



Public Works, Environment and Transportation Commission Agenda

Tuesday, September 24, 2024

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 August Minutes
- 6:35 p.m. **4. Communication Items**
 - a. Communication Items
- 6:45 p.m. **5. Metro Transit Update**
 - a. Metro Transit Update
- 7:45 p.m. **6. Recycling RFP**
 - a. **2024 Recycling RFP Proposals Discussion**
- 8:20 p.m. **7. Future Agenda Items**
 - a. Future Agenda Items
- 8:30 p.m. **8. Adjourn**

Roseville Public Works, Environment and Transportation Commission

Agenda Item

DATE: September 24, 2024

ITEM: 3.a.

ITEM DESCRIPTION: Approve August Minutes

Background

Attached are the minutes from the August 27, 2024 meeting.

Recommendation

Motion approving the minutes of August 27, 2024, subject to any necessary corrections or revision.

Attachments

1. Draft August Minutes

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, August 27, 2024, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Roll Call

Acting Chair Hodder called the meeting to order at approximately 6:30 p.m. at his request, Public Works Director Jesse Freihammer called the roll.

Present: Acting Chair Edwin Hodder; Members Jarrod Cicha, Daniel Fergus, Allison Luongo, Des Mueller; and Youth Commissioner Carson Bauer

Absent: Chair Bryant Ficek and Member Sarah Rudolf (Excused); and Youth Commissioner Alexi Jendro

Staff Present: Public Works Director Jesse Freihammer

2. Public Comments

3. Approval of July 23, 2024, Meeting Minutes

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

Motion

Member Fergus moved, Member Cicha seconded; approval of the July 23, 2024, meeting minutes as presented.

Ayes: 5

Nays: 0

Motion carried.

4. Communication Items

Public Works Director Freihammer provided a brief review and update on projects and maintenance activities listed in the staff report dated August 27, 2024.

33 **5. Public Works Capital Improvement Plan**

34 Public Works Director Jesse Freihammer explained each year all departments
35 update the Capital Improvement Plan (CIP) for each fund the City has.
36

37 Vice Chair Hodder asked how the resale market worked with City vehicles.
38

39 Mr. Freihammer explained the City usually works with somebody and puts the
40 vehicle up for bid, and sometimes the City will do a trade-in with the vendor.
41

42 Mr. Freihammer continued with his presentation.
43

44 The Commission asked questions regarding County and City trails, bike paths, and
45 maintenance of them.
46

47 Mr. Freihammer updated the Commission on the stormwater fund and recycling
48 cart RFP.
49

50 Member Mueller indicated she would like the CIP to be a priority for the
51 Commission.
52

53 Mr. Freihammer reviewed the 2025 proposed City Manager budget with the
54 Commission.
55

56 **6. Lead-Free Update**

57 Public Works Director Jesse Freihammer explained the Minnesota Department of
58 Health is requiring all public water systems to document what material the water
59 service to the homes and businesses is made of. The goal is to identify if any
60 services are lead. The City of Roseville's water system was started in the mid-
61 1960s so there were likely very few lead services that were installed.
62

63 Mr. Freihammer gave the PWETC a presentation on the Lead-Free Roseville
64 program.
65

66 **7. Future Agenda Items**

67 Discussion ensued regarding future PWETC agendas:
68

69 September 2024

- 70 ▪ Transit/Micro Transit Update
- 71 ▪ Review recycling proposals
- 72 ▪ Public Safety update
73

74 October 2024

- 75 ▪ Utility rates
- 76 ▪ Pavement funding – Asset Management
77

78 November 2024
79 ▪ Less Mow May
80 ▪ 2025 PW Work Plan
81

82 **8. Adjourn**
83

84 **Motion**

85 **Member Cicha moved, Member Luongo seconded, adjournment of the**
86 **meeting at approximately 8:14 p.m.**
87

88 **Ayes: 5**

89 **Nays: 0**

90 **Motion carried.**

DRAFT

Roseville Public Works, Environment and Transportation Commission Agenda Item

DATE: September 24, 2024

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. 2024 Roseville Project Map
3. August Development Activity Report



Public Works Department

Memo

To: Public Works Environmental and Transportation Commission Members

From: Jennifer Lowry, City Engineer

Date: September 24, 2024

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:

- McCarrons Retaining Wall Replacement
 - Construction of the wall is progressing and is expected to be completed in late September.
 - South McCarrons Blvd is closed from Glenwood Avenue to Woodruff Avenue, but the trail remains open.
- County Road B Reconstruction, west of Cleveland Avenue
 - New curbs and driveways have been installed. The first layer of pavement is scheduled for September 23. Grading for the trail and behind the curb will begin shortly thereafter. Work should be done by late October.
- 2024 PMP
 - Portions of the PMP in the Midland Hills neighborhood adjacent to the reconstruction project and Midland Grove Road will be done in coordination with the reconstruction. Other streets that are a part of the PMP are complete.
- County Road B Reconstruction from Snelling Avenue to Lexington Avenue (Ramsey County)
 - Work on the final phase of construction has begun. All work west of Pascal Street is completed and the road is fully open.
 - Work is ongoing east of Pascal Street. Traffic is only open to eastbound traffic.
 - Removals are ongoing. Watermain is being replaced between Dellwood Avenue and Merrill Street.
 - The overall project is still scheduled for completion by the end of November.
- 2024 Sewer Lining Project
 - Lining of sewer continues in various locations throughout the city. Properties impacted by the lining will be contacted in advance. The project should be completed next week.
- 2024 Pathways Project
 - The project is currently in design and includes Lexington Avenue, between County Road B and TH 36, the Wagner Street to Western Avenue cul-de-sac connection, and

Tamarack Park pathways, shown in Attachment 2. The project will be bid later this year and construction may expand into 2025.

- **Bike Plan**
 - Another draft was recently sent to the Bike Plan Committee to review. Committee meeting to be scheduled the last week of September. A public comment period is anticipated to be the majority of the month of October. Comments will be addressed and final revisions made. The committee will again meet when the final plan is delivered in December.
 - PWET can expect an update each month to share new information either in this communications memo or as an agenda item. We will be sure to allow the commission an opportunity to review the draft and provide input. Please contact Jennifer if you have questions. <https://talk.dot.state.mn.us/roseville-bike-plan>

Other agency project updates:

- **TH 36 Mill and Overlay from Cleveland Avenue to Edgerson Street (MnDOT)**
 - All major work is completed. Some final ADA upgrades and pavement markings remain.
 - Dale Street 4-3 Conversion from Lovell Avenue into St. Paul (Ramsey County)
 - Works is underway. Traffic will be reduced to one lane in each direction during construction. Work is anticipated to be done in early November.
- **Old Highway 8 Project (Ramsey County)**
 - Project is from County Road D going north into New Brighton. Closures in New Brighton began August 20.
- **Xcel Gas**
 - Commerce Street to Pascal Street to County Road B (Snelling Service Drive to Pascal Street) (Xcel Gas)
 - Gas main work. Impacts to road are being coordinated with County's County Road B project. No road closures at this time.
 - Cleveland Avenue from County Road C to Oakcrest Avenue and Oakcrest Avenue from Prior Avenue to Cleveland Avenue (Xcel Gas)
 - Southbound Cleveland Avenue, south of County Road C to Rosegate, will be closed until early September.
 - Lane shifts and sidewalk closure on Cleveland Avenue, from Rosegate to Oakcrest, in place.
 - Lane shifts on Oakcrest Avenue from just east of Prior Avenue to Cleveland Avenue, sidewalk closure in place along north side of Oakcrest. Lane shifts and sidewalk closure on Cleveland Avenue from Rosegate to Prior Avenue in place.
 - Long Lake Road, Terminal Road to Partridge Road. Work begins September 23. Lane shifts in place for most of the project. Northbound Long Lake between County Road C and the I 35W ramps will be closed for a period of time.
- **Ramsey County Ditch 4 from Oasis Park to Lake Johanna (Rice Creek Watershed)**
 - Tree and brush removal is completed.

Engineering Updates:

- Erik Henriksen joined the team on August 21 as the Assistant City Engineer. He has city and county experience in other states and most recently was a Project Engineer for the City of Chanhassen, MN.

Sustainability Updates:

- Staff led zero waste planning for Tapped & Uncorked with Parks & Recreation staff and Friends of Roseville Parks Board on September 13. With the help of 18 volunteers, we diverted 300 pounds of recycling and compost waste from the trash at the event.
- Staff presented on a panel about Roseville's involvement in the Charging Smart program at the Minnesota APA conference on September 19.
- Staff continues to serve on a Metropolitan Council Climate and Natural Resources policy Technical Advisory Group, providing comments and feedback for the Council's Imagine 2050 planning process.
- Staff attended the Wild Rice Festival on September 21, working with local Girl Scout Troop 58373 to educate attendees about proper composting and recycling techniques.

Maintenance Updates:

- Street and Storm
 - Fourth right-of-way mow completed.
 - Third sweep started.
 - Ongoing street patching. Continuing annual crack seal program.
 - Ongoing repair and replacement of street signs.
 - Continued compost site turning and maintenance.
 - Continued storm sewer maintenance repairs.
 - Removed temporary State Fair Parking signs.
- Water and Sanitary Sewer
 - Continued inspections for water service line inventory.
 - Lead Free Roseville reporting at 88%.
 - In progress - 2024 sewer television and cleaning.
 - Ongoing water main repairs.
 - Continued underground locates, weekly lift station inspections, collection of water samples, and replacing water meters and MIUs.

Council Updates:

- 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:
 - September 9
 - Approved PSA for Hamline Avenue Water Meter Project
 - September 16
 - Approved naming the new park on CR B west of Cleveland, Sunset Park.

- September 23 (Planned)
 - Approved contract with Pember Companies for Dale/Owasso Lift Station project scheduled for 2025.

2024 All Projects



Prepared by: Engineering Department
12/27/2023

- ✂ City Roadway Reconstruction
- City Roadway Mill & Overlay
- - - County Roadway Project
- MNDOT Roadway Project
- Signal Improvement
- New Pathway
- Pathway Maintenance
- Parking Lot
- Retaining Wall
- Watermain Replacement
- Sanitary Sewer Project
- Street Light Project

Data Sources

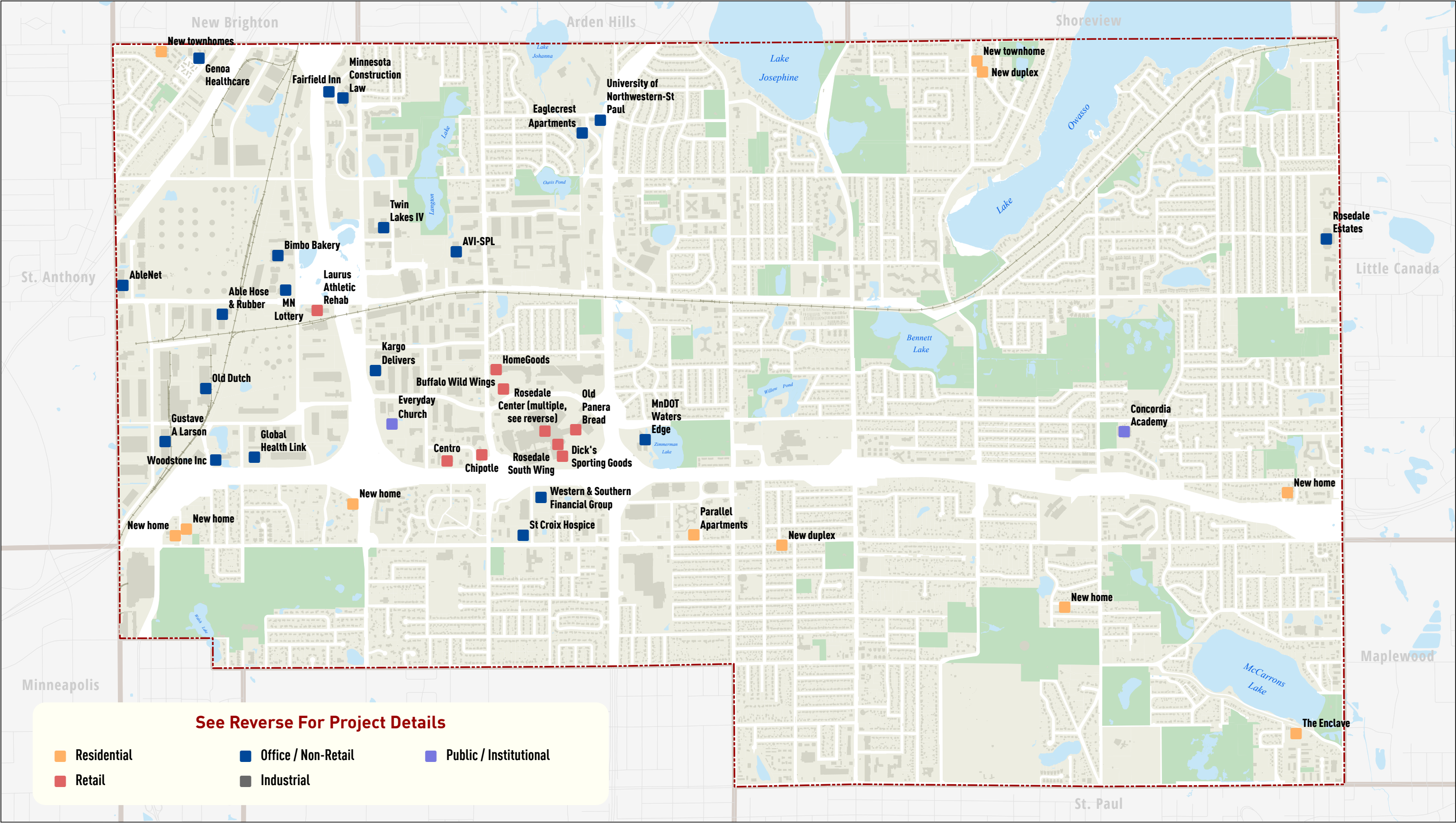
- * Ramsey County GIS (12/05/2023)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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.

