH)	
2215 MILTON ST	1/7/2021 9:06	CONTAMINATED (TRASH)	
2021 AUTUMN PL	1/8/2021 14:58	CONTAMINATED (TRASH)	
2123 FAIRWAYS LN	1/8/2021 9:29	CONTAMINATED (TRASH)	sty
1920 SHRYER AVE W	1/8/2021 12:04	CONTAMINATED (TRASH)	
2109 WILDER ST N	1/8/2021 12:15	CONTAMINATED (TRASH)	
1420 CENTENNIAL DR	1/8/2021 9:48	CONTAMINATED (TRASH)	
2096 FRY ST	1/8/2021 11:34	CONTAMINATED (TRASH)	sty
1634 ELDRIDGE AVE	1/8/2021 11:36	CONTAMINATED (TRASH)	plbg
2835 RICE ST	1/12/2021 12:49	CONTAMINATED (TRASH)	
2735 RICE ST	1/12/2021 12:40	CONTAMINATED (TRASH)	

1420 TERRACE DR	1/12/2021 10:59	CONTAMINATED (TRASH)	
3050 OLD HIGHWAY 8	1/14/2021 11:25	CONTAMINATED (TRASH)	
2610 SNELLING CURVE	1/15/2021 7:03	CONTAMINATED (TRASH)	
1420 CENTENNIAL DR	1/15/2021 8:04	CONTAMINATED (TRASH)	
885 HIGHWAY 36 W	1/15/2021 10:16	CONTAMINATED (TRASH)	
655 HIGHWAY 36	1/15/2021 10:56	CONTAMINATED (TRASH)	
2202 DALE ST N	1/15/2021 11:49	CONTAMINATED (TRASH)	
2201 ALBERT ST	1/15/2021 15:38	CONTAMINATED (TRASH)	
1634 COUNTY RD B	1/15/2021 15:56	CONTAMINATED (TRASH)	
1614 ELDRIDGE AVE	1/15/2021 16:16	CONTAMINATED (TRASH)	
2701 DALE ST N	1/18/2021 10:11	CONTAMINATED (TRASH)	
350 MILLWOOD ST	1/18/2021 14:52	CONTAMINATED (TRASH)	
2660 WESTERN AVE N	1/18/2021 7:33	CONTAMINATED (TRASH)	
2787 WOODBRIDGE ST	1/18/2021 9:09	CONTAMINATED (TRASH)	
2796 OXFORD ST N	1/19/2021 13:50	CONTAMINATED (TRASH)	
2791 VICTORIA ST N	1/19/2021 14:01	CONTAMINATED (TRASH)	
2835 RICE ST	1/19/2021 12:38	CONTAMINATED (TRASH)	
2735 RICE ST	1/19/2021 12:28	CONTAMINATED (TRASH)	
460 WYOMING ST E	1/19/2021 15:47	CONTAMINATED (TRASH)	
2410 BRENNER CT	1/20/2021 12:21	CONTAMINATED (TRASH)	
3094 CLEVELAND AVE N	1/20/2021 13:43	CONTAMINATED (TRASH)	
3109 MOUNT RIDGE RD	1/20/2021 13:53	CONTAMINATED (TRASH)	
3209 OLD HIGHWAY 8	1/20/2021 13:09	CONTAMINATED (TRASH)	
1215 SUMMER ST	1/21/2021 9:30	CONTAMINATED (TRASH)	
1197 BURKE AVE W	1/21/2021 15:39	CONTAMINATED (TRASH)	
3050 OLD HIGHWAY 8	1/21/2021 11:24	CONTAMINATED (TRASH)	
2123 FAIRWAYS LN	1/22/2021 13:13	CONTAMINATED (TRASH)	
2820 SNELLING AVE	1/22/2021 7:42	CONTAMINATED (TRASH)	
1420 CENTENNIAL DR	1/22/2021 8:04	CONTAMINATED (TRASH)	
965 HIGHWAY 36 W	1/22/2021 10:09	CONTAMINATED (TRASH)	
2202 DALE ST N	1/22/2021 12:54	CONTAMINATED (TRASH)	
535 SANDHURST DR W	1/22/2021 13:16	CONTAMINATED (TRASH)	
1074 ROSELAWN AVE	1/22/2021 14:30	CONTAMINATED (TRASH)	
1144 DIONNE ST	1/22/2021 14:35	CONTAMINATED (TRASH)	
1760 FERNWOOD AVE	1/22/2021 14:40	CONTAMINATED (TRASH)	
2275 SNELLING AVE N	1/22/2021 15:44	CONTAMINATED (TRASH)	
1634 ELDRIDGE AVE	1/22/2021 9:33	CONTAMINATED (TRASH)	
1629 SKILLMAN AVE	1/22/2021 9:37	CONTAMINATED (TRASH)	
2735 RICE ST	1/26/2021 12:15	CONTAMINATED (TRASH)	
1420 TERRACE DR	1/26/2021 10:26	CONTAMINATED (TRASH)	computer monitor, plbg
3050 OLD HIGHWAY 8	1/28/2021 11:07	CONTAMINATED (TRASH)	
2610 SNELLING CURVE	1/29/2021 7:18	CONTAMINATED (TRASH)	trash
2906 SNELLING DR E	1/29/2021 7:40	CONTAMINATED (TRASH)	plbg
1420 CENTENNIAL DR	1/29/2021 8:12	CONTAMINATED (TRASH)	
1721 MARION ST	1/29/2021 11:33	CONTAMINATED (TRASH)	
2202 DALE ST N	1/29/2021 13:08	CONTAMINATED (TRASH)	
1943 LEXINGTON AVE N	1/29/2021 14:30	CONTAMINATED (TRASH)	

Attachment S: Municipal References for Eureka Recycling

Saint Paul

Kris Hageman

kris.hageman@ci.stpaul.mn.us

120,000 single family and multi-family units

Active Contract, 2001 to present

Single sort recycling material from a cart

Single Unit and Multi-Unit Dwellings

Weekly Collection

Shoreview

Ellen Brenna

ebrenna@shoreviewmn.gov

11,000 single family and multi-family units

Active Contract, 2018 to present

Single sort recycling material from a cart

Single Unit and Multi-Unit Dwellings

Weekly Collection

Lauderdale

Jim Bownik

Jim.Bownik@lauderdalemn.org

600 single family and 600 multi-family units

Active Contract, 2005 to present

Single sort recycling material from a cart

Single Unit and Multi-Unit Dwellings

Weekly Collection

Attachment U1 – Safety Program Overview

Eureka Recycling AWAIR Program Employee Right-To-Know

Updated June 2020

Safety Plan Overview

Eureka Recycling is committed to providing a safe workplace for employees and has devoted resources to develop measures to reduce recognized hazards. This includes managing our safety plan, providing training for new and existing employees, and providing the necessary tools and equipment to safely perform our work.

Supervisors are responsible for the safety of their employees and as a part of their daily expectations must check work areas for unsafe conditions, observe employees and take prompt action to eliminate any hazards.

Employees are required to comply with all company safety procedures and are encouraged to actively participate in identifying ways to make our company a safer place to work. All employees are to work in a safe manner and follow safety work practices outlined in our safety plan, for their own safety as well as the safety of other employees and our customers.

The MN AWAIR Act requires employers to conduct and document a review of the workplace accident and injury reduction program at least annually and document how objectives in the program are met. This checklist serves as a way to track our safety objectives:

Objectives

- Provide a safe workplace for our employees
- Comply with federal and state safety regulations
- Minimize injury frequency and severity of occupational injuries

Strategies

- ☐ Engage employees at all levels of the organization in safety initiatives
- ☐ Implement systems and practices that proactively promote health and safety
- ☐ Educate employees on regulatory requirements and common industry exposures
- ☐ Conduct regular facility audits to evaluate control measures
- ☐ Investigate accidents to determine root cause and corrective measures
- ☐ Hold employees accountable using our disciplinary policy
- ☐ Conduct an annual review and update of our safety program as it is needed
- ☐ Maintain the OSHA 300 Log

Proactive Focus on Safety

Eureka Recycling believes that, while reactive systems need to be in place to address safety incidents in a consistent and equitable way, the principle energy towards health and safety should be proactive initiatives.

The following programs contribute towards building staff engagement in safety and promoting safe work practices:

- Manager Safety Culture trainings to ensure that safety is built into the fabric of the organization from the top down.
- Monthly Safety Committee meetings with Fleet and MRF representation
- Monthly safety focus topics for Fleet and MRF, including training and toolbox talks
- OSHA-required training and assessments upon hire, annually, and as needed

Management and Employee Responsibilities

Management Responsibilities

Eureka Recycling's management team is committed to maintaining a safe environment for all employees. Responsibilities include:

- Establish committees to address safety and loss prevention issues in the workplace
- Identify and evaluate workplace hazards by conducting safety audits and establishing methods and procedures for correcting unsafe work practices
- Conduct safety training with new hires prior to starting work, ensures that each person understands his or her responsibility as it relates to this program
- Ensure supervisors and employees receive training on regulatory and specific safety practices
- Ensure employees are furnished with required personal protective equipment
- Investigate accidents for corrective measures, submit injury report and maintain OSHA records
- Maintain current knowledge of published safety regulations
- Ensure policies and procedures are current and relevant
- Hold employees accountable for safety expectations

Supervisor Responsibilities

The supervisor has the direct responsibility for safety performance and has authority to take whatever action is necessary to prevent accidents. Responsibilities include:

- Evaluate work areas to identify hazards and controls to safely perform work
- Ensure employees are completing required equipment inspections
- Report work related injuries to Human Resources and complete required forms
- Enforce required safety practices on job sites using the disciplinary policy
- Set a good example

Safety Committee Member Responsibilities

The safety committee is the key group in our program designed to create and maintain interest in safety. This group is responsible for coordinating the program, supplying the ideas and inspiration, while enlisting the wholehearted support of management, supervisors, and employees.

The duties of the safety committee include:

1. Review written safety policies and procedure
2. Inform management of proposed safety and health recommendations
3. Compile and distribute safety and health information to employees
4. Review accident investigation reports and ensure corrective action implemented
5. Review employee safety suggestions
6. Review hazard reports
7. Attend safety committee meetings

Safety Committee Leads Responsibilities

The Eureka Recycling Safety Committee ensures that leads are designated in compliance with our company Safety Handbook. While all members of the Safety Committee have a responsibility to uphold Eureka Recycling's safety goals, these roles have additional responsibilities:

- Lead of the Safety/Loss Prevention Committee: Promotes the development and implementation of the Eureka Recycling AWAIR annual goals, as well as other written safety policies and procedures. The committee lead establishes the agenda for the safety committee meetings provides reports on accidents, injuries, and incidents, and monitors and evaluates the effectiveness of safety and health programs.
- Safety Manager: Stays up-to-date on OSHA requirements, assures compliance with governmental regulations, suggests new safety items for the Safety Committee to discuss, and ensures that appropriate training is implemented for new hires at time of orientation and all employees on an annual basis.
- Safety Coordinator: Assists the Safety Committee Lead and the Safety Manager with safety training and tracking, inspections, drills, and other projects as directed by the Safety Committee.

Employee Responsibilities

Eureka Recycling expects and requires all employees to follow the requirements set forth in this program by becoming familiar with and complying with company safety rules and working in a way which maintains the high safety standards developed and sanctioned by Eureka Recycling.

These are ways in which employees demonstrate personal responsibility for safety:

1. Follow all safety rules and regulations
2. Wear appropriate safety equipment as required
3. Maintain equipment in good condition, with all safety guards in place when in operation
4. Participate in all daily/end-of-job clean-ups
5. Report all injuries immediately to management or your supervisor, no matter how minor
6. Encourage co-workers to work safely and report to management any workers not following safe practices
7. Report all unsafe or hazardous work conditions to your supervisor immediately.

Any employee who is found to be performing work in an unsafe manner knowingly commits an unsafe act or creates an unsafe work condition, disregards a safety policy, or repeatedly violates safety procedures will be subject to corrective action pursuant to Eureka Recycling's employment guidelines.

Hazard Assessment

The AWAIR Act requires Eureka Recycling's safety program to describe the methods we use to identify, analyze, and control new or existing hazards, conditions, and operations. The following procedures are in place to help achieve these goals:

- Employees are expected to look over their work areas prior to starting tasks to identify any unsafe conditions. These assessments are intended to identify any special safety equipment requirements, hazardous conditions, and other unique conditions. Any needs should be immediately reported to your supervisor so action can be taken.
- Eureka Recycling upholds a Right to Know Program that identifies hazardous materials we use and provides information on material characteristics and safe handling practices. Training is part of this program.
- Periodic inspections will be made by outside parties to identify potentially hazardous conditions. Insurance company safety representatives, Fire Marshall, OSHA Consultation, or others will conduct these inspections.
- The Safety Manager will be selected to complete an inspection of the workplace annually. The inspection will be documented using the *Workplace Inspection Form*. The safety coordinator and management will review the results of the inspection.
- Equipment and tools must be properly maintained to prevent injuries. If an item needs repair or replacement, immediately notify your supervisor.
- Employees as required should use personal protective equipment. Follow proper training and established procedures for selection, inspection, fitting, cleaning, and maintenance.