0 700 1000 2000 3000 Feet

Proposed2024_AllProjects





Development Projects: August 2024

ROSEVILLE COMMUNITY DEVELOPMENT DEPARTMENT					
Updated: Aug 1, 2024					
	Project Name	Address	Project Description	Applicant/Owner Information	Starting
RESIDENTIAL	The Enclave	201-261 McCarrons Pl	20 detached townhomes	Ovation Homes	Summer 2021
	Parallel Apartments	1415 County Road B	89 unit apartment building	Alliance Building Corp	Fall 2023
	Residential New Construction	2239 Cleveland Ave	New single family home	Bald Eagle Builders Inc	Fall 2022
	Residential New Construction	3092-3094 Victoria St	New townhome	Twin Cities Habitat for Humanity	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	251 Capitol View Cir	New single family home	Ovation Homes	Winter 2023
	Residential New Construction	2172 Eustis St	New single family home	Creative Homes Inc	Fall 2023
	Residential New Construction	2179 Eustis St	New single family home	Creative Homes Inc	Fall 2023
	Residential New Construction	841-843 Brenner Ave	New duplex	Lee Homes Inc	Fall 2023
	Residential New Construction	700 Skillman Ave	New single family home	Cara Builders LLC	Spring 2024
RETAIL	Rosedale Center South Wing	1595 Highway 36	Demo of South Wing Entry	VCC LLC	Fall 2022
	Old Panera Bread	1595 Highway 36 #940	Interior Demo	P.R.M. Contracting	Summer 2023
	Rocco	1595 Highway 36	Interior Remodel	P.R.M. Contracting	Summer 2023
	Dicks Sporting Goods	1675 Highway 36	New store	VCC LCC	Summer 2023
	JLL	1595 Highway 36	Exterior Remodel	Cy-Con Inc	Spring 2024
	HomeGoods	2480 Fairview Ave	Interior Remodel	Innovative Construction Solutions	Spring 2024
	Centro	1901 Highway 36	Interior Demo	Lucky Seven LLC	Spring 2024
	Laurus Athletic Rehab & Performance	2130 County Road C	Interior Remodel	Sever Construction Company	Spring 2024
	Rosedale Center	1595 Highway 36	EV Charging Stations	Casco Contractors	Spring 2024
	Cinnabon/Carvel	1595 Highway 36 #187	Tenant Remodel	Steiner Construction Services	Summer 2024
	Buffalo Wild Wings	1777 County Road B2	Repair	Engelke construction Solutions	Summer 2024
NON-RETAIL/OFFICE	Chipotle	2325 Fairview Ave	Interior Remodel	Strack Construction Company	Summer 2024
	MnDOT Waters Edge	1500 County Road B2	Mechanical upgrades	Versacon Inc	Fall 2023
	Everyday Church	2420 Cleveland Ave	Interior Remodel of former LA Fitness	Zeman Construction	Fall 2023
	MN Lottery	2645 Long Lake Rd #5	Interior Remodel	Anderson CC	Summer 2024
	Roseville Estates	2735-2755 Rice St	Demo old parking structure, add parking and garages	Welsh Construction	Fall 2023
	Eaglecrest Apartments	2945 Lincoln Dr	Remodel	Window World	Summer 2023
	Bimbo Bakery	2745 Long Lake Rd	Interior Remodel	Montgomery Brinkman	Summer 2023
	Kargo Delivers	2500 Cleveland Ave	Interior Remodel	Tile MSP DBA Dandy	Spring 2024
	Minnesota Construction Law	3030 Centre Pointe Dr #100	Interior Remodel	J.G. Hause Construction Inc	Spring 2024
	Fairfield Inn	3045 Centre Pointe Dr	Interior Remodel	Fairfield Inn	Winter 2023
	Twin Lakes IV	2778 Cleveland Ave	Interior Remodel	The Bainey Group	Winter 2023
	University of Northwestern-St Paul	2993 Snelling Ave	Interior Remodel	PCL Construction Services Inc	Spring 2024
	St.Croix Hospice	1751 County Road B #105	Interior Remodel	St. Paul Construction Company	Spring 2024
	AbleNet	2625 Patton Rd	Interior Remodel	Montgomery Brinkman LLC	Spring 2024
	Gustave A Larson	2280 Walnut St	Interior Remodel	Lindee Construction	Spring 2024
	Able Hose & Rubber	2340 County Road C	Interior Remodel/Expansion	Sever Construction	Spring 2024
	Global Health Link	2277 Highway 36	Interior Remodel/Expansion	VY Management LLC	Spring 2024
	Old Dutch	2375 Terminal Rd	Interior Remodel	Langer Construction Company	Spring 2024
	Woodstone Inc	2361 Highway 36 #110	Tenant Remodel	Fixed Assets Inc	Spring 2024
	Concordia Academy	2400 Dale St	Tenant Remodel	Langer Construction Company	Summer 2024
	AVI-SPL	2730 Arthur St	Tenant Remodel	Anderson CC	Summer 2024
	Rosedale Estates	2735-2755 Rice St	Exterior Remodel	Allan Dorney Construction	Summer 2024
	Roseville Police	1595 Highway 36	New Tenant Space	P.R.M. Contracting	Summer 2024
	Genoa Healthcare	3101 Old Highway 8	Tenant Improvement	Heritage Construction Company	Summer 2024
	Concordia Academy	2400 Dale St	Tenant Remodel	Langer Construction Company	Summer 2024

Roseville Public Works, Environment and Transportation Commission Agenda Item

DATE: September 24, 2024

ITEM: 5.a.

ITEM DESCRIPTION: Metro Transit Update

Background

Representatives from Metro Transit will give an update about Metro Transit Operations and new changes/programs that will be available in the Roseville areas. Cyndi Haper and Ben Picone will present and will discuss their Network Now Program and a new microtransit project in Roseville.

Recommendation

Receive presentation from Metro Transit.

Attachments

1. Presentation



Network Now and Microtransit Update

Roseville PWET Committee

September 24, 2024

Cyndi Harper, Manager of Route Planning

Ben Picone, Transit Planner



Network Now

Why Network Now?

Pivotal time in
our history

- Ridership dropped 50% between 2019 and 2020 but is now growing again
- 30% less service, with 60+ routes suspended

Travel patterns
are **changing**

- Fewer downtown commuters and more diverse needs
- Customers increasingly need all-day, all-purpose transit

Workforce is a
top priority

- Bus and rail service expansion requires operators and support staff
- Service design can impact employee satisfaction

Metro Transit is
growing

- New regional sales tax
- 4 new transitways under construction and more in planning
- New transit modes (microtransit)

Network Now

Resolves:

- Status of routes that are currently suspended (some since 2020)
- Facility closure needs

Improves:

- New or redesigned routes
- Frequency or span improvements
- METRO line investments
- Micro Transit

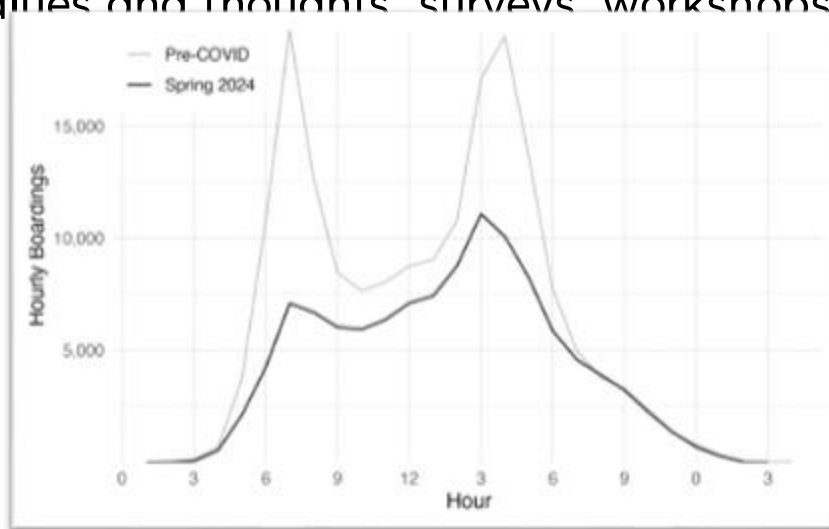
Network Now

- Metro Transit's vision through 2027
- The proposed plan will:
 - Expand service in our network by more than 35% to grow ridership
 - Improve coverage and mobility by expanding bus routes and Metro micro service
 - Redesign our express and commuter services to meet the travel needs of our region now



The foundation for network modification

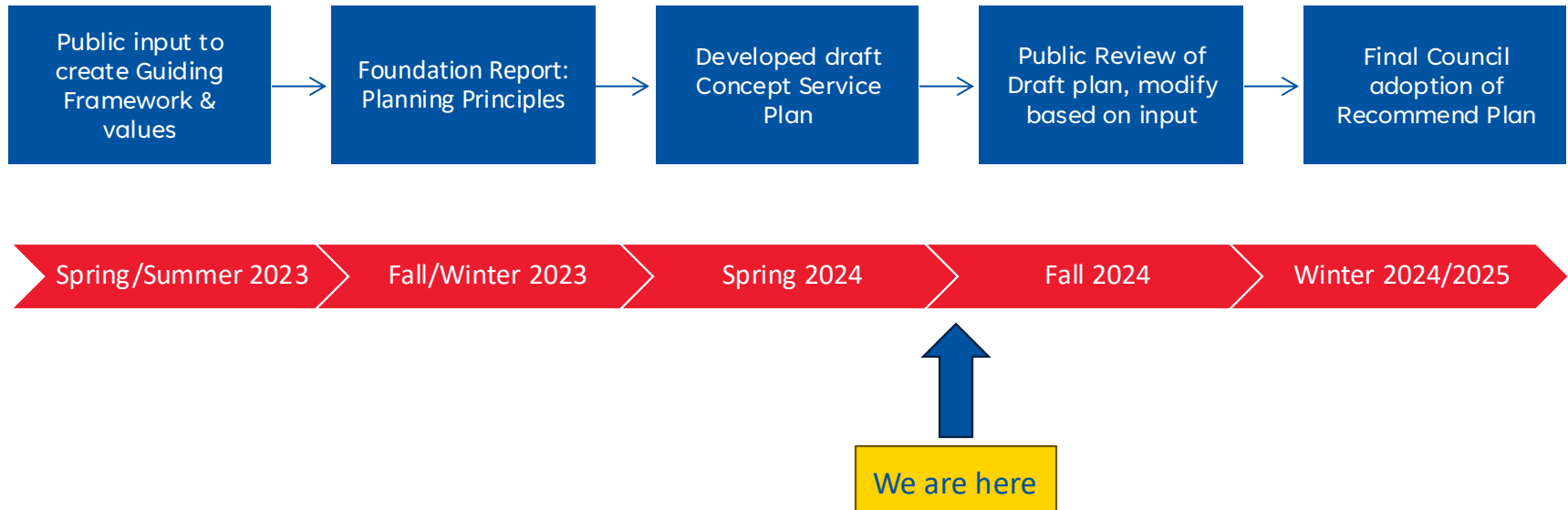
- **Performance:** details network performance, changes since 2019, and opportunities
- **Policy:** regional policy guidance from the Metropolitan Council applied
- **Engagement:** 2023 captured values and thoughts surveys, workshops, customer contacts, 6,000 comments



Network Now Principles

Adapt	Adapt service to changes in transit markets and travel patterns.
Prepare	Prepare for new METRO and high-frequency routes.
Maintain	Maintain the reliability of our scheduled service consistently over time.
Build on success	Build on success to grow ridership, adding service where people use transit the most.
Provide access	Provide access to opportunities and services with a focus on advancing equity and reducing regional disparities.

Network Now development timeline



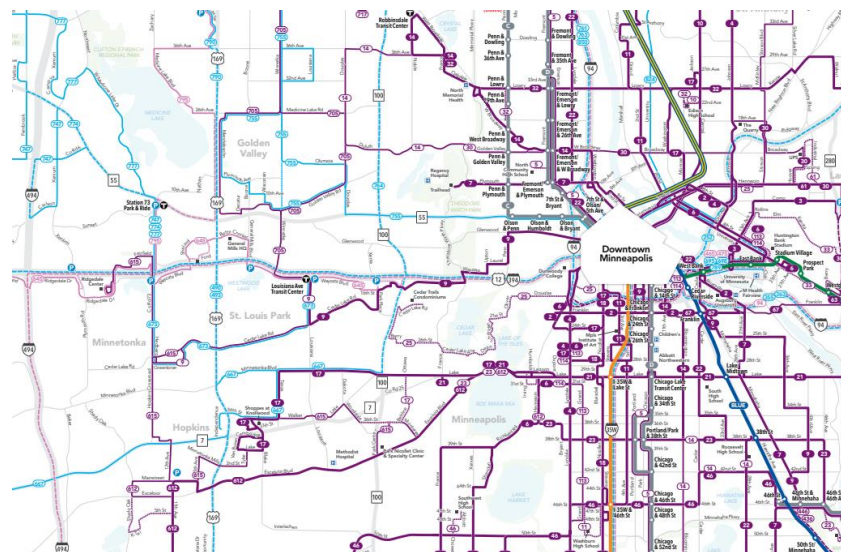


Draft Concept Plan

2027 Concept Plan Features

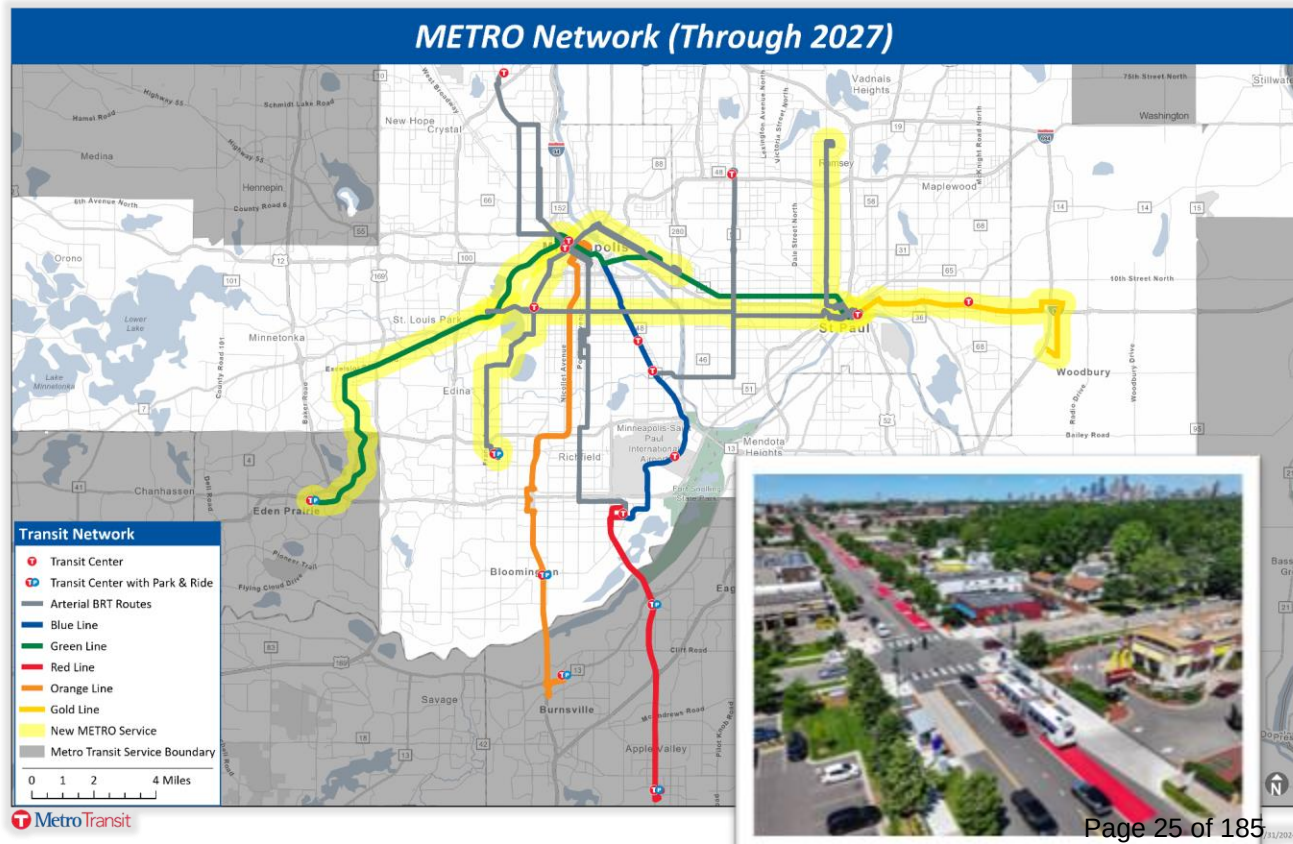
- **Grow ridership**
 - Improved frequency & span on local routes
 - LRT 10-minute frequency
- **Additional service coverage**
 - Routes with new areas of coverage
 - 25% increase in jobs accessible within 45 minutes to the average resident
- **Adapt service to travel patterns**

2024 Transit Network



2027 Concept Plan Results

- **Implement METRO network**
 - 2025 Gold Line, B Line, E Line,
 - 2027 G Line (north), Green Line Extension
- **Maintain the reliability of our scheduled service**
 - Scheduling that recognizes the needs of our workforce
 - Ongoing speed and reliability work

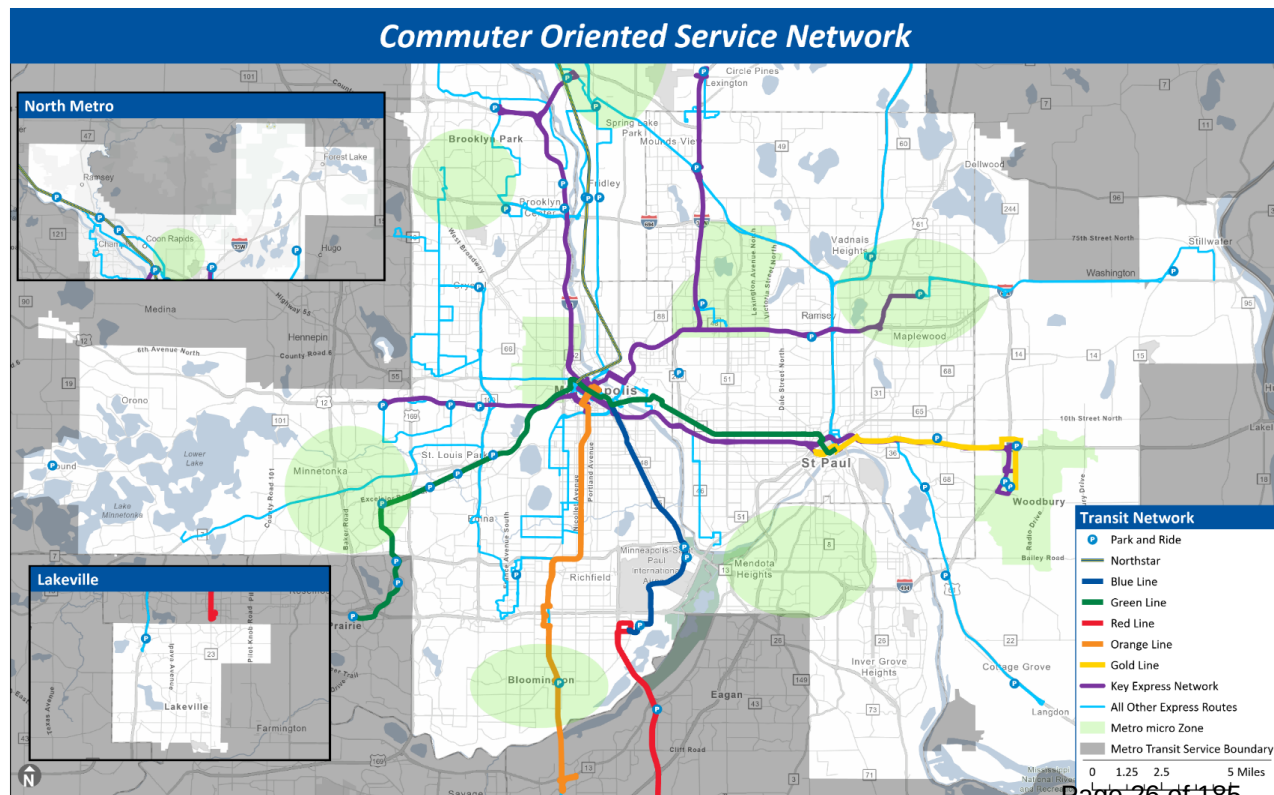


2027 Concept Plan Results

- **Key Express Network** all day service
- 40+ routes restructured or adjusted
- 53 suspended routes officially discontinued
- 8 routes restored

Key Express Network Routes

94	250
270	355
673	768
850	



Metro micro project expansion

Objectives:

- Areas difficult to effectively serve with fixed route
- Connect to greater network at Transit Centers and Transitway Stations
- Mobile App enabled