Communication

Eureka Recycling will work to make sure all employees understand the importance of safety and accident prevention. We believe that all employees need to know about on-going safety information and our safety success.

Following are some of the ways this will be communicated:

- This safety policy and the OSHA safety poster will be posted in an area accessible to all employees.
- We maintain an open door policy for any safety concerns. Do not hesitate to bring up any concerns to your supervisor or member of management.
- New employees complete an orientation to receive training on this AWAIR Program, company safety practices, and equipment.
- Affected employees will receive specific training on equipment and applicable OSHA standards.
- Eureka Recycling will periodically distribute safety bulletins, memos, and other written materials.

General Safety Guidelines

Each department at Eureka Recycling has its own set of Work Rules, but these general Safety Guidelines will be in effect in all areas of our organization:

- Wear the protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment is in good repair. Damaged equipment should be reported to your supervisor immediately.
- Report unsafe acts or unsafe conditions to your supervisor without delay.
- Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.

- Behavior such as fighting, practical jokes, or throwing articles at each other will not be tolerated.
- Fire extinguishers and fire exits are not to be blocked by supplies, debris, or equipment at any time.
- Perform only those jobs you have been assigned and properly instructed to perform.
- Keep all mechanical safeguards in position during operation.
- Follow Lockout/Tag Out procedures whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time.
- Compressed air should not be used for cleaning clothes, cooling or practical jokes.
- Employees must ask permission to use company tools or equipment for personal use.
- Maintain at least 10 feet distance from people and inbound recycling trucks while driving rolling stock (fork lifts, Front End loaders, etc)

Employees who violate these safety guidelines may be subject to disciplinary action.

Accident/ Injury Investigation

If an accident or near miss takes place and there is no attempt to identify the causes and take preventive action, then it is not a question of “if”, but “when” the situation could happen again.

All incidents, accidents and injuries are to be reported to your supervisor immediately. If an accident occurs, we will follow these steps:

- The employees immediately notifies supervisor.
- The supervisor will be responsible for completing an investigation of the accident. Most of our yard and our tip floor are monitored by cameras that can be used for investigative purposes. The investigation will be documented using the Accident Investigation Report form. The purpose of the investigation is fact finding – not fault finding. If possible, the supervisor will immediately correct any apparent hazards and document these changes.
- The supervisor will return the completed Accident Investigation Report in to the Human Resources office for review by the end of the work day. Management will determine corrective actions in order to avoid similar future accidents.
- The Human Resources Department will complete a First Report of Injury form if medical treatment is necessary. Our Workers Compensation carrier will be notified of the claim.
- HR and Management will cooperate with the recommendations of our Workers Comp carrier and the treating doctor.
- If applicable, Human Resources will ensure that the injury is recorded on our OSHA 300 Log.
- If there is an accident that results in an employee with restrictions, we will try to get that employee back to work as soon as possible. Any limitations will be accommodated to the best of our ability.

New Employee Orientation and Ongoing Safety Training:

Each new and existing employee will be trained on Eureka Recycling’s Safety policies as they apply to the employee. Training will be given at the beginning of employment, and also on an ongoing basis during employment as it is appropriate and required.

The following categories are included in Eureka Recycling’s Safety Handbook with accompanied Safety Training where applicable:

- AWAIR
- Accident/Incident Prevention
- Emergency Procedures

- Equipment Operator Procedures
- Fleet Procedures/ Defensive Driving
- Employee Right-to-Know
- Electrical Safety
- Lockout/ Tag Out
- Scissor Lift and Ladder Safety
- Personal Protective Equipment
- Forklift Safety
- Fire Prevention
- Respiratory
- Blood borne Pathogens
- Hoisting Equipment
- Housekeeping
- Confined Space

Accountability

The discipline clause of Eureka Recycling is intended to encourage employee compliance with this program and to comply with the mandate of state labor laws and regulations. This company believes that employees found performing work in an unsafe manner that would endanger the employee or another employee should be subject to discipline or termination by management.

Eureka Recycling's enforcement clause is as follows:

"Any employee who is found performing work in an unsafe manner knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender will be subject to disciplinary action, up to and including termination of employment."

Management will determine the course of action best suited to the circumstances. The steps to be taken at a minimum will include the following:

- Verbal Warning – For minor incidents, the supervisor will review the improper safety conduct with the employee. The supervisor will document the verbal warning.
- Written Warning – For safety violations a written warning will be issued clearly stating the violation and steps for corrective action by the employee. Disciplinary steps are as follows: First Warning, Second Warning, Final Warning, Suspension, and Termination. Per the Eureka Recycling Work Rules, some safety violations will proceed immediately to at least the level of Final Warning.
- Termination – The employee may be terminated if no improvement is noted or the employee has reached this step according to the Eureka Recycling disciplinary policy.

Eureka Recycling AWAIR Goals for 2021

The AWAIR Act requires employers to conduct and document a review of the workplace accident and injury reduction program at least annually, and document how objectives set forth in the program are met. This checklist serves as a way to track our safety objectives for this year and document the accomplishments: **In addition to the overall safety objectives covered in our Safety Policy we have set the following safety goals for the current year:**

- ☐ **Reduce occurrence of injuries through proactive safety measures and hold to zero lost time injuries in 2021.**
 - ☐ Create a new work injury acknowledgement that uses language such as: “I understand that I am expected to...” and have a list of all of our most important expectations, such as reporting change in conditions, intent to go to a clinic after hours, and our return-to-work expectations.
 - ☐ The Safety Committee/HR will focus on the areas where we have seen the most injuries in the past 3 years by analyzing the impacts based on data and our systems for potential procedural changes (specifically, pokes, slips and falls, strains).
 - ☐ Refine and implement more fully our plan for dealing with ice in the parking lot.
 - ☐ Improve parking lot safety for foot traffic by analyzing potential injuries and accidents.

Notes: _____

- ☐ **Increase engagement around safety with all employees with intentional focus on engagement with Spanish-speaking employees.**
 - ☐ Provide consistent communication to all employees about our progress in safety and injury reduction. Do a campaign to share previous data using our impact analysis data.
 - ☐ Post current Safety Committee Meeting Minutes on the MRF, Mod, and Office Bulletin Boards and send by email to office employees. Post just the summary (abbreviated version) in Spanish.
 - ☐ Provide verbal summaries to Spanish-speaking employees during employee meetings about: what the safety committee is working on and review how each incident, accident, injury, and near miss is reviewed.

Notes: _____

- ☐ **Complete workplace safety walkthroughs on a scheduled basis and define corrective action in Safety Committee.**
 - ☐ Review monthly walk-throughs. Put on the safety committee agenda so that we are following through on what's on the sheet.
 - ☐ Create safety inspection checklists for other areas—maintenance shop and warehouse.
 - ☐ Cross-train more employees to be able to do safety walkthroughs, especially in the new areas.

Notes: _____

- ☐ **Increase site security for our staff**
 - ☐ Communicate consistently with staff about site security, increase compliance of staff in following security rules.
 - ☐ Explore/make progress on decision on whether we will add secure/badge-access doors.

Notes: _____

- ☐ **Offer consistent ongoing proactive safety training for employees.**
 - ☐ Do Job Safety Analysis sheet for 6 hazards/exposures for Fleet.
 - ☐ Compile the JSA's in a training handbook and begin using them as a training tool in MRF team meetings.
 - ☐ Create a training template for new sorters, implement equipment operator training template into consistent practice.
 - ☐ Intentional education on the areas of frequent injuries based on our analyses.
 - ☐ Focus on reducing likelihood of a fatality by analyzing the possibilities and creating trainings to address (such as blind spot training).
 - ☐ Provide virtual safety trainings on a variety of pertinent subjects for all staff.
 - ☐ Explore opportunities for ongoing virtual equipment operator trainings.
 - ☐ Make plans for equipment operator and machine operator rodeo.

Notes: _____

- ☐ **Increase our OSHA and general safety knowledge as an organization.**
 - ☐ Create virtual OSHA trainings in English and Spanish so employees can watch remotely and stay safe during the pandemic.
 - ☐ Start creating virtual new hire safety trainings that reflect Eureka's safety handbook.

Notes: _____

Attachment V – Example FAQ for Hotline Staff

Shoreview Rollout

We are beginning collection in the City of Shoreview on July 9, 2018. Please review this document so you are prepared to answer some frequently asked questions from Shoreview residents. Here are a few details about the transition to help you take calls this week. I also put paper copies of Shoreview zone maps on your desks just to help you get oriented to where the routes are in relation to each other.

Cart Rollout and Cart Swap Requests

- The City of Shoreview is managing the cart rollout. The City has contracted with their cart manufacturer to deliver all of the new carts. Any calls about cart delivery should be directed to the City at 651-490-4665.
- The city's previous recycling hauler, Republic Services, is responsible for removing all of the old carts. Any questions about cart removal should be directed to Republic at 952-941-5174.
- All residents were sent a postcard earlier this spring, giving them an opportunity to select a different cart size than the one they currently have for recycling. If they did not respond, they should get a cart that is the same size as their current one.
- If the resident thinks there was an ERROR with their cart delivery and they did not get what they asked for, direct them to the city at 651-490-4665.
- If the resident DID get the cart they requested but they want a different size, you can enter a cart swap request in Fleetmind for them.

Collection Schedule

- All Shoreview homes have recycling collection every other week, and all homes are collected in the same week. We will collect all Shoreview homes in the blue week, and will not have any Shoreview routes on the Green week.
- Shoreview Multifamily Accounts are collected weekly.
- All single family homes are entered in Fleetmind so you can look them up and verify their collection schedule and collection location.
- All carts must be placed at the edge of the curb by 6am on their collection day.

Walk Up Accounts

- If you talk to a resident who is physically unable to roll their cart to the curb, you can offer to set them up with complimentary walk up service.
- To do this, take down their contact information, and then talk to them about where they would like to leave their cart for collection. In most cases, this will be up the driveway in front of the garage, but it could also be in front of the house.

Multifamily Accounts

- All of the details about their collection setup and collection schedule are in fleetmind.
- We will be reaching out to each building to touch base and see what educational materials they need- please get contact information enter it into Fleetmind.

Citywide Cleanup Events

- We will be running the Spring and Fall Cleanup Days as part of our contract.
- The fall cleanup is on Saturday, October 6, 2018
- For details about the event and what is collected:
<https://www.shoreviewmn.gov/government/departments/public-works/refuse-and-recycling/events/spring-and-fall-cleanup-days>

Textiles Collection through Simple Recycling

- The City of Shoreview still contracts with Simple Recycling, the company that does the “orange bag” recycling program for textiles and household goods.
- For more information on that program go to <http://simplerecycling.com/> or contact Simple Recycling: [866-835-5068](tel:866-835-5068) or info@simplerecycling.com.

Attachment W

Recommended Schedule for City Parks Recycling

Each spring we confirm cart delivery and removal dates for the year with City staff and then schedule spring delivery and fall removal of all park carts to ensure that carts are delivered and removed from parks at a time that works for the city based on weather patterns and events schedules. We also notify all Roseville collection drivers of the beginning and end of the park collection season so they know to watch for those stops on their routes.

In general, we would recommend:

- Delivering carts in April of each year
- Collecting all city park recycling on an every other week schedule throughout the season. All parks will be collected on the same day as the surrounding homes with the collection truck that is already working in the neighborhood on that day.
- Removing carts in October of each year

Delivery and Removal of carts is generally completed over a two week time period, and we can be flexible with scheduling to ensure the recycling needs of the Roseville parks are being met.

We propose a meeting with City staff each year to discuss what is working well with the parks recycling program and what can be improved. The current program is working well but we are happy to make adjustments as use of the parks evolves over time.

Attachment X1 – Description of Revenue Share

For all alternate scenarios that include revenue share, the City will pay to Eureka Recycling a Per Ton Processing Fee of \$75 for each ton of Commingled Recyclable Materials collected in the City of Roseville. The City shall receive 80% of the Revenue based upon the number of tons collected and the processing fee will then be subtracted from 80% of the revenue.