Metro micro Project Expansion

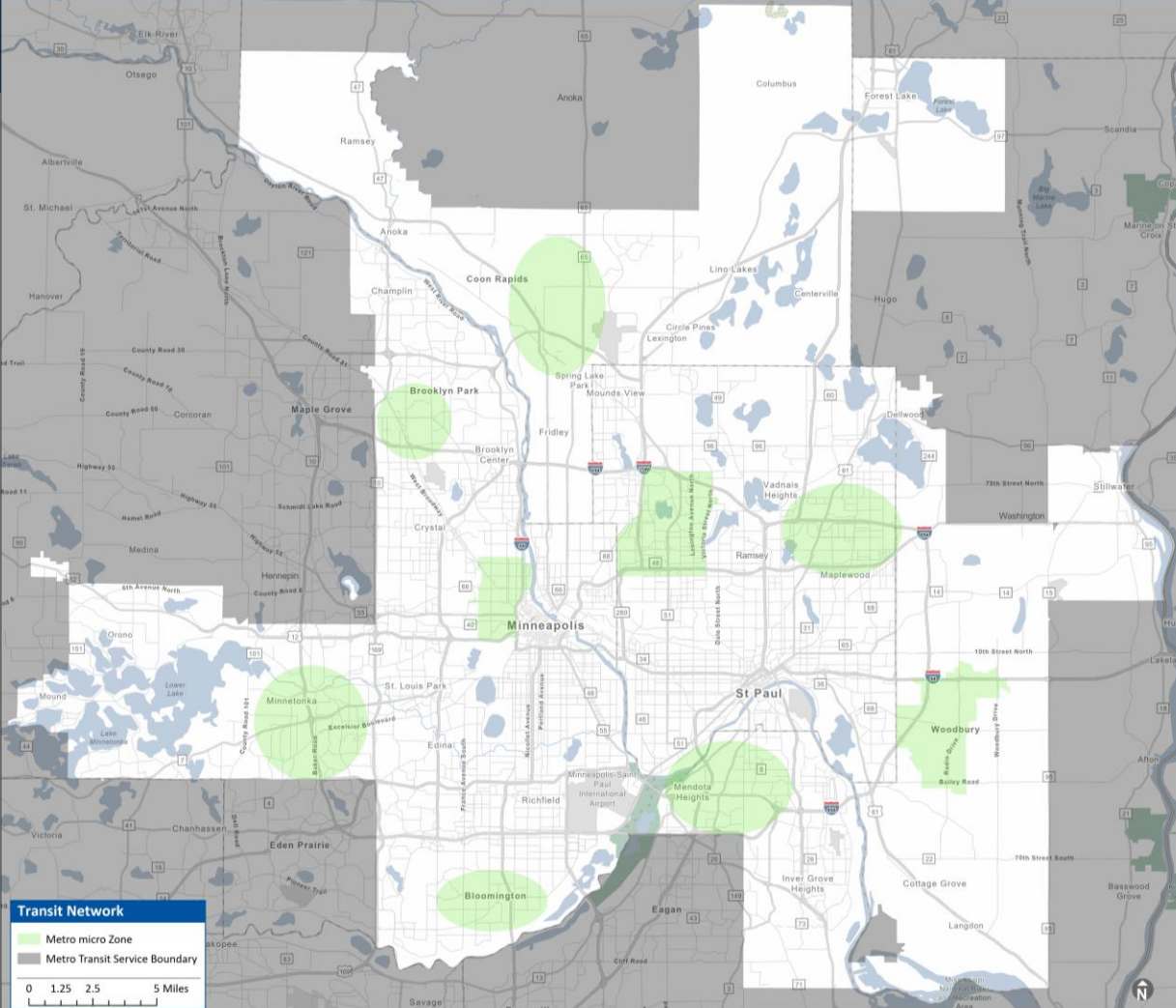
December 2024

**A Line –
Roseville
Area**

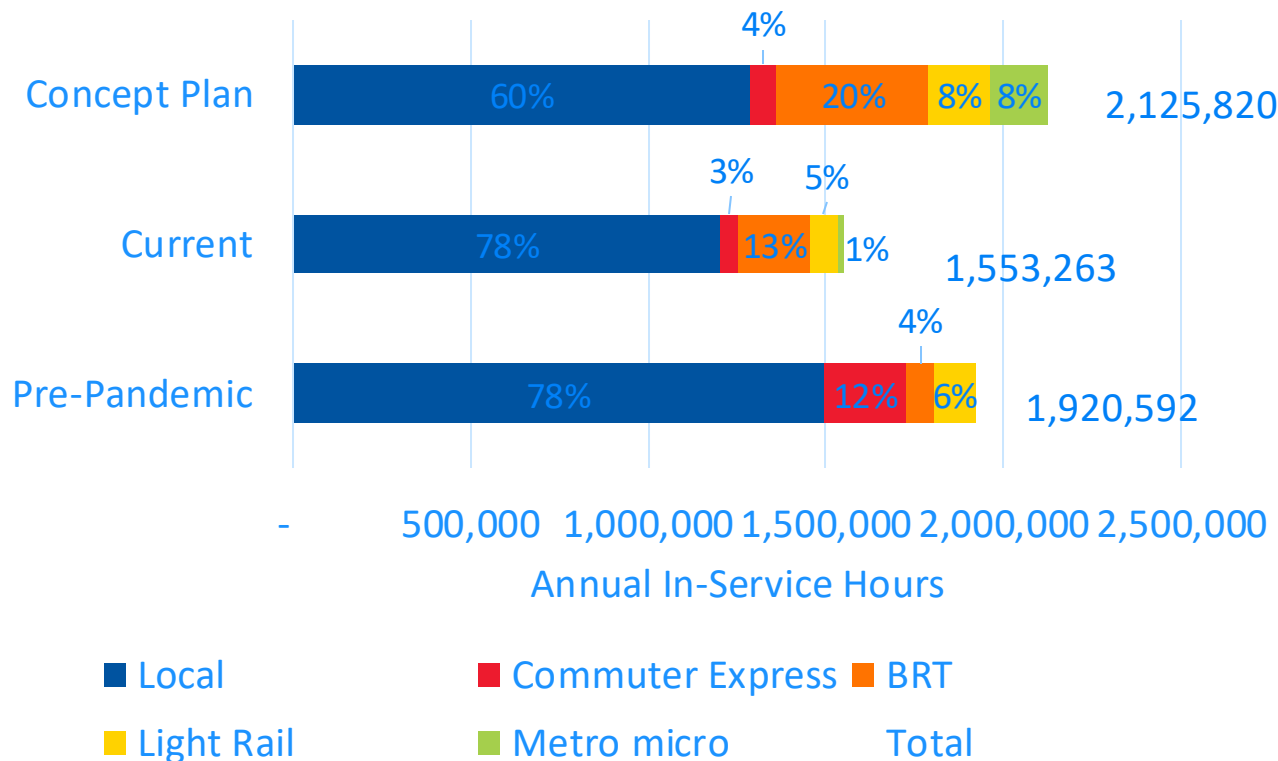
**Gold Line –
Woodbury
Area**

2 projects/year 2025-2027

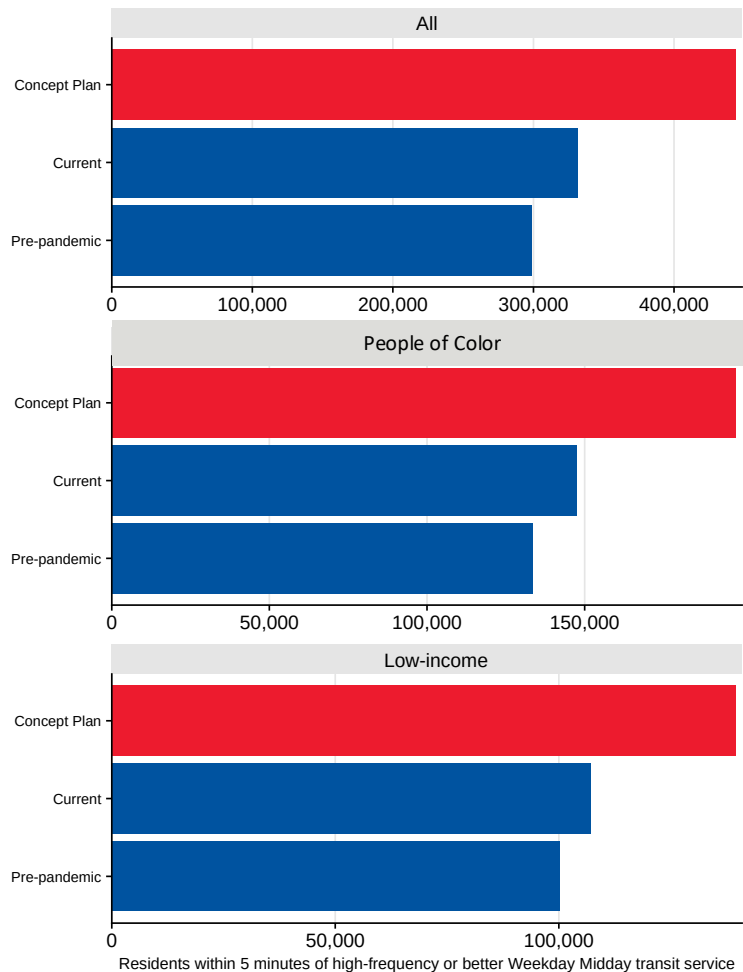
- Orange Line - 98th St Station
- Starlite Transit Center
- Northtown Transit Center
- Minnetonka - Green Line Ext. / Opus Station
- Maplewood Mall Transit Center
- Northern Dakota Co. Service Center



In-Service Hour Changes



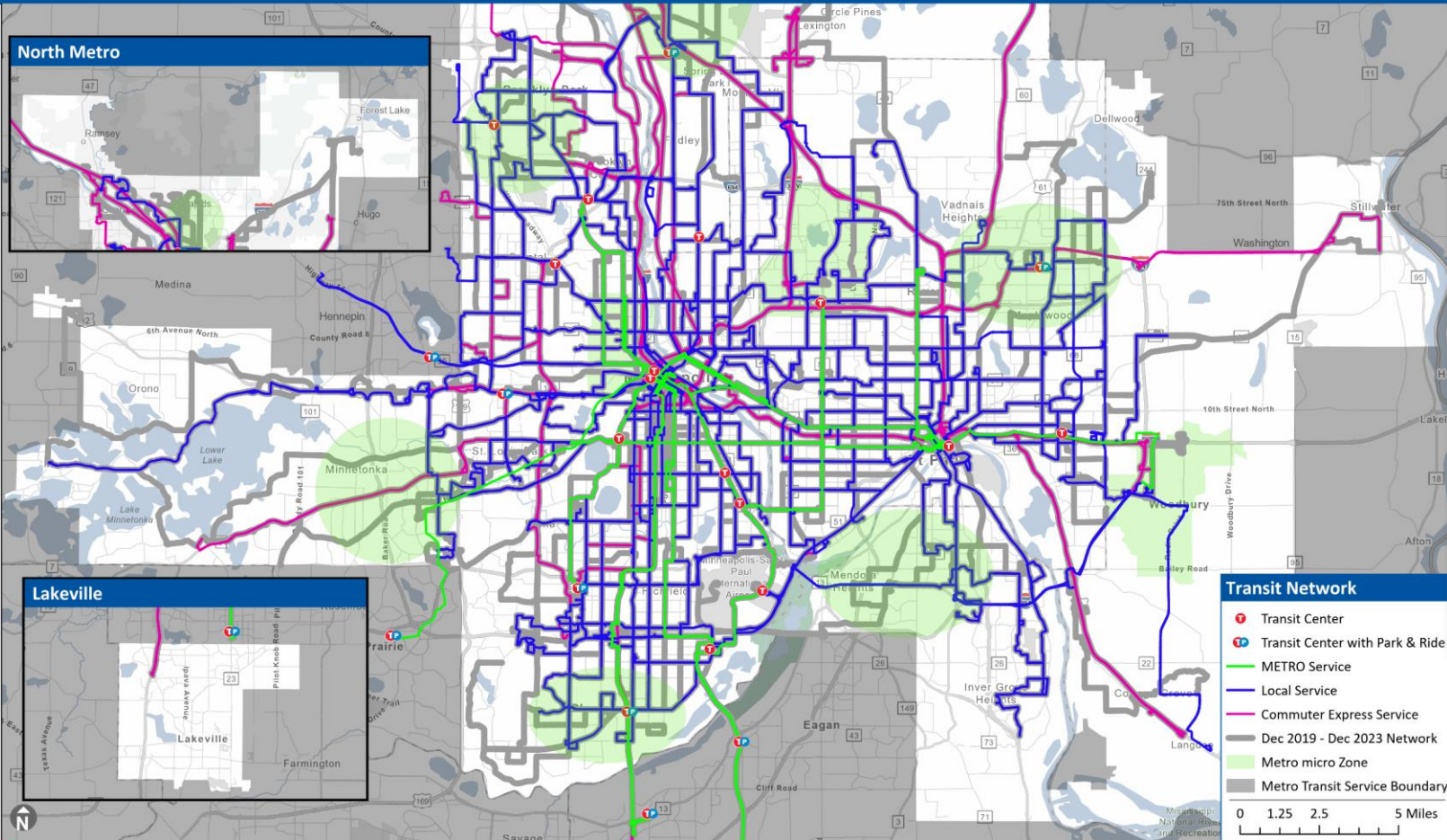
- 35% more service than 2023
- Doubling investment in **METRO Lines** from current levels
- 9x investment Metro micro over today



Results: Improvements in access to high-frequency network

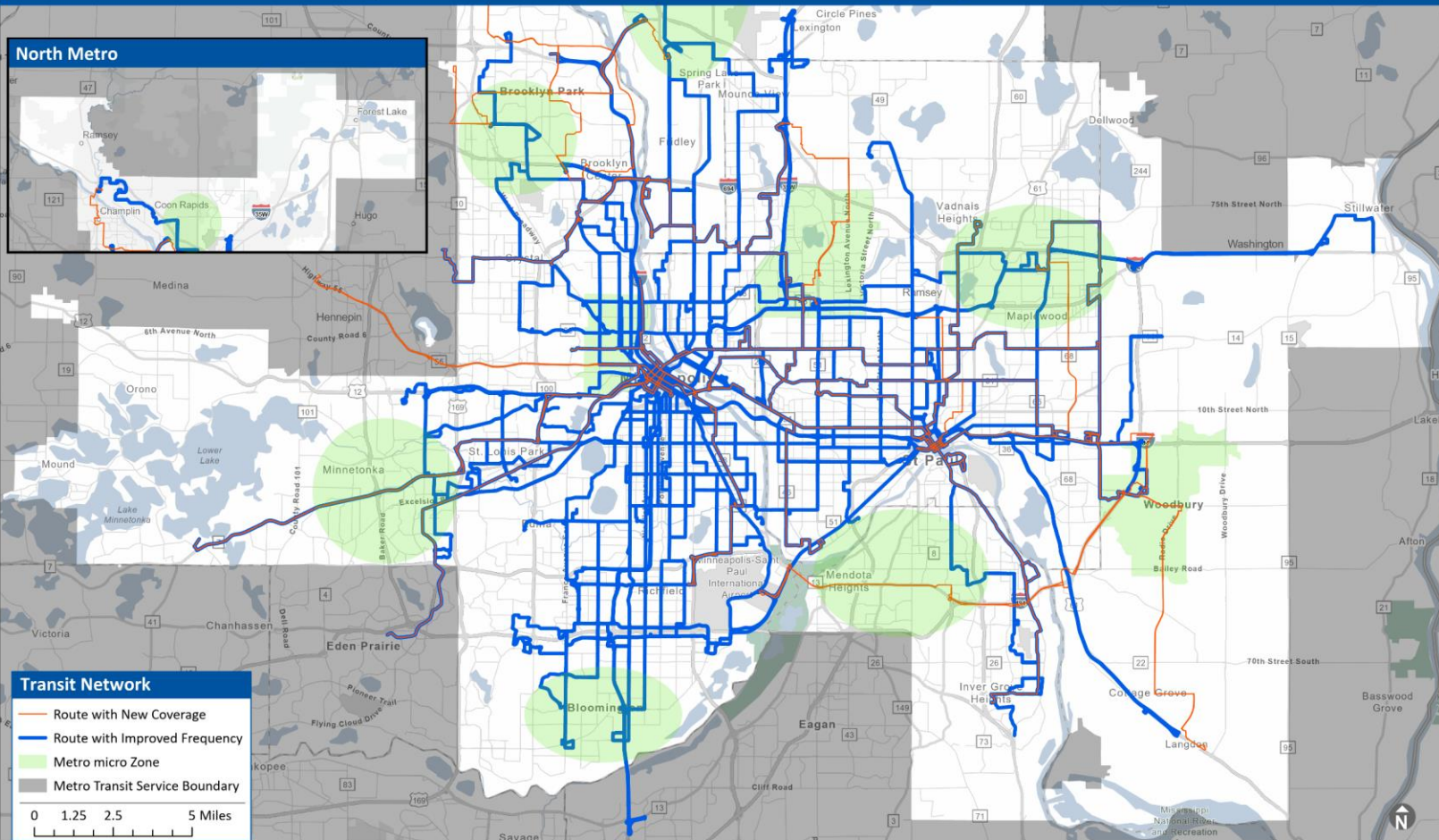
- More of our region can access frequent all-day service in walking distance

Changes in Network Coverage



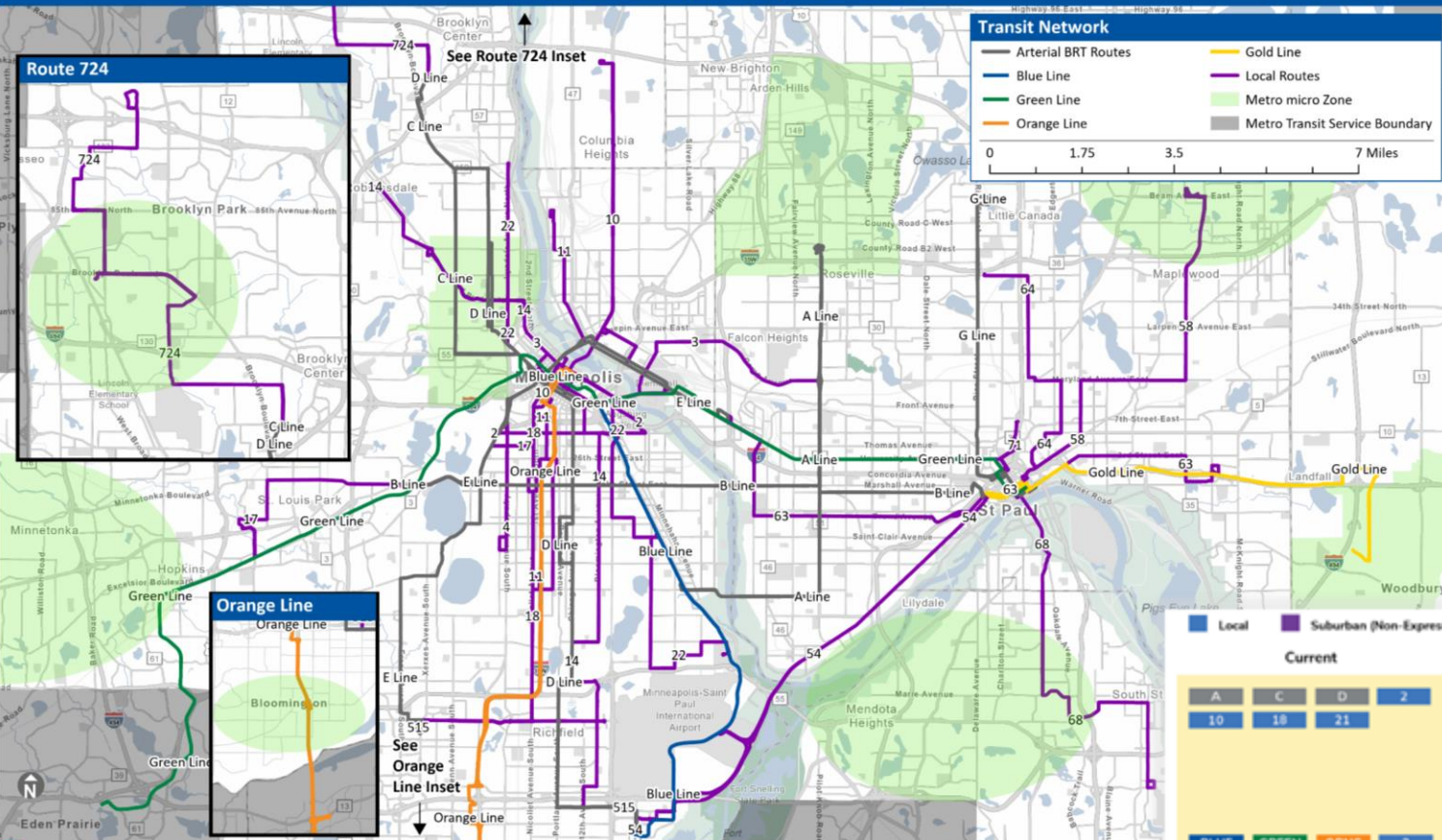
Realigning
service to
meet
changing
travel
patterns

Improved Frequency and New Coverage Routes



60+ routes
with
improved
frequency,
and 20+
routes with
new areas of
coverage

High Frequency Routes

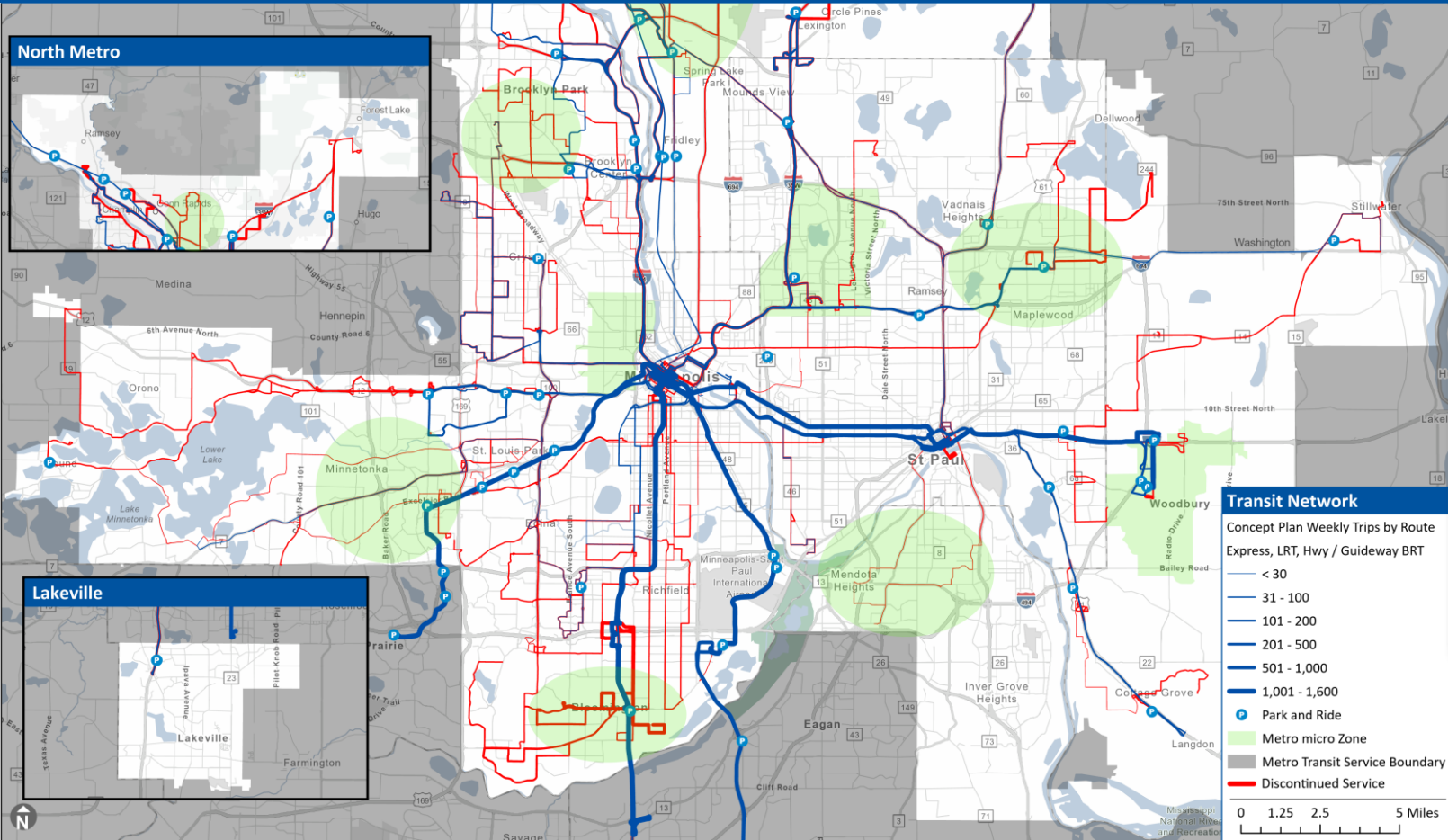


New high frequency service on Gold Line, Green Line Extension, B Line, E Line, G Line, Routes 4, 14, 17, 22, 58, 64, 68, 515, and 724

Current				Network Now Concept Plan			
Local				Suburban (Non-Express)			
Arterial BRT				High Frequency			
Current				Network Now Concept Plan			
A	C	D	2	BLUE	GREEN	GOLD	ORNG
10	18	21		A	B	C	D
				E	2	4	10
				11	18	54	63
				724			
BLUE	GREEN	ORNG	3	G	3	14	17
4	6	11	14	22	58	64	68
17	54	63	64	71	515		
68	71	724					