The revenue will be calculated based on the yearly composition analysis done for the City material and the material values will be based on material indexes currently used and detailed in the revenue share examples. If the net revenue after the subtraction of the processing fee is negative, the City will pay Eureka Recycling that amount. If the net revenue after the subtraction of the processing fee is positive, Eureka will pay the City that amount of net revenue.

Dec 2020**Roseville Tonnage and Revenue Report****Tonnage Summary (Gross Amount Collected)**

Curbside Tons-	224.64
Multifamily Tons-	52.07
Total Tons	276.71

Net Amount Marketed by Commodity and Residual Rate	Composition	Gross collected and Net Tons Marketed	Index Value	Total Revenue	Markets Generally Used for Sale of Materials
Single Stream Composition					
News Mix	29.76%	82.35	\$60.00	\$4,940.93	PPW/OBM - Sorted Residentail #56 High side Chicago
Cardboard	15.81%	43.75	\$65.00	\$2,843.61	PPW/OBM - OCC #11 High side Chicago
Mixed Paper	17.37%	48.06	\$45.00	\$2,162.90	PPW/OBM -Mix Paper #54 High side Chicago
Textiles	0.00%	0.00	\$80.00	\$0.00	US'Again
Aluminum Cans	2.23%	6.17	\$1,020.00	\$6,294.05	Recyling Market.Net Regional Average
Steel Cans	1.91%	5.29	\$95.00	\$502.09	Recyling Market.Net Regional Average
HDPE NAT	0.94%	2.60	\$1,376.67	\$3,580.82	Recyling Market.Net Regional Average
HDPE Col	0.80%	2.20	\$410.00	\$902.15	Recyling Market.Net Regional Average
PET	4.79%	13.24	\$145.00	\$1,920.19	Recyling Market.Net Regional Average
Tubs and Lids	0.68%	1.88	\$0.00	\$0.00	Recyling Market.Net Regional Average
Mix Glass	16.91%	46.79	(\$29.83)	(\$1,395.80)	Recyling Market.Net Regional Average / Plus cost of Trans
Milk Cartons/Juice Boxes	0.38%	1.04	\$0.00	\$0.00	Recyling Market.Net Regional Average
Residual	8.44%	23.34	(\$82.58)	(\$1,927.48)	Actual Cost of Disposal and Transport
SubTotals	100.00%	276.71		\$19,823.46	
Rev Share at 80%			80%	\$15,858.77	
Processing Fee		\$75.00	Per Ton	\$20,753.25	
Net Revenue to Roseville				(\$4,894.48)	



Memorandum

Foth Infrastructure & Environment, LLC
 Eagle Point II • 8550 Hudson Blvd. North, Suite 105
 Lake Elmo, MN 55042
 (651) 288-8550 • Fax: (651) 288-8551
www.foth.com

January 19, 2016

To: Ryan Johnson and Marc Culver (City of Roseville)
Cc: Jean Buckley and Kate Bartelt (Ramsey County)
From: Dan Krivit and Susan Young (Foth Infrastructure & Environment, LLC)
RE: City-owned vs. Contractor-owned Recycling Carts:
 Discussion of Advantages and Disadvantages

Roseville City staff requested an overview of advantages and disadvantages for the City to own the recycling carts vs. the contractor to continue to own the carts. Your incumbent Contractor, Eureka Recycling, currently owns the recycling carts. Our understanding is that your upcoming draft request for proposals (RFP) for recycling services will likely include the option for City-owned carts in the RFP price worksheets.

A best value analysis of cart ownership most often indicates that city-owned carts are cost-effective in the long term if the city has a source of capital funding. Ramsey County will help fund up to 50% of the capital costs of carts and dumpsters. City staff should further discuss this opportunity with County staff.

Principal advantages of city cart ownership include:

- ◆ Proposals for recyclables collection services may be more competitive in response to the upcoming Roseville recycling RFP if proposers do not have to provide carts. More organizations may be attracted to respond to the RFP because they do not have to finance the capital cost of the carts.
- ◆ The costs of new cart roll-out are minimized over the life of the carts. Carts can last up to ten (10) years. Recycling contracts terms are usually three to five years.
- ◆ Carts do not have to be switched out each time a city changes recycling contractors.
- ◆ A city owns the assets (i.e., the carts) after the contract period.
- ◆ A longer amortization period results in lower monthly cart fees for residents. City-owned carts are often capitalized on a 10-year schedule to correspond with the warranty period of the carts. Private organizations often amortize the capital costs of carts on a much shorter time-frame, sometimes the length of the contract (e.g., three or five years).

- ◆ Municipalities have access to lower cost financing compared to private financing and do not add a profit margin to the cart purchase and financing.

Secondary advantages to city cart ownership include:

- ◆ A city can use the carts to help brand its image. A city can place its logo on the carts to promote municipal services and help create an identity for the community.
- ◆ A city can retain exclusive rights to design cart labels and messaging.
- ◆ Future transitions to new contractors may be less disruptive to residents and easier for a city to implement without a required cart switch out.
- ◆ Cart quality (e.g., durability) and cart manufacturers' performance can be considered in the purchase decision as part of city-developed cart bid specifications.
- ◆ Municipalities can take advantage of governmental cooperative purchasing programs (e.g., HGACBuy, National Intergovernmental Purchasing Alliance, and National Joint Powers Alliance). These cooperative purchasing programs can result in more competitive pricing for the carts compared to a traditional direct request for bids (RFB) procurement approach.

Principal disadvantages of city-owned carts include:

- ◆ Requires a source of municipal capital funds.
- ◆ Developing cart specifications requires some level of knowledge about the technical aspects of carts.
- ◆ Ownership of the carts may not fit with city fiscal policies (i.e., additional depreciable assets requiring a capital replacement fund, etc.).
- ◆ The city has responsibility for supervision of the cart inventory. While the cart inventory management can be contracted out, there is still oversight needed of the asset.
- ◆ The city owns the carts but recyclables collections are operated by the recycling contractor. This can lead to disputes about who is responsible for any damages to carts during recyclables collection.
- ◆ The City has responsibility to assure an adequate inventory of replacement carts. The carts may need to be in various sizes.

The City of Roseville's decision to own the carts, or not, should be separated from the decision on how best to manage the functions of initial cart roll-out and ongoing cart management.

If the City purchases carts, the carts will come from the manufacturer and be shipped to a staging location. Lids and wheels must be put on the carts before they are distributed to residents. Initial cart roll-out consists of delivering carts to residents and keeping a record of the following:

- ◆ Address the cart is delivered to;
- ◆ Size and ID number of the cart;

- ◆ RFID information (if the cart is RFID-equipped); and
- ◆ Placement of education information on the cart.

City-owned carts should stay with the address. For inventory purposes, it is best to program any data management system to code the cart to a specific address. In this way, a cart found in a park, for instance, could be returned to the correct address using the cart ID number. Also, cart work orders can be more readily managed to track the number of missing, warranty or destroyed carts.

On-going cart management, regardless of cart ownership, consists of:

- ◆ Warehousing carts;
- ◆ Delivering carts to new customers (e.g., new homes);
- ◆ Changing cart sizes as requested by customers (larger to smaller, or vice-versa);
- ◆ Replacing or repairing carts that are damaged; and
- ◆ Tracking any warranty issues.

If the City decides to own the carts, there are several options for the City to consider for initial cart roll-out and ongoing management of the carts:

- ◆ In the cart purchase specifications, the City could require that the cart manufacturer be responsible for initial cart roll-out using a City-supplied database of customer addresses;
- ◆ The City could issue a separate RFP for cart roll-out and management;
- ◆ The City could require the recyclables collection contractor to perform cart roll-out and management services on behalf of the City, specifying continued City ownership of the carts; and
- ◆ The City could manage the carts with City employees.

If the City contracts initial cart roll-out and/or ongoing management, careful City monitoring/oversight of the inventory is needed to protect the City's investment.

If the City decides to own the carts, it should plan about four to five months from the time of the decision until carts are specified, purchased, ordered, manufactured, delivered, assembled and rolled-out to Roseville residents.

Several cities in the Twin Cities metro area have recently made the decision to purchase their own carts (e.g., Lauderdale, Maplewood, Arden Hills, and Shakopee). The City of Minneapolis has traditionally owned their trash and recycling carts (and now their organics carts). Saint Paul currently plans to purchase the recycling carts for their new recycling contract with financial assistance from Ramsey County.

The City of Roseville's current plan to include city-owned carts as a price option for the upcoming recyclables collection RFP may be the best means for Roseville to get market based pricing on this question of city-owned vs. contractor-owned recycling carts.

**Roseville Public Works, Environment and Transportation Commission
Agenda Item**

DATE: November 28, 2023

ITEM: 6.a.

ITEM DESCRIPTION: City Campus Solar Update

Background

The City installed three Solar PV systems at the City Hall Campus in 2019. City Hall and the Fire Station have 40 kW systems that were commissioned in March, and the 125 kW system on the Maintenance Facility that was commissioned in June.

The City also purchased shares through a community solar project, where Roseville receives production credit through two solar PV systems in St. Paul and Mendota Heights.

The City has been tracking the production of solar electricity since the systems were commissioned, and has looked at the financial and environmental impacts. Staff will present a brief overview of the systems, and then a more detailed look at the financial and environmental impacts made by the systems.

Recommendation

Receive an update from staff on the electricity production of the City Campus Solar project.

Attachments

1. Presentation

City Campus Solar Update



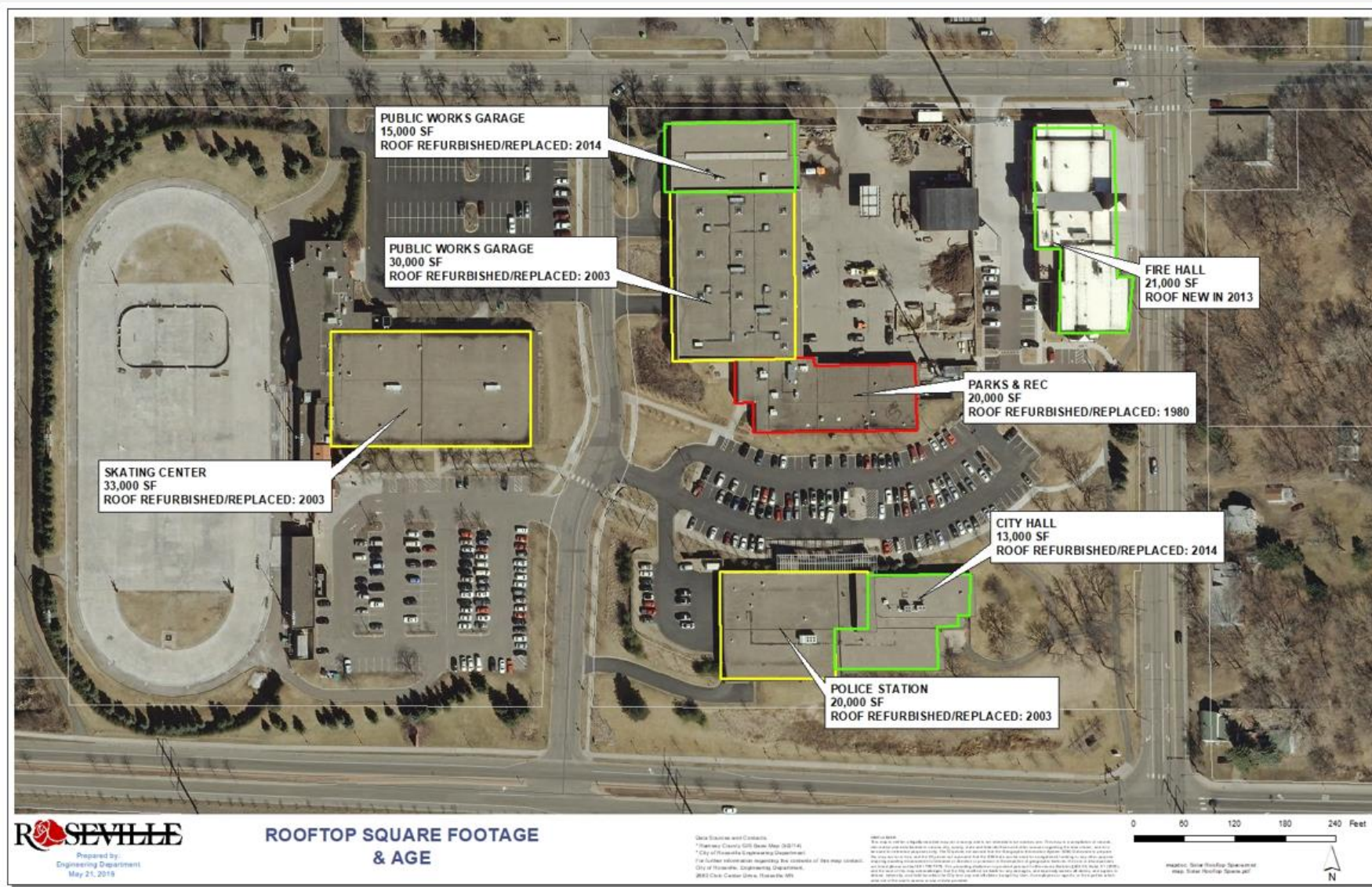
Public Works Environment and Transportation Commission