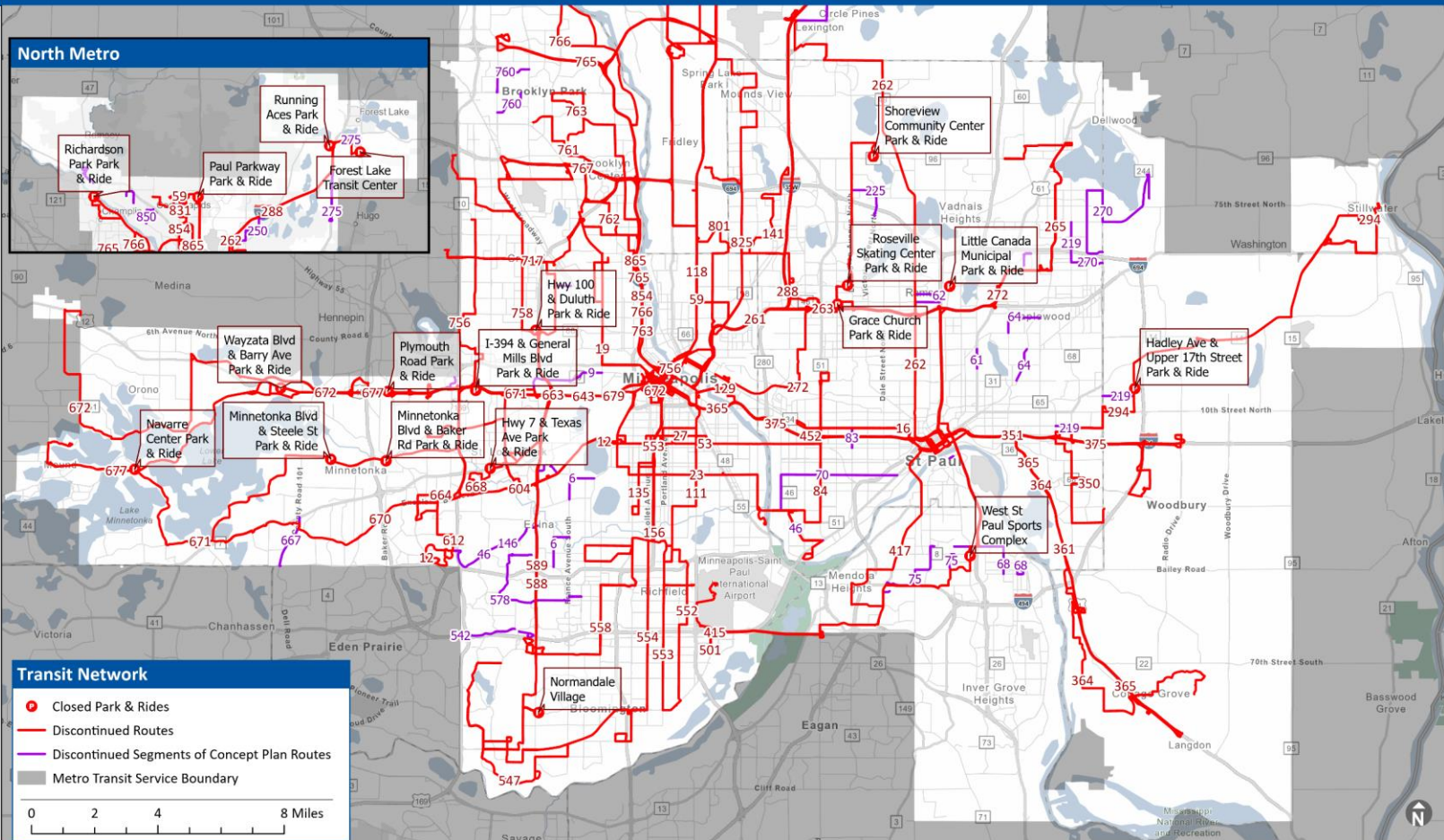
12 - 15 Minutes

Change in Commuter Oriented Service Access



Key Express network, Highway and Guideway BRT with Light Rail service offers robust access for commuters

Discontinued Routes, Segments, and Facilities



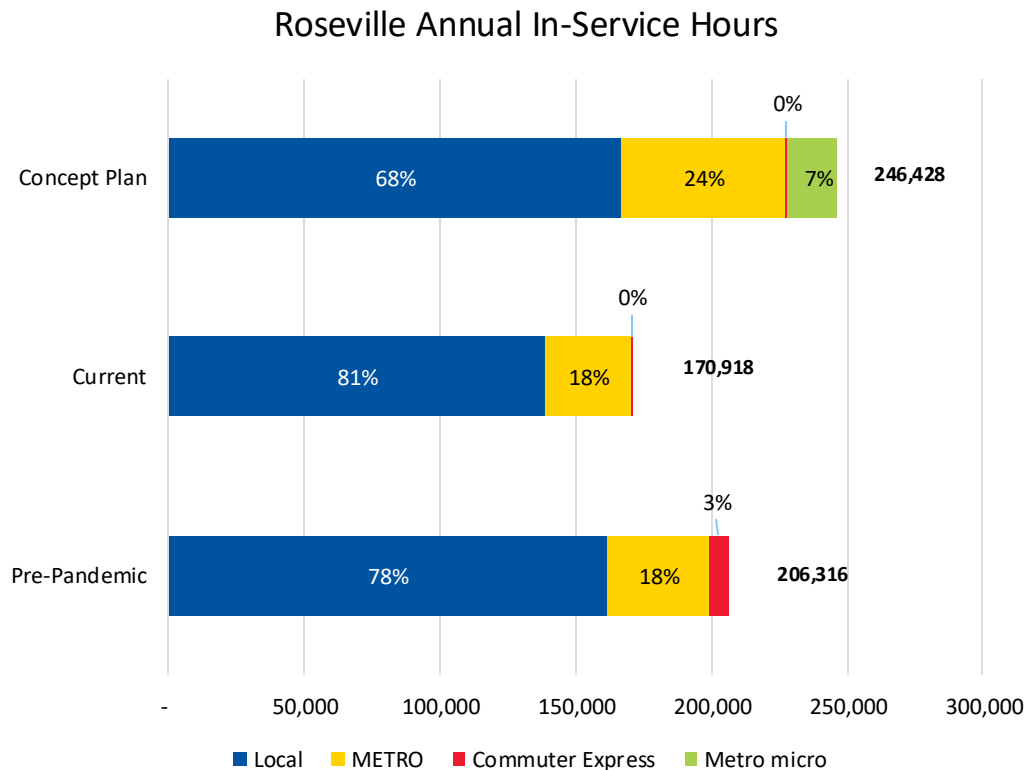
Discontinuing service to meet travel demand and strengthen network of frequent and reliable service



Proposed Service in Roseville

Roseville Stats

- In Roseville, Network Now changes will result in an 44% increase in weekly in-service hours over Dec 2023 levels
- 1 new METRO line (G Line)
- 1 new microtransit zone
- 11 routes with frequency improvements
- 3 express routes will be discontinued



Route 32

Network**NOW**

Planned Schedule

	Rush Hour	Midday	Evening	Night
Weekday	20	20	20	20
Saturday	20 - 30	20	20 - 30	-
Sunday	20 - 30	20	30	-

Note: frequencies (shown in minutes) are for the main portion of the route and intended as guidelines.

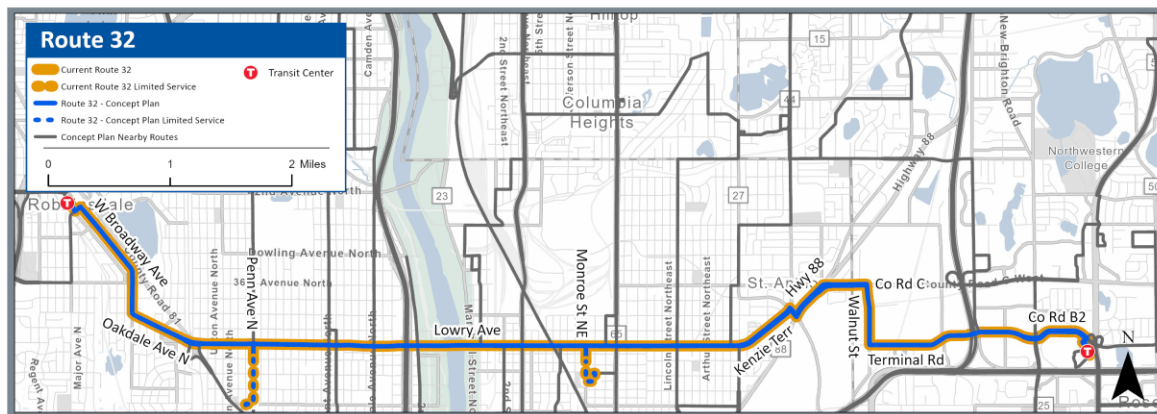
Route Information

Service Changes

- All Days: Frequency will be improved from every 30 minutes to every 20 minutes in the morning, midday and evenings daily.

Areas the Route Serves

- Route 32 serves Robbinsdale, Minneapolis (North, Northeast), St. Anthony, and Roseville via W Broadway Ave., Lowry Ave., and Co Rd. B2.
- Destinations include North Memorial Health Hospital, Edison High School (limited service to the school directly, including limited Route 32C branch via Penn Ave.), St. Anthony Village Shops, and Rosedale Center.
- Customers connect to other routes and/or METRO lines at Robbinsdale Transit Center and A Line at Rosedale Transit Center.



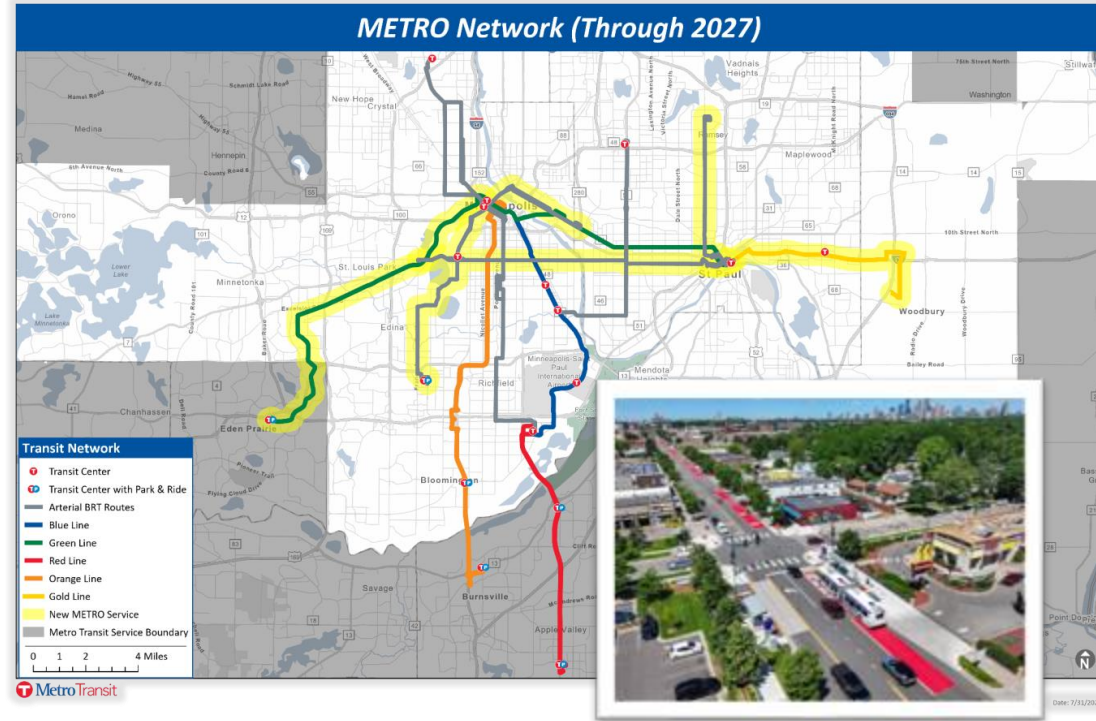
Roseville METRO Network

A Line

- 10 min. weekend service
- Longer weekday span

G Line: Phase 1 Opens in 2027

- 15 min. service all days
- Route 62 restructured, new Route 229



Proposed Commuter and Express Changes

- **Key Express Network**
 - Routes with 15” service in peaks and midday service
 - No Key Express Network routes in Roseville but A Line has better service levels than Key Express Network
- **Discontinue express routes:** Routes 261, 262, 272
- **Improve service**
 - Increase frequency on Route 264 (one new round trip)

Proposed Local Route changes

- **Improved routes**

- Increase frequency on Route 32, 65, 83, 87
- Route 223 weekday service restored and improved to every 60 minutes
- New Sunday service on Route 61
- All trips serve Coventry apartments on Route 225

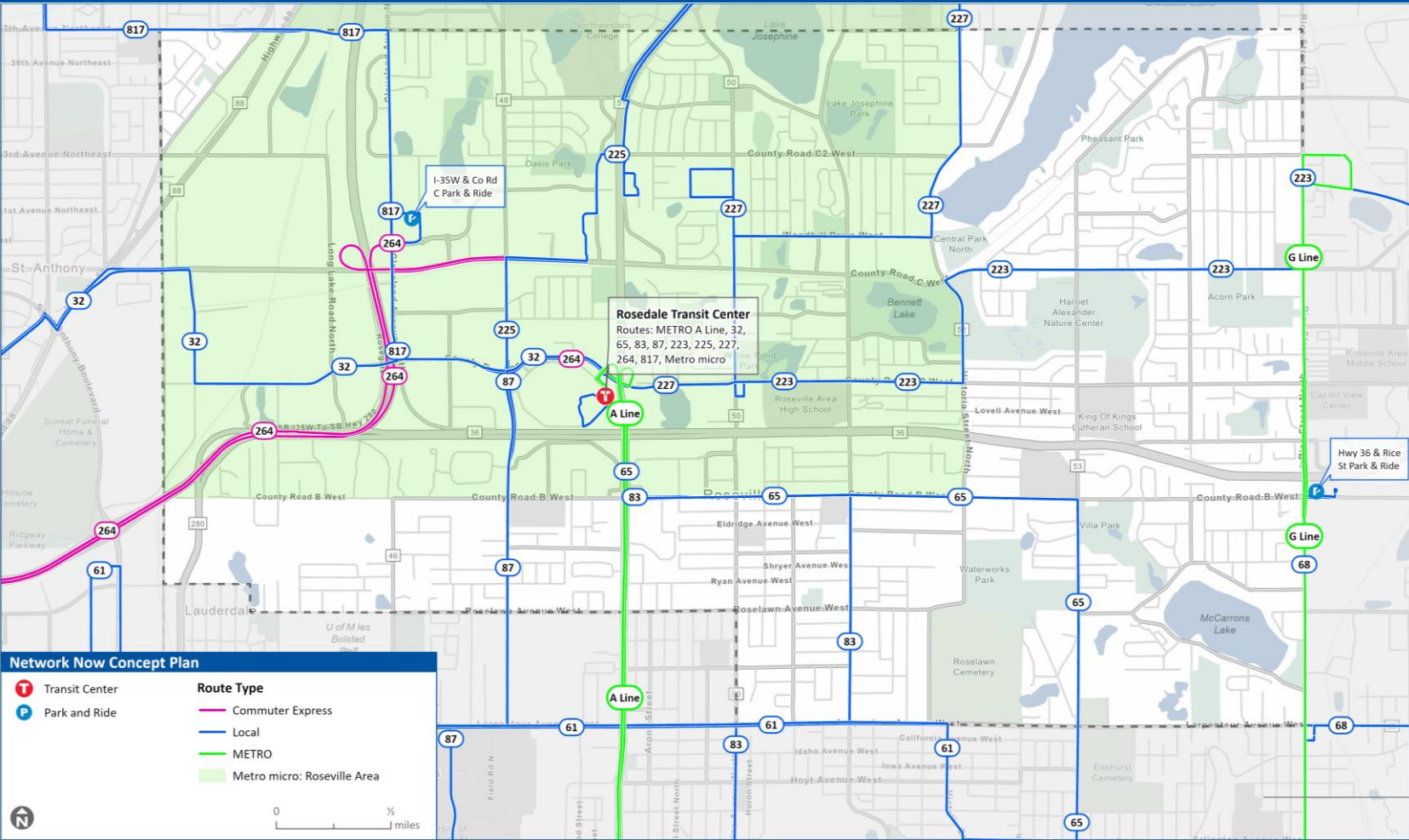
- **New microtransit zone focused on Rosedale**

- Metro micro: Roseville Area

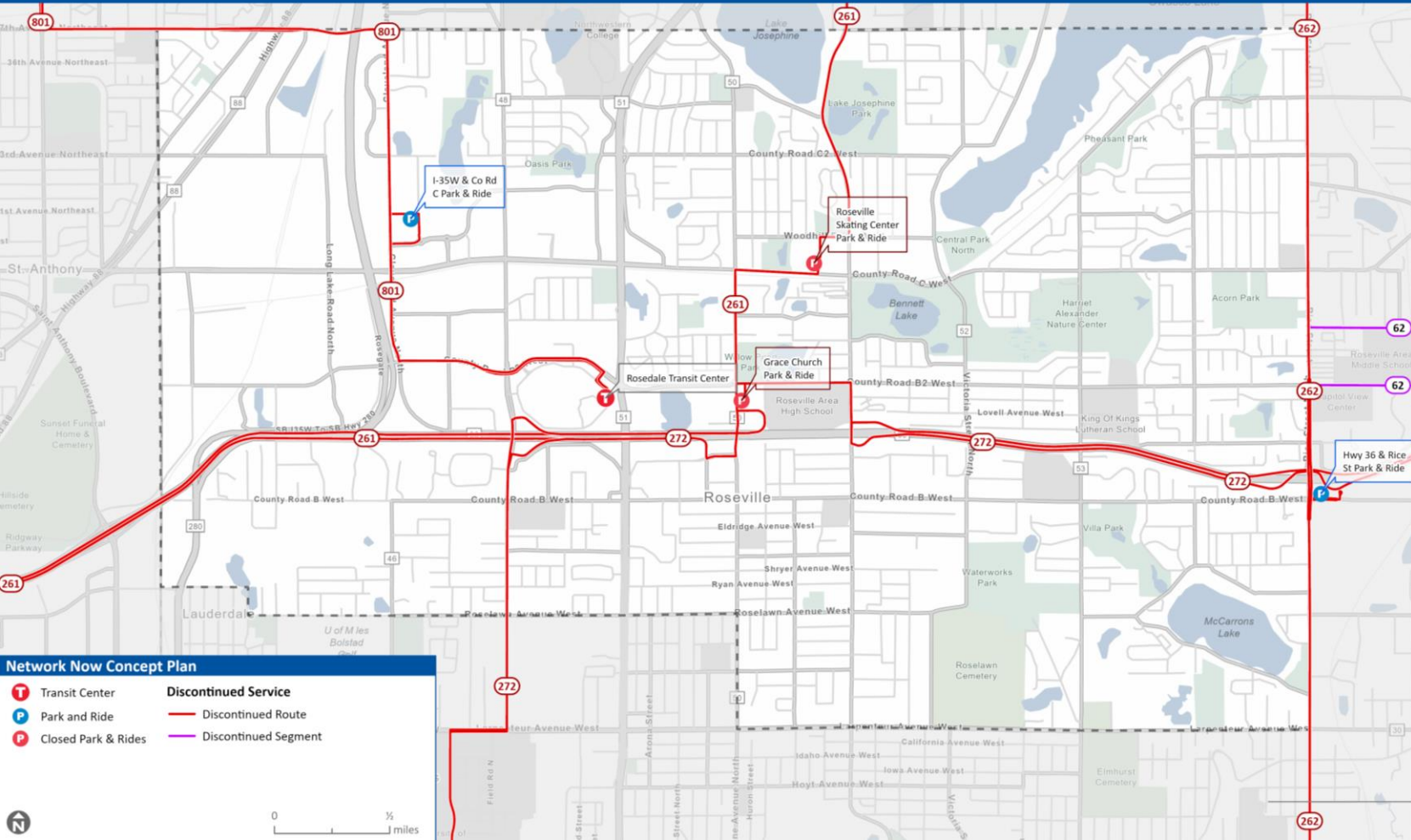
- **Discontinued routes**

- Route 801 replaced by Route 817
- Route 62 north of downtown Saint Paul replaced by G Line Phase 1

Network Now Concept Plan - Roseville



Network Now Concept Plan Discontinued Service - Roseville





Next Steps

Engagement Process

- Online comment form
 - Paper version available for customer intercept and community work
 - Comments also accepted via email
- Community meetings
 - Public hearing on October 29
 - Virtual and in-person events around the metro
- Pop-up and customer intercept events
- Social media, rider alerts, and information shared across our system
- Direct reach out to government partners and community organizations
 - Do you have organizations or individuals that you want us to reach?

What's Next

- **Fall 2024:** Draft concept plan public engagement ends November 15
- **Winter 2024-2025:** Refine plan based on feedback
- **Early 2025:** Seek Metropolitan Council approval
- **2025-2027:** Phased implementation

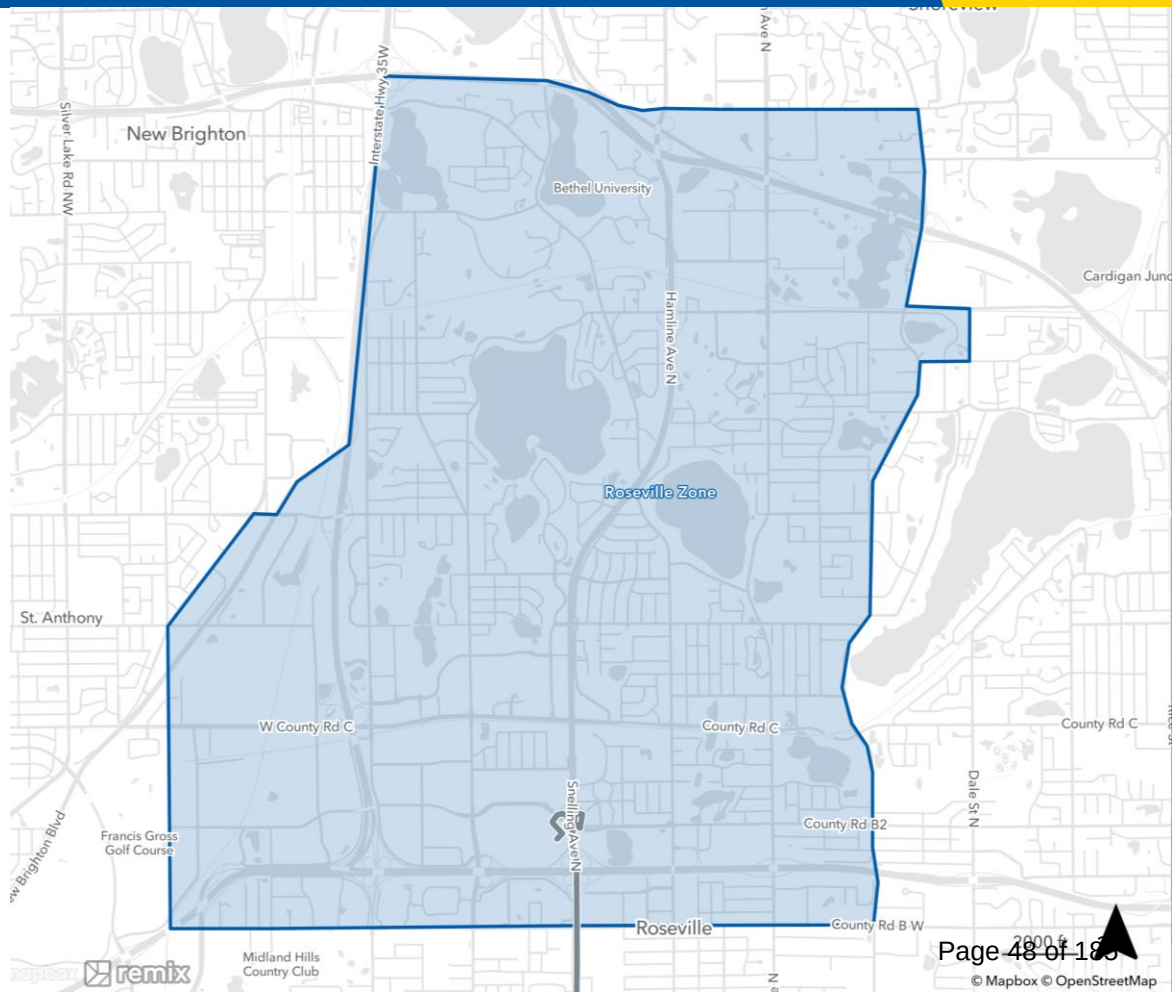
To learn more or subscribe for updates, visit metrotransit.org/network-now.