28-Nov-23

City Campus Solar Update

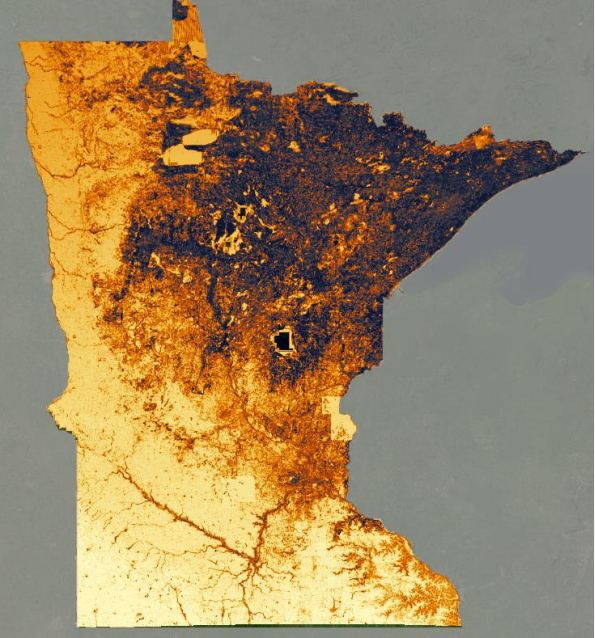
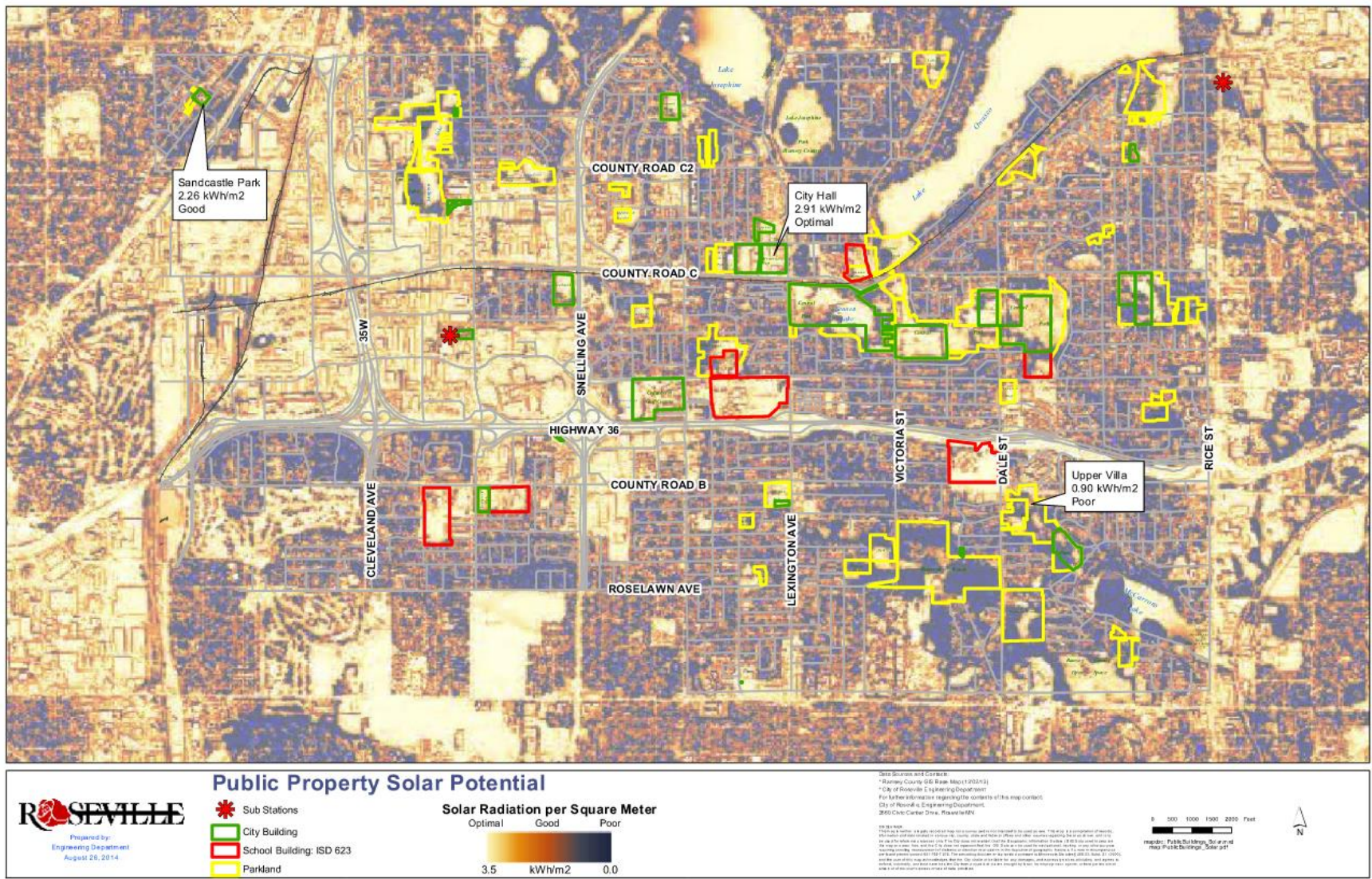
Background

2019 map showing available square footage and age of rooftops



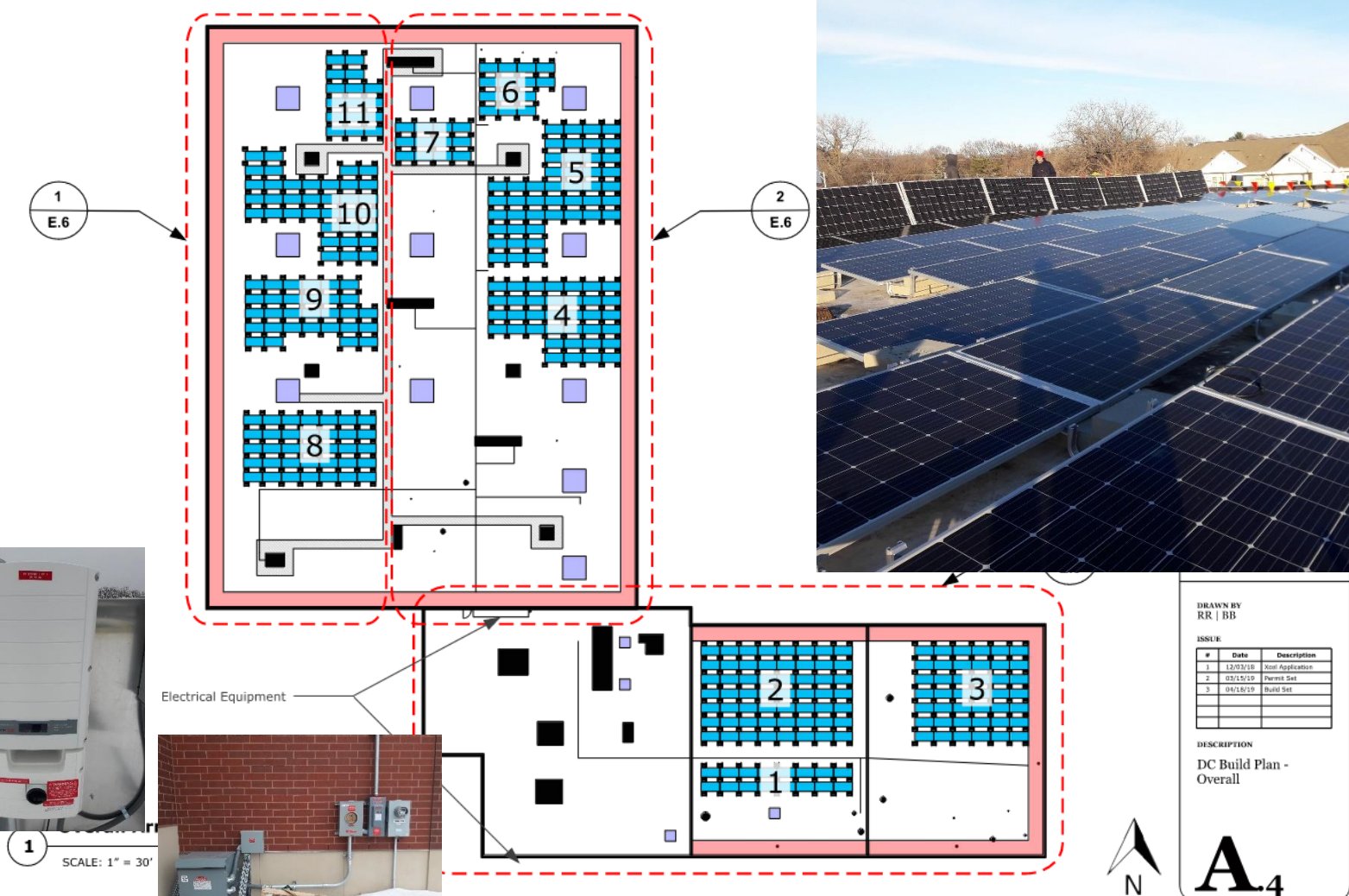
City Campus Solar Update

Background



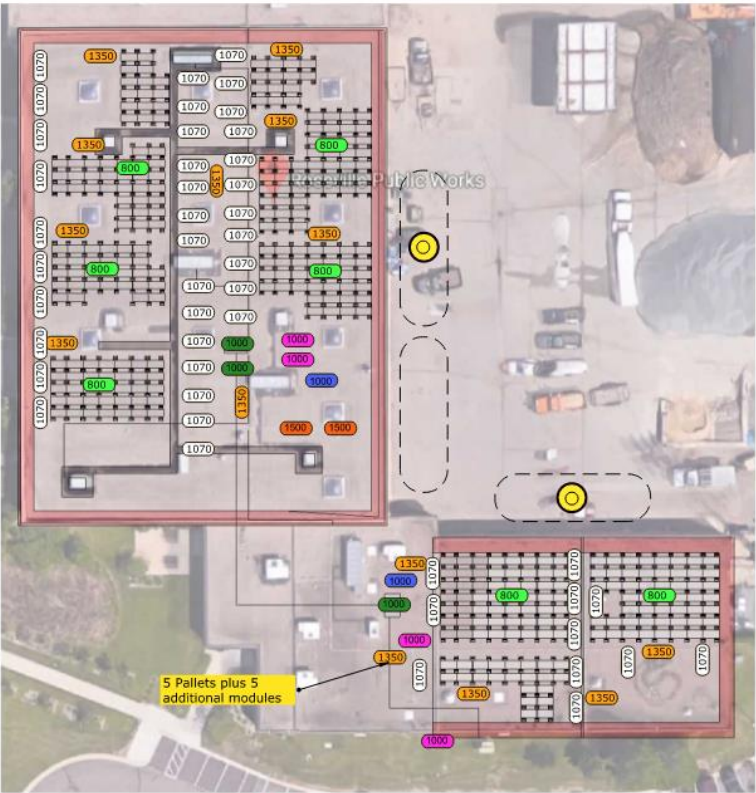
University of MN Solar Suitability Analysis

Background

2019 installation plan
and photos

City Campus Solar Update

Background



NOTES*
1) Refer to MBJ final report for pallet load restrictions

2) Crane Location
Crane Legnth 42 Feet

3) Truck Location
Truck Legnth 24 Feet

4) Building Height- 24 Feet

5) Transformer



Pallet Type	Est Max Wieght	Color Code
Modules	1350 LBS	14
Ballast	1070 LBS	46
Unirac	800 LBS	7
Panel Claw	1000 LBS	0
AC	1000 LBS	4
DC	1000 LBS	4
Job Box	1500 LBS	2
Conduilt	1000 LBS	2
Aluminium	1500 LBS	2

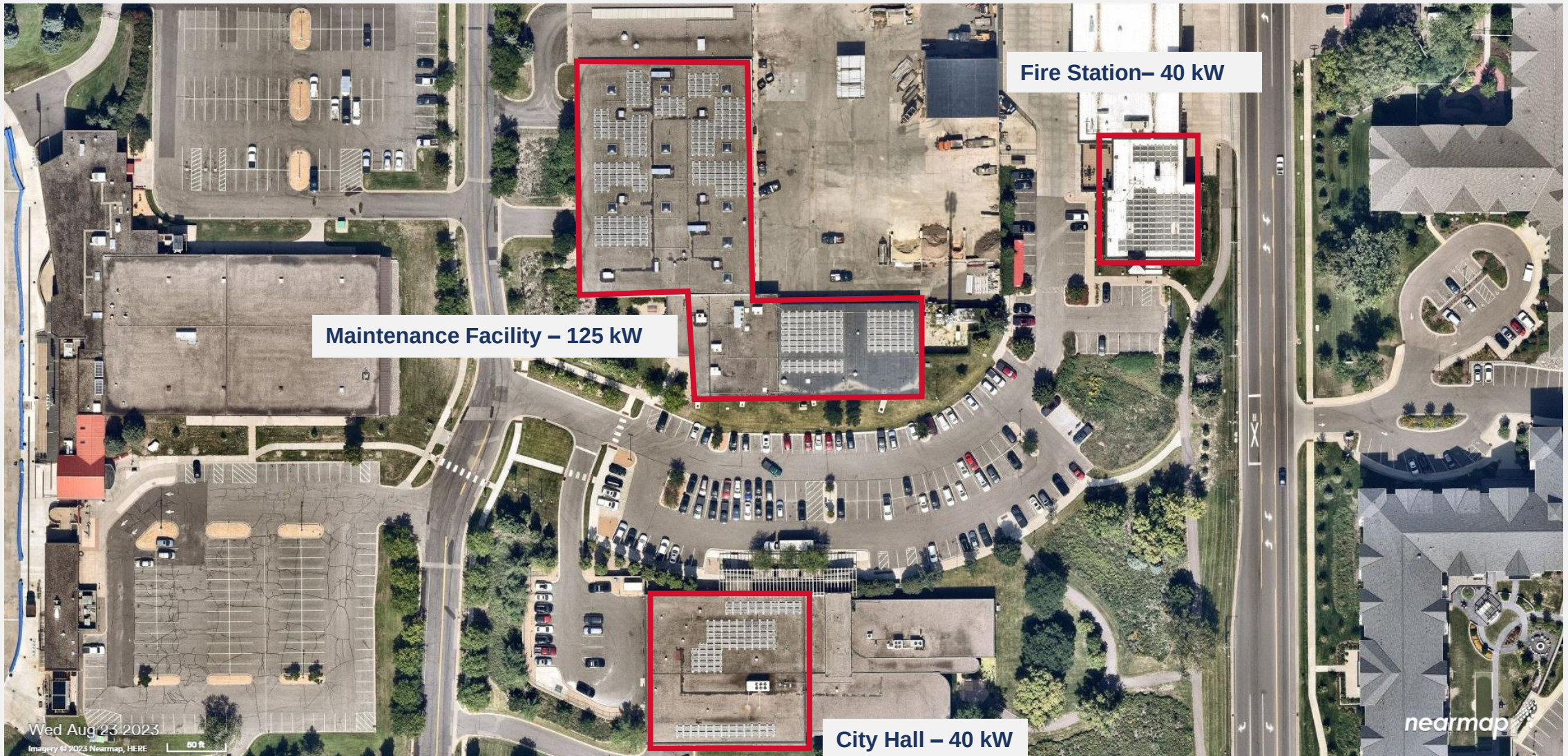


Issue Date-



City Campus Solar Update

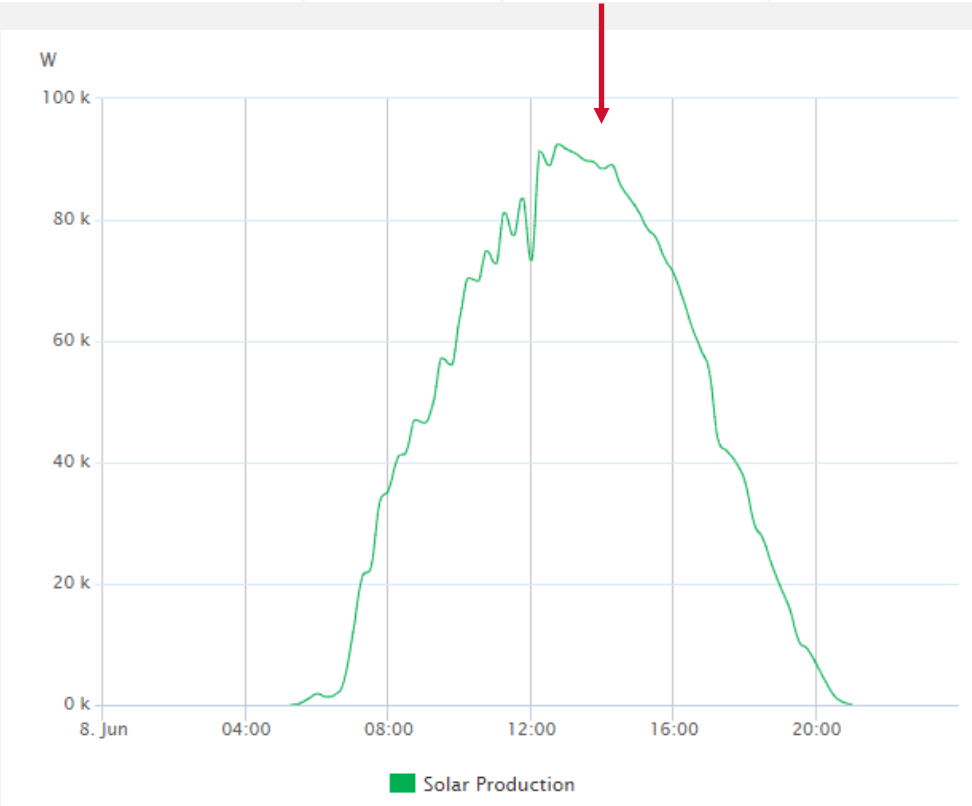
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City Campus Solar Update

Production Analysis

Location	System Size (kW)	Solar Production (kWh)	Solar Payments	Solar \$/kWh
City Hall	40	194,744	\$19,655	\$0.1009
Fire Station	40	191,680	\$19,655	\$0.1025
Maintenance Facility	125	597,908	\$69,177	\$0.1157



13-year agreement

Green2 Solar Leasing, LLC Utility Bill Expense				
Year	Facility Lease Runs Full Term		Put or Call Is Exercised	
	(Power Purchase Expense)		(Power Purchase Expense)	
	(\$/year)	(\$/month)	(\$/year)	(\$/month)
1	\$ 3916.68	\$ 326.39	\$ 3916.68	\$ 326.39
2	\$ 3970.20	\$ 330.85	\$ 3970.20	\$ 330.85
3	\$ 4128.12	\$ 344.01	\$ 4128.12	\$ 344.01
4	\$ 4292.28	\$ 357.69	\$ 4292.28	\$ 357.69
5	\$ 4463.04	\$ 371.92	\$ 4463.04	\$ 371.92
6	\$ 4640.52	\$ 386.71	\$ 4640.52	\$ 386.71
7	\$ 4825.08	\$ 402.09	\$ 4825.08	\$ 402.09
8	\$ 5016.96	\$ 418.08	\$ 5016.96	\$ 418.08
9	\$ 5216.52	\$ 434.71	\$ 5216.52	\$ 434.71
10	\$ 5424.00	\$ 452.00	\$ 5424.00	\$ 452.00
11	\$ 5639.76	\$ 469.98	\$ 5639.76	\$ 469.98
12	\$ 5864.04	\$ 488.67	\$ 5864.04	\$ 488.67
13	\$ 6097.32	\$ 508.11	\$ 6097.32	\$ 508.11
14	\$ 1500.00	\$ 125.00	\$	\$
15	\$ 1500.00	\$ 125.00	\$	\$
16	\$ 1500.00	\$ 125.00	\$	\$
17	\$ 1500.00	\$ 125.00	\$	\$
18	\$ 1500.00	\$ 125.00	\$	\$
19	\$ 1500.00	\$ 125.00	\$	\$
20	\$ 1500.00	\$ 125.00	\$	\$
21	\$	\$	\$	\$
22	\$	\$	\$	\$
23	\$	\$	\$	\$
24	\$	\$	\$	\$
25	\$	\$	\$	\$
Total	\$ 73994.52		\$ 63494.52	

Solar Payments increase by 2% annually

City Campus Solar Update

Production Analysis

Location	System Size (kW)	Solar Production (kWh)	Solar Payments	Solar \$/kWh
City Hall	40*	194,744	\$19,655	\$0.1009
Fire Station	40*	191,680	\$19,655	\$0.1025
Maintenance Facility	125**	597,908	\$69,177	\$0.1157

*40 kW systems are under Xcel Energy's Solar Rewards Program

**125 kW system is under Xcel Energy's Demand Credit Program

Location	Xcel Energy (kWh)	Xcel Cost	\$/kWh
City Hall	2,911,990	\$298,001	\$0.1023
Fire Station	1,438,794	\$157,574	\$0.1095
Maintenance Facility	996,085	\$82,238	\$0.0826

Green2 Solar Leasing, LLC Utility Bill Expense				
Year	Facility Lease Runs Full Term		Put or Call Is Exercised	
	(Power Purchase Expense)		(Power Purchase Expense)	
	(\$/year)	(\$/month)	(\$/year)	(\$/month)
1	\$ 3916.68	\$ 326.39	\$ 3916.68	\$ 326.39
2	\$ 3970.20	\$ 330.85	\$ 3970.20	\$ 330.85
3	\$ 4128.12	\$ 344.01	\$ 4128.12	\$ 344.01
4	\$ 4292.28	\$ 357.69	\$ 4292.28	\$ 357.69
5	\$ 4463.04	\$ 371.92	\$ 4463.04	\$ 371.92
6	\$ 4640.52	\$ 386.71	\$ 4640.52	\$ 386.71
7	\$ 4825.08	\$ 402.09	\$ 4825.08	\$ 402.09
8	\$ 5016.96	\$ 418.08	\$ 5016.96	\$ 418.08
9	\$ 5216.52	\$ 434.71	\$ 5216.52	\$ 434.71
10	\$ 5424.00	\$ 452.00	\$ 5424.00	\$ 452.00
11	\$ 5639.76	\$ 469.98	\$ 5639.76	\$ 469.98
12	\$ 5864.04	\$ 488.67	\$ 5864.04	\$ 488.67
13	\$ 6097.32	\$ 508.11	\$ 6097.32	\$ 508.11
14	\$ 1500.00	\$ 125.00	\$	\$
15	\$ 1500.00	\$ 125.00	\$	\$
16	\$ 1500.00	\$ 125.00	\$	\$
17	\$ 1500.00	\$ 125.00	\$	\$
18	\$ 1500.00	\$ 125.00	\$	\$
19	\$ 1500.00	\$ 125.00	\$	\$
20	\$ 1500.00	\$ 125.00	\$	\$
21	\$	\$	\$	\$
22	\$	\$	\$	\$
23	\$	\$	\$	\$
24	\$	\$	\$	\$
25	\$	\$	\$	\$
Total	\$ 73994.52		\$ 63494.52	

City Campus Solar Update

Production Analysis

Location	Solar Production (kWh)	Solar Payments	Lease Payments	Xcel Costs (based on Average \$/kWh)	Savings (-)/Cost
City Hall*	194,744	\$19,655	\$500	\$19,929	-\$775
Fire Station*	191,680	\$19,655	\$500	\$20,992	-\$1,838
Maintenance Facility**	597,908	\$69,177	\$500	\$49,364	\$19,313

*40 kW systems are under Xcel Energy's Solar Rewards Program

**125 kW system is under Xcel Energy's Demand Credit Program

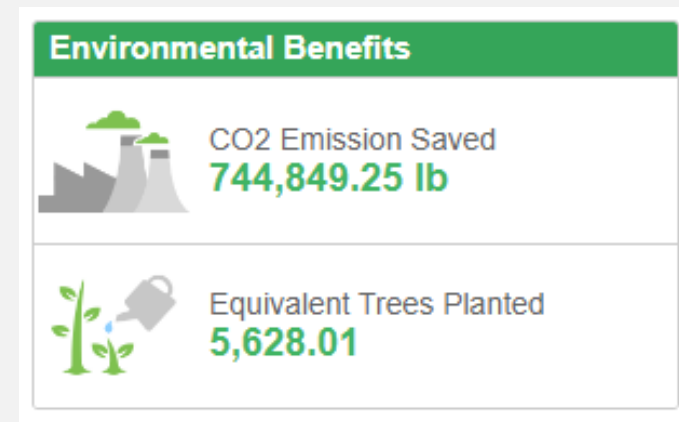
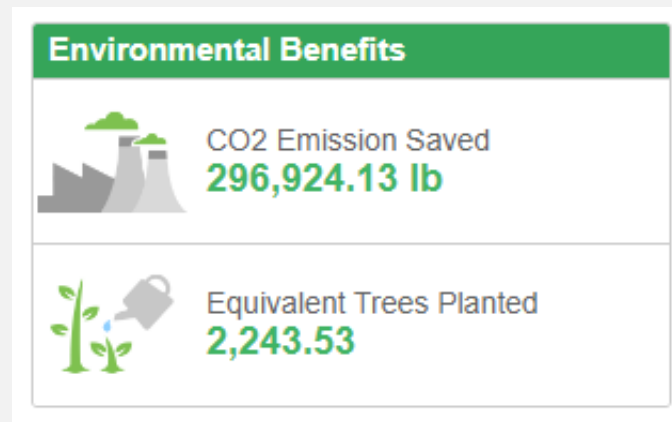
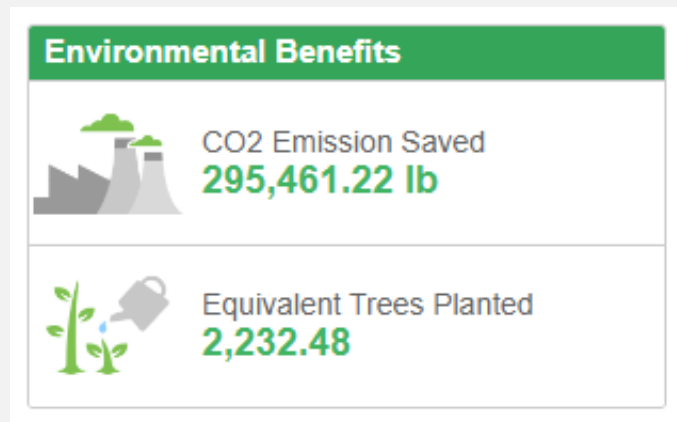
Location	Solar Savings	Solar PV Credit	Total Savings (-)/Cost
City Hall	-\$775	\$0	-\$775
Fire Station	-\$1,838	\$0	-\$1,838
Maintenance Facility	\$19,313	-\$20,112	-\$799
		Total	-\$3,412

Location	Xcel Payments		Savings (-)/Cost
	2014-2018	2019-2023	
City Hall	\$337,765	\$331,001	-\$6,765
Fire Station	\$157,827	\$173,146	\$15,320
Maintenance Facility	\$136,005	\$90,238	-\$45,768
Totals	\$631,597	\$594,384	-\$37,212

~\$40,000 savings

City Campus Solar Update

Environmental Benefits



CO2 Emissions Saved: 1,337,234 lbs (668 tons)
Equivalent Trees Planted: 10,104

Roseville's sustainability goals:

- 2018 Population Vulnerability Assessment and Climate Adaptation Framework
- 2021 Energy Action Plan
- 2040 Comprehensive Plan – Chapter 9 Environmental protection



City Campus Solar Update

Community Solar Production Analysis

Community Solar				
Year	CSG Production	CSG Rate*	Xcel Credit**	Savings
2022	445,636	\$0.0969	\$0.1021	\$8,969.88
Total Savings (2020 to current)	~\$38,000			

*CSG rate escalator = 2.27%

**Xcel Credit = 7.7%

NOTE:

1. Numbers don't multiply out due to Roseville having two Community Solar Garden Agreements in place (only one shown on page for simplicity), and variable credit rate paid by Xcel Energy in 2022 (in Roseville's favor). 2022 VOS (value of solar) was also variable and increased in the summer months to provide additional savings.

2. Production and savings are calculated based on bills from NexTerra Energy for the solar gardens and Xcel Energy for the production credit.

Year	Total kWh	2018 VOS Bill Credit	Energy price	Bill Savings= kWh x Bill Credit	Solar Payments= Energy Price x kWh	Annual Savings	Cumulative Savings
Year 1	443,750	\$0.0976	\$0.0926	\$43,310	\$41,091	\$2,219	\$2,219
Year 2	441,531	\$0.0998	\$0.0947	\$44,065	\$41,814	\$2,251	\$4,470
Year 3	439,324	\$0.1021	\$0.0969	\$44,855	\$42,549	\$2,306	\$6,775
Year 4	437,127	\$0.1044	\$0.0991	\$45,636	\$43,298	\$2,339	\$9,114
Year 5	434,941	\$0.1067	\$0.1013	\$46,408	\$44,059	\$2,349	\$11,463
Year 6	432,767	\$0.1092	\$0.1036	\$47,258	\$44,834	\$2,424	\$13,887
Year 7	430,603	\$0.1117	\$0.1059	\$48,098	\$45,622	\$2,476	\$16,363
Year 8	428,450	\$0.1142	\$0.1084	\$48,929	\$46,425	\$2,504	\$18,868
Year 9	426,308	\$0.1168	\$0.1108	\$49,793	\$47,241	\$2,552	\$21,419
Year 10	424,176	\$0.1194	\$0.1133	\$50,647	\$48,072	\$2,575	\$23,994
Year 11	422,055	\$0.1221	\$0.1159	\$51,533	\$48,917	\$2,616	\$26,610
Year 12	419,945	\$0.1249	\$0.1185	\$52,451	\$49,778	\$2,673	\$29,283
Year 13	417,845	\$0.1277	\$0.1212	\$53,359	\$50,653	\$2,706	\$31,989
Year 14	415,756	\$0.1306	\$0.1240	\$54,298	\$51,544	\$2,754	\$34,743
Year 15	413,677	\$0.1336	\$0.1268	\$55,267	\$52,450	\$2,817	\$37,560
Year 16	411,609	\$0.1366	\$0.1297	\$56,226	\$53,373	\$2,853	\$40,413
Year 17	409,551	\$0.1397	\$0.1326	\$57,214	\$54,311	\$2,903	\$43,316
Year 18	407,503	\$0.1429	\$0.1356	\$58,232	\$55,267	\$2,966	\$46,281
Year 19	405,465	\$0.1462	\$0.1387	\$59,279	\$56,238	\$3,041	\$49,322
Year 20	403,438	\$0.1495	\$0.1418	\$60,314	\$57,227	\$3,086	\$52,408
Year 21	401,421	\$0.1529	\$0.1451	\$61,377	\$58,234	\$3,143	\$55,552
Year 22	399,414	\$0.1563	\$0.1484	\$62,428	\$59,258	\$3,170	\$58,722
Year 23	397,417	\$0.1599	\$0.1517	\$63,547	\$60,300	\$3,247	\$61,969
Year 24	395,430	\$0.1635	\$0.1552	\$64,653	\$61,361	\$3,292	\$65,261
Year 25	393,452	\$0.1672	\$0.1587	\$65,785	\$62,440	\$3,345	\$68,606

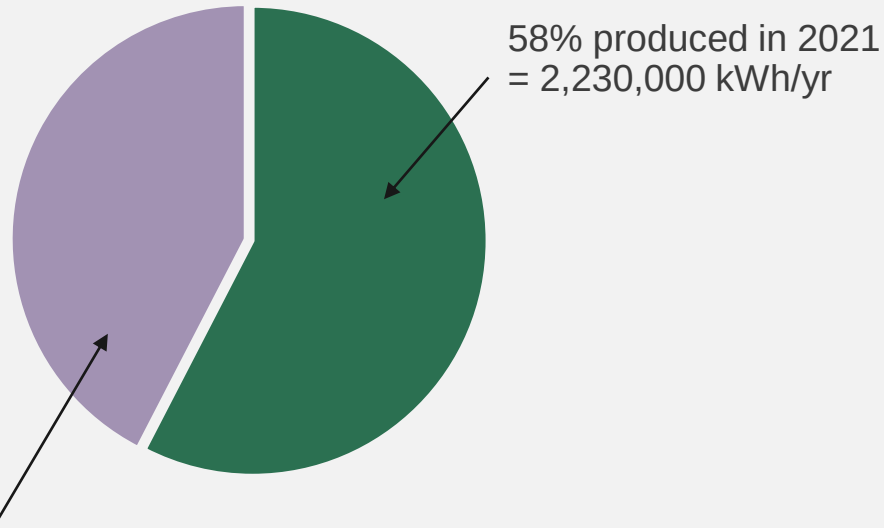
** Bill credit escalator is locked in this table for 25 years

City Campus Solar Update

2040 Comp Plan Goals

How is Roseville doing in meeting the 2040 Comp Plan energy goals?

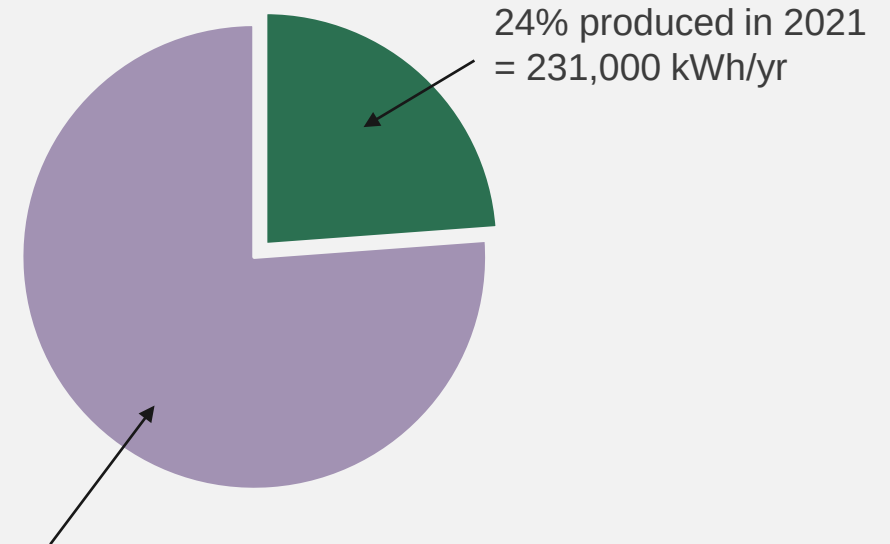
100% Renewable of City Operations
(3,873,000 kWh/yr)



To meet our goal, we need to increase our use of Renewable Resources by 42% (1,642,000 kWh/yr)

Roseville has ~1,200,000 kWh in a Community Solar Garden in Washington County that should come online in late 2022 (~11% or 442,000 kWh remaining to meet goal)

25% of City Operations produced onsite
(968,000 kWh/yr)



To meet our goal, we need to increase our onsite generation by 76% (738,000 kWh/yr)

Q & A

Questions?



THANK YOU

Public Works Department

Roseville Public Works, Environment and Transportation Commission
Agenda Item

DATE: November 28, 2023

ITEM: 7.a.

ITEM DESCRIPTION: Public Works 2024 Work Plan

Background

Each year, Public Works staff monitors and evaluates the condition of City infrastructure systems to develop capital improvement plans. We also work closely with other agencies, including watersheds, Ramsey County, and MnDOT, to make improvements to our systems as part of their projects within Roseville. The following projects and initiatives are recommended for 2024. The proposed work plan is consistent with the 20-year capital improvement plan and pavement management program policies.

1. Pavement Management Program

Each year, the Public Works Department evaluates street pavement needs based on the City's Pavement Management Program. Streets in marginal condition are recommended for mill and overlay - 4.5 miles of roads are proposed to be milled and overlaid next year, if bid prices are favorable. Spot curb replacements are also done at the same time. The work will be funded by the Street Fund and Municipal State Aid (MSA). The latest turnback from Ramsey County, County Road B west of Cleveland Avenue, will also be reconstructed in 2024 with Street Funds, Pathway Funds, MSA, utility funds, and special assessments.

2. Pathways/Parking Lots

New pathways are proposed along Lexington Avenue from TH36 to County Road B, a short segment along Dale Street between the TH36 ramps (by MnDOT), in Tamarack Park between the Wagner Avenue and Western Avenue cul-de-sacs, and Twin Lakes Trail Phase 2 south of Oasis Pond. Additionally, the pathways in Owasso Hills Park and the parking lots at Howard Johnson Park and the Oval are proposed to be resurfaced. Pedestrian ramps within the Pathway Project, Pavement Management Project (PMP), and County Road B Reconstruction Project will be brought up to ADA compliance standards.

3. Utility Infrastructure

Sanitary Sewer System: The City will resume sewer lining with a moderate size project in 2024 and retain a consultant to assist in development of a larger 2025 sewer lining project to address some of the large or critical segments. Minor sewer repairs will be performed with the PMP and County Road B Reconstruction Project. A consultant is also being retained to design upgrades to the Dale/Owasso Lift Station for construction in late 2024 or 2025.

Water Distribution System: Watermain along County Road B will be replaced from Snelling Avenue to Merrill Street in coordination with Ramsey County's County Road B pavement project. The watermain will be upsized on Hamline Avenue from Josephine Road into Arden Hills at the request of Arden Hills. Arden Hills will be responsible for the majority of the costs for the watermain upsizing. As a part of the City's County Road B reconstruction west of Cleveland Avenue, new watermain is proposed at Cleveland Service Drive to allow for a loop to improve the system.

Storm Sewer System: Much of next year's storm water funds will be used for storm sewer upgrades and pond improvements associated with the County Road B Reconstruction Project and nearby PMP. Additionally, staff will begin project planning for City Ditch 2.

4. Other Improvements

South McCarrons Retaining Wall Replacement: Bids received in 2023 were high so modifications to the project have been made so it can be rebid for 2024 construction.

5. Other Initiatives

Bike Plan

Climate Action Plan

Comprehensive Recycling 2025 RFP

Education & Outreach

Recommendation

Receive presentation and comment on the 2024 work plan.

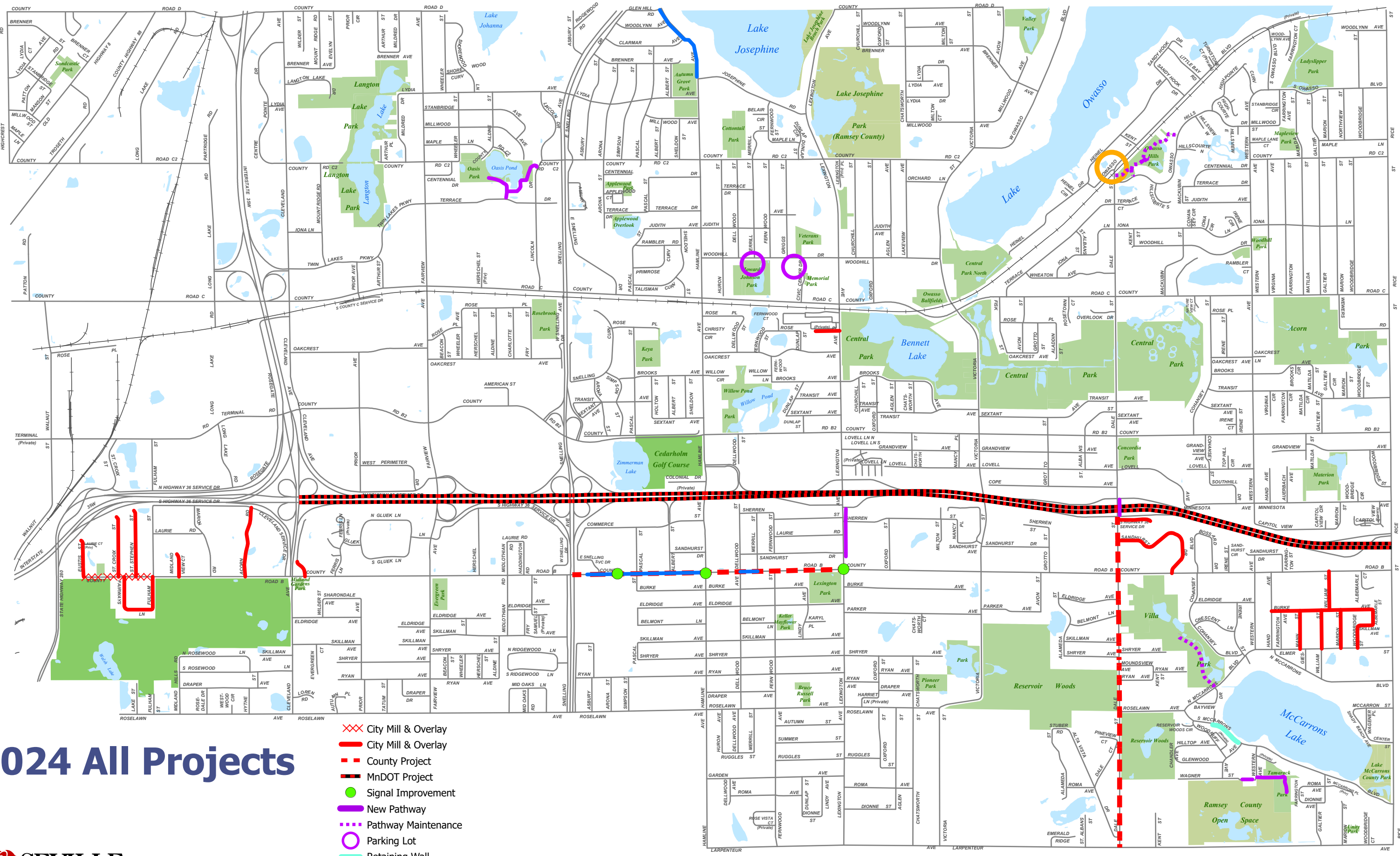
Attachments

1. Preliminary Project Map
2. Presentation

2024 All Projects

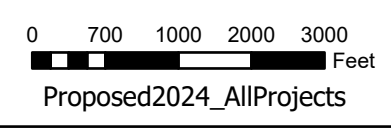
ROSEVILLE
Prepared by: Engineering Department
11/16/2023

- City Mill & Overlay
- City Mill & Overlay
- County Project
- MnDOT Project
- Signal Improvement
- New Pathway
- Pathway Maintenance
- Parking Lot
- Retaining Wall
- Watermain Replacement
- Sanitary Sewer Project
- Storm Project



Data Sources
* Ramsey County GIS (8/06/2023)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



2024 Work Plan

Public Works Department



2024 Public Works Work Plan

2023 Accomplishments

Developments/Permits

- Right of Way Permits: 197
- New/Open Erosion Control Permits: 33/44
- Erosion Control Inspections: 477
- Building Permits Reviewed: 322
- Development Reviews/Agreements: 4

Miscellaneous

- Boiler Plate Agreement Updates
- Lead Free Roseville
- Cell Tower Agreement Clean Up
- Easement & ROW Vacations: 9+
- Engineering Services for Falcon Heights: 1500+ hours

Construction

- Resurfaced 5.8 miles of roadway
- Resurfaced 1.15 miles of pathways
- Added 2 new pathway segments (0.3 miles)
- Made drainage improvements at 6 locations
- Resurfaced 1 parking lot

Maintenance

- Water Tower Painting & Upgrades
- Meter Replacements: 521
- Watermain Break Repairs (since 12/6/22): 26
- Plow Events (2022-2023 winter): 33 and 94" of snow

2024 Public Works Work Plan

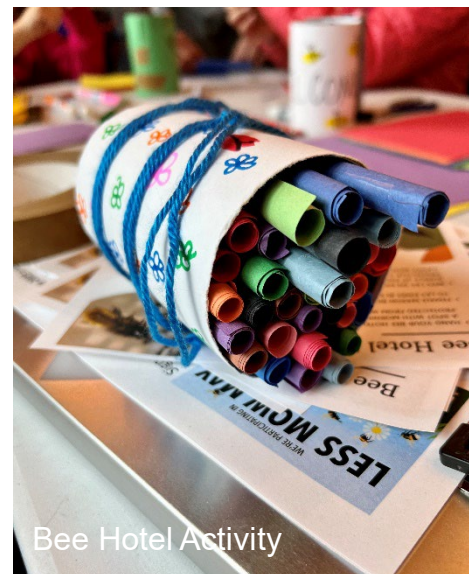
2023 Accomplishments

Sustainability

- LMC Sustainable City & Home Energy Squad Intercity Challenge Awards
- GreenStep Step 5 & Gold Leaf Pilot Program
- EV Smart Communities Program
- EV Ordinance approved in March 2023
- RCWD Community Resilience Plan
- Ramsey County-City Collaborative work

Recycling

- Eureka Recycling: 2729 tons in 2022
- Clean Up Day: 265 visits
 - 3.86 tons scrap metal, 1.16 tons tires, 105 mattresses
- Shredding Day: 533 visits
 - 10.3 tons of paper



Bee Hotel Activity



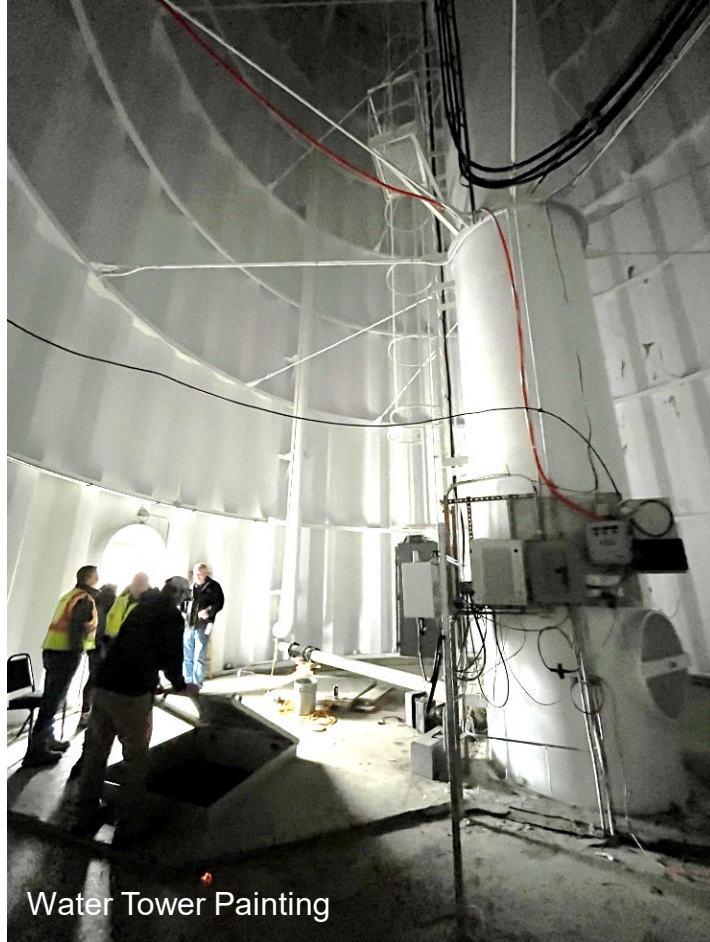
Wild Rice Festival



LMC Sustainable City Award

2024 Public Works Work Plan

2023 Construction Projects



Water Tower Painting



Lake Johanna Storm Sewer



Condordia Pond



Merrill Street - before



Merrill Street - after

2024 Public Works Work Plan

2023 Construction Projects



Marion Street Path



Lexington Ave Path



Cleveland Ave Path



Lexington Ave Path



Garden Ave in Falcon Heights

2024 Public Works Work Plan

People Who Make Projects Happen



PWET Commission Tour of Eureka



CR B Reconstruction Public Meeting



PW Intern Tours



Snelling & CR B Pedestrian Study

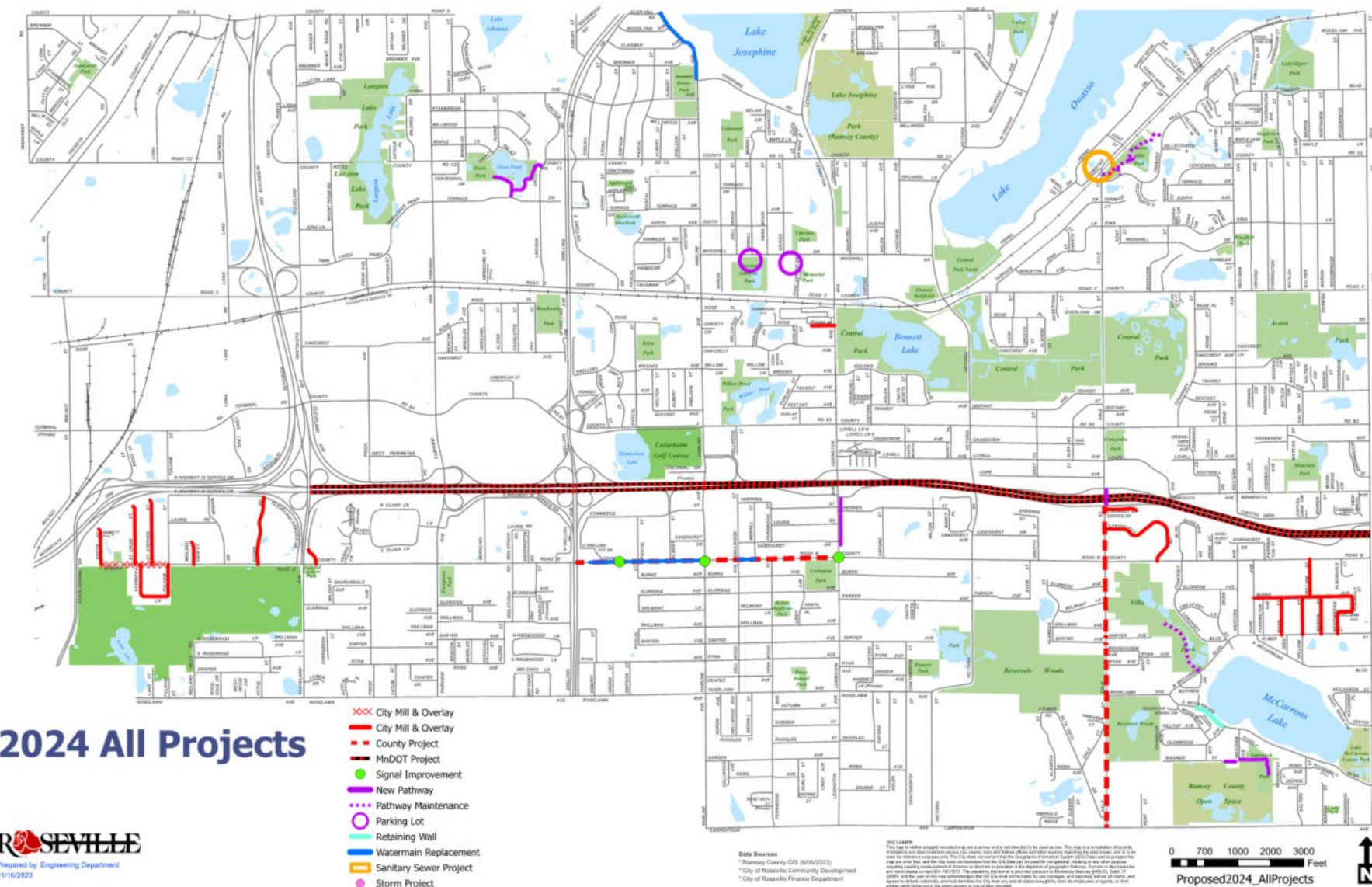
2024 Public Works Work Plan

Work Plan Introduction

Work Plan

The work plan addresses infrastructure maintenance needs and improvement needs in all functional groups within public works;

- Pavement Management Plan
- Pathways
- Sanitary Sewer System
- Water Distribution System
- Storm Water System
- McCarrons Retaining Wall
- Environmental
- Other Agency Projects in Roseville



Pavement Management Plan

- 0.7 miles of County Road B

- 4.5 miles of local & MSA roads

- ADA ped ramp upgrades



Pathways



0 700 1000 2000 3000 Fee
2024PathwayProjects

- Snelling & CR B Pedestrian Study

2024 Public Works Work Plan

Sanitary Sewer System



Dale/Owasso Lift Station Rehab

- Consultant design for 2024/2025 construction

Sanitary Sewer Lining

- Smaller 2024 lining project
- Consultant design 2025 lining project

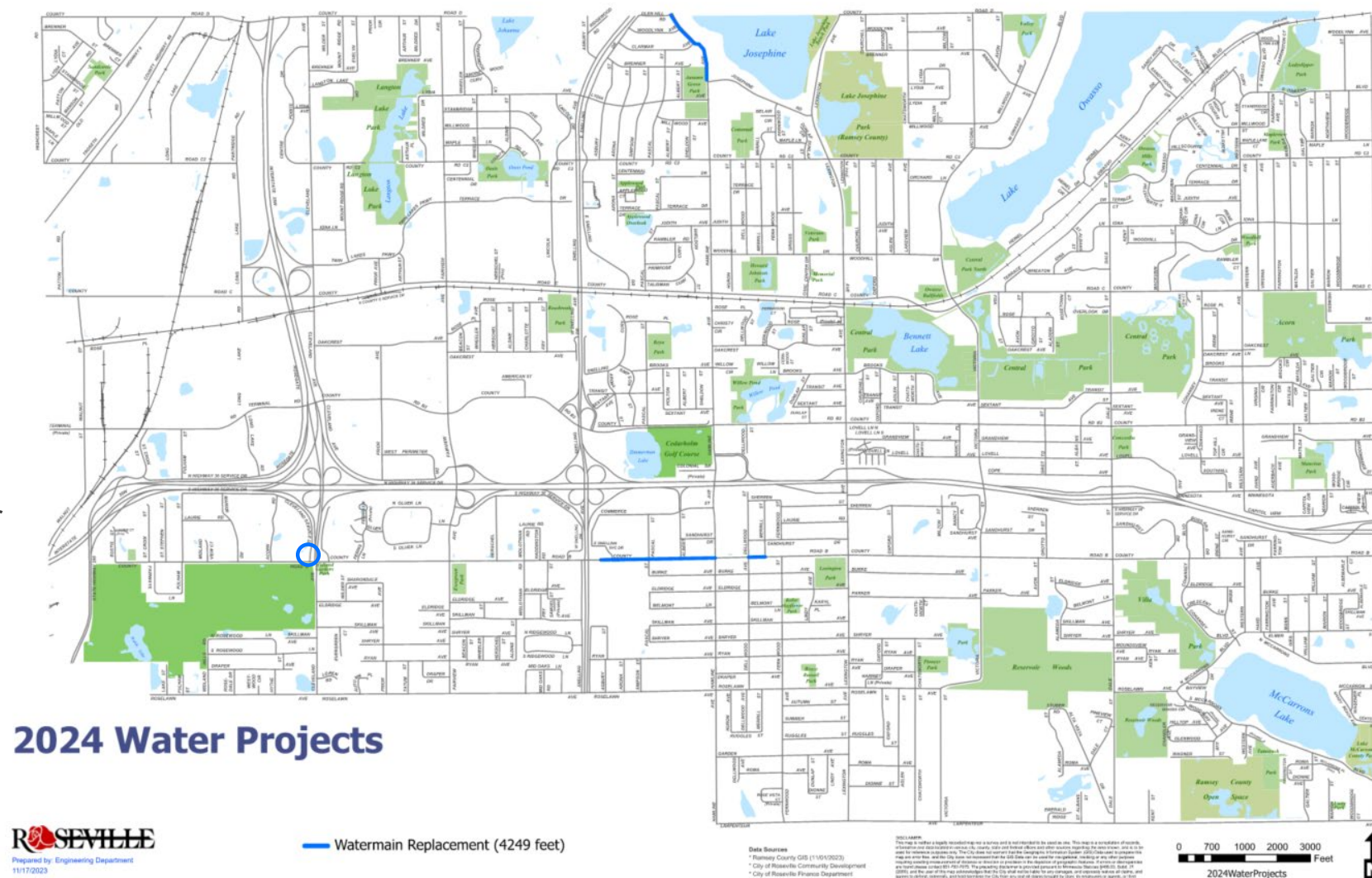
Other

- Upgrades with PMP

Water Distribution System

- County Road B: Snelling to Merrill
- Hamline Ave: Josephine to Arden Hills
 - Via Arden Hills JPA

- County Road B / Cleveland Service Dr



2024 Public Works Work Plan

Storm Sewer System



Storm Sewer & Ponds

- County Road B / PMP

City Ditch 2

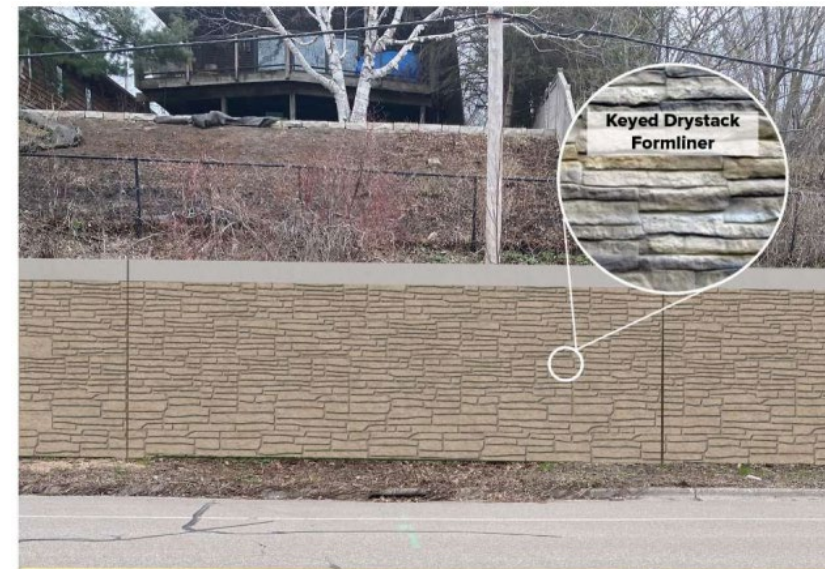
- Project Planning

Other

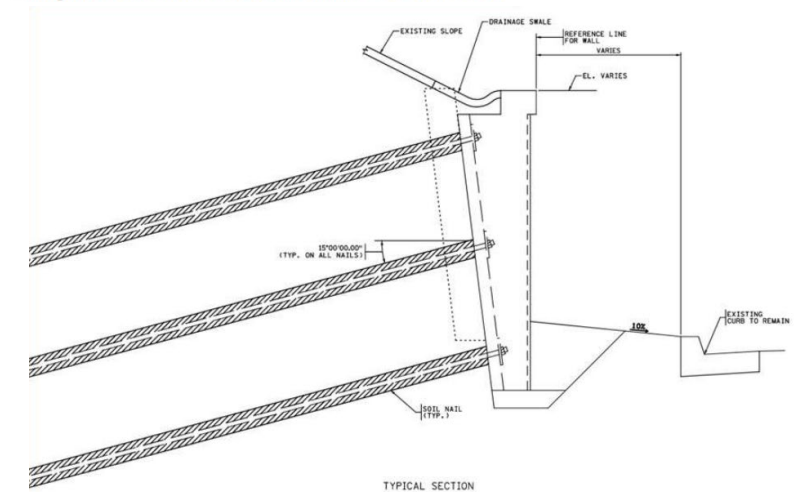
- Improve and expand models
- U of M research partnerships

2024 Public Works Work Plan

South McCarrons Retaining Wall Replacement



Along I-35W NB under I-694, Arden Hills October 2019



2024 Public Works Work Plan

Environmental

Sustainability

- Bike Plan
- Climate Action Planning
- Energy Action Plan
- Less Mow May
- Roseville Sustainable Steward Program
- GreenStep & B3
- Green to Go Ordinance
- Energy Resource Fair
- Residential EV Ride & Drive
- Outreach & Education
- Transportation Electrification Engagement
- Environmentally Preferable Purchasing Policy



Recycling

- Prepare for Ramsey County curbside organics pickup
- Educational opportunities for recycling in parks
- Comprehensive Recycling 2025 RFP
- Annual Clean Up Day Event partnerships

2024 Public Works Work Plan

Other Agency Projects within Roseville

MnDOT

- TH36 Mill & Overlay
- TH36 Multimodal Study

Ramsey County Public Works

- County Road B – Snelling to Lexington
- Dale Street – TH36 to Como Ave
- County Road C Design – Lexington to 35E

Metro Transit

- G Line Planning & Design

Watersheds

- Capitol Region Watershed District
 - Trout Brook Interceptor Flood Modeling Project
 - Targeted Watershed Program
- Rice Creek Watershed District
 - No projects planned for 2024
- Ramsey-Washington Metro Watershed District
 - No projects planned for 2024



G Line



Ramsey-Washington Metro Watershed District

2024 Public Works Work Plan

Questions?

**Roseville Public Works, Environment and Transportation Commission
Agenda Item**

DATE: November 28, 2023

ITEM: 8.a.

ITEM DESCRIPTION: Future Agenda Items

Background

Recommendation

Set preliminary agenda items for the January 23, 2024 Public Works, Environment & Transportation Commission meeting.

Attachments

1. January Agenda



Memo

To: Public Works Environmental and Transportation Commission Members

From: Jesse Freihammer, Public Works Director

Date: November 28, 2023

Re: Look Ahead Agenda Items/Next Meeting January 23, 2024

Suggested Items:

Looking Ahead:

- December – No Meeting
- January 23, 2024 – Sustainability Super Meeting
 - Green Step City's/Gold Leaf – Kristin Mzoz-Risse (MPCA)
 - Green Team Update & Roles and Responsibilities
- February 27, 2024
 - Envision Roseville Update
 - Street Name Change Policy
 - Public Works Ordinance Changes
 - Bench Ordinance Update
 - Street Patching Update
 - Fats, Oils, Grease Ordinance Update
 - Mowing Ordinance Discussion
 - Less Mow May Update
 - Pollinator update/issues