Metro micro: Roseville Area Zone

Roseville Area Zone

- Connections to METRO A Line at Rosedale Transit Center
- Includes portions of Roseville, Arden Hills, and Shoreview
- 13 square miles
- 5 in-service vehicles



Zone Considerations

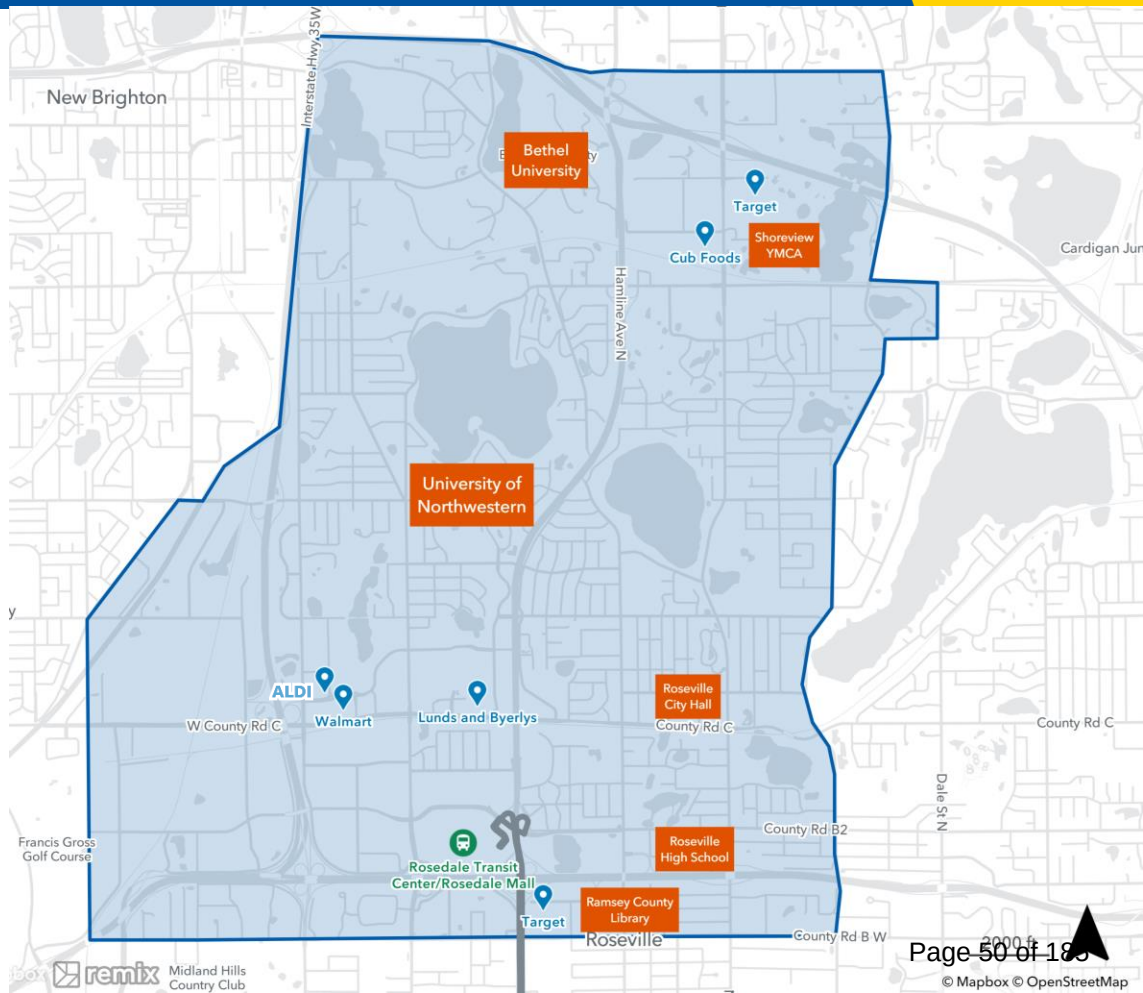
- Provide transit access to more residents; provide new access to employment
- Include locations with high demand (transit centers, grocery stores, education, multifamily housing)
- Size appropriately to manage wait times, quality of service
- Encourage connections to greater transit network

Measures

- Ridership (new rides, group rides)
- Transfers to fixed route
- Rides/hour
- Subsidy/ride
- Trip distance
- Customer wait time

Roseville Area Zone

- Hours
 - Weekdays: 5:30 a.m. to 10:30 p.m.
 - Weekends: 7:00 a.m. to 10:30 p.m.
- \$3.25 rush hour/\$2.50 regular fare
 - Reduced fares for seniors, youth, people with disabilities
 - Accept all passes
- Free transfers for 2 1/2 hours
- Book ride via app or phone





metrotransit.org/network-now
metrotransit.org/micro

Thank you!

Roseville Public Works, Environment and Transportation Commission

Agenda Item

DATE: September 24, 2024

ITEM: 6.a.

ITEM DESCRIPTION: 2024 Recycling RFP Proposals Discussion

Background

In 2021, the City of Roseville entered into a three and a half year comprehensive recycling agreement with Eureka Recycling starting on January 1, 2022, and ending on June 30, 2025.

Staff initially discussed this topic and shared the Draft Request for Proposal (RFP) with the PWET Commission on November 28, 2023 to get feedback, and to determine what updates would be beneficial to have a robust and equitable RFP. The high-level updates to the RFP from the previous version were:

- Updated the Equity section.
- Adjusted the scoring table.
- Created new attachments that use specific questions to better compare respondents, and ensure the City is being provided the most helpful information for the RFP.
- Contract term will be 3 or 5 years.
- Reformatted the RFP and contract.

After review by the City Council in July 2024, City staff released a Request for Proposals and notified the known recycling contractors in the region and posted the RFP as required. The RFP asked respondents to provide prices based on several scenarios:

- City vs. contractor owned cart
- Weekly vs. every-other-week servicing
- 3 vs. 5-year term
- Revenue share vs. no revenue share

The RFP closed on Wednesday, September 11, and seven staff from the City have started the review process. The group includes four people from Public Works, one person from Administration, one person from Community Development and one person from Parks & Recreation.

Recommendation

Receive presentation from staff, allow public input, and provide a recommendation to the City Council on the options for the next Citywide Recycling Services Contract.

Attachments

1. Final Request for Proposal
2. PWETC Minutes November 28, 2023

Request for Proposals

Comprehensive Recycling Services



City of Roseville

2660 Civic Center Drive
Roseville, MN 55113

August 2024

Comprehensive Recycling Services

Prepared for
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Prepared by
Foth Infrastructure & Environment, LLC

August 2024

Scheduled Release Date:
August 2, 2024

Proposal Due Date:
September 11, 2024

Comprehensive Recycling Services

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Attachment

Attachment A Draft Contract and Exhibits

Forms

Form A	Proposal Content Checklist
Form B	Respondent Questionnaire
Form C	Certification of Binding Signature
Form D	Certification of Independent Proposal Pricing
Form E	Price Worksheet
Form F	Itemized Listing of Trucks and Other Collection Equipment
Form G	Acceptance of Draft Contract for Services
Form H	Acknowledgement of Receipt of 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 forms and exhibits, defines the service standards, specifications, and proposal requirements of the Comprehensive Recycling Program for the City.

For the purpose of this RFP, the City has identified 9,487 Residential Dwelling Units (RDUs), defined as stand-alone Single-Dwelling Units (SDUs), duplexes, triplexes, fourplexes, and townhomes. These units will be serviced “curbside” as RDUs, as specified herein. The City has identified 7,486 Multi-Dwelling Units (MDUs), as detailed in the draft Contract (Attachment A), which 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 to that of RDUs. There are 23 additional opt-in locations with a total of 44, 96-gallon carts. The program also currently includes 29 City Park locations and five City buildings as part of the recycling collection service as detailed in draft Contract (Attachment A).

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.
 - Efficient recycling of materials (local markets, highest and best use for material).
 - State-of-the-art collections at City Parks and other municipal facilities.
 - Effective multi-dwelling recycling.
- ◆ Resident and community engagement efforts, which include:
 - Voluntary expansion to business collection.
 - Effective, frequent education to 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.
 - Outreach using electronic communications, such as an effective website 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 City 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.
 - Local Material Recovery Facilities (MRF) locations and operations that are efficient and that minimize negative environmental impacts.

2. Equity and Inclusion

The City strongly values 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 the City's community aspirations. The inclusion and respect 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 is committed to taking tangible steps to normalize, organize, and operationalize equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

2.1 Equity

Equity is when race, color, creed, religion, national origin, gender, marital status, familial status, sexual orientation, age, income, and disability can no longer be used to predict success and outcomes for all groups are improved.

2.1.1 Goals

The City is dedicated to creating an inclusive community where the predictability of success is not based on color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability. To accomplish this goal, all City departments will prioritize equity in their planning, delivery, and evaluation of programs, policies, and services. The City is committed to taking tangible steps to normalize, organize, and implement equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

2.2 Working Conditions and Employment Structure

The City believes that all employees of its contractors should be treated with respect and provided with 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

The City has contracted for curbside recycling of SDUs, 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 RDUs 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 and high-density polyethylene plastic bottles, pizza boxes, and clothing and textiles.

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

Participation rates reported to the City by previous contractors 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 draft Contract Attachment A, Exhibit C for details.)

MDUs were added to the program in 2003. Currently there are 99 buildings with a total of 7,486 units in the program. All new MDUs are required to join the program. There are currently three new MDUs under development in the City, with approximately 300 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 five buildings with weekly service. In total, there are 23, 96-gallon carts, and two 4-cubic yard dumpsters to service at these locations (Exhibit D.2). 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 29 City Parks locations and 134 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.3). Other mutually agreed upon collections at parks can be added as needed.

The Contractor has historically been the owner of the recycling carts. The City has been researching owning their own carts and may be implementing cart ownership with this upcoming contract.

4. Request for Proposal 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	August 2
Questions and notification of intent submitted to City	August 16 by 4:00 p.m.
City answers to questions issued	August 28 by 4:00 p.m.
Proposals due to City	September 11 by 4:00 p.m.
Possible Interviews of finalists	September 18-27
Optional tour(s) of designated MRFs	September 23-27
City Council meeting to authorize Contract negotiations	October 7
Execution of Contract	October 21 (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 Ryan Johnson with questions or requests for more information by August 16. 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 interested in responding to this RFP shall notify the City in writing of their interest no later than 4:00 p.m., August 16, 2024, 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 via email to the Environmental Manager, Ryan Johnson, by no later than 4:00 p.m. on September 11, 2024, as follows:

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

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

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

4.1.1 Questions and Addenda

Respondents' questions, requests for clarification, or requests for more information about this RFP or process must be submitted no later than **4 p.m. on August 16, 2024**, 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 Respondents interested in responding to this RFP by **4:00 p.m. on August 28, 2024**.

4.2 Assumptions to be used for Proposals

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

- ◆ Annual recyclable tonnage collected curbside under the City contract = 3,000 tons per year.
- ◆ Annual recyclable tonnage collected at MDUs under the City contract = 550 tons per year.
- ◆ SDUs and other units that receive curbside service using curbside bins = 9,487 units.
- ◆ MDUs that will receive respective collection service = 7,486 housing units at 99 locations.
- ◆ Annual recyclable tonnage collected at City Parks = 8.5 tons per year.

4.3 Proposal Contents

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

4.4 Proposal Evaluation and Evaluation Criteria

4.4.1 Review Committee

The City will form a proposal review committee to review and analyze the details of the qualified submitted proposals. Finalists may be invited to interview with the review committee to be held September 18-27 (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 October 21, 2024, and collection operations under the new Contract will commence on July 1, 2025. Transition operations under the new Contract, such as cart switches and related public education, may occur prior to collection operations.

4.4.2 Evaluation Criteria

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	30%
How Well Proposal Meets Community Values:	
<i>Equity</i>	10%
<i>Other community values elements</i>	10%
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 40 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 **October 7, 2024**, City Council meeting.

4.5 Proposals May Be Rejected in Whole or Part

The City 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.
- ◆ 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 Request for Proposal 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. The respondent must also submit a written explanation of the basis for its conclusion that the identified data is not subject to disclosure under the Minnesota Government Data Practices Act. 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.

5. Description of Proposal Services

5.1 Proposal Scenarios

The Collection/Processing system identified by the City for purposes of this RFP is single-stream recycling. Respondents must complete the Proposal Price Worksheet (Form E), which is a continuation of the City's current level of service. To be responsive, the City requires proposed Recycling service prices for:

- ◆ Residential Dwelling Units and Multi-Dwelling Units
- ◆ City Buildings and Parks, and Opt-In;
- ◆ Three-year vs. five-year contract terms; and
- ◆ Contractor-owned Recycling carts vs. City-owned carts.

In addition, Respondents also may complete optional, alternate scenario price worksheets. Examples may include:

- ◆ Risk/Revenue Sharing Option; and
- ◆ Weekly collection from RDUs instead of the every-other-week (EOW) collection frequency in the base scenario

5.2 City Building and Park Facilities

The Contractor shall maintain carts and dumpsters for commingled Recyclable Materials collection service once per week at the City Buildings & Park Facilities listed in Attachment A Exhibit D. The carts and dumpsters shall be spotted at specific, City-designated locations.

5.3 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 RDU, 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. See Exhibit E Opt-in Recycling Program.

5.4 Zero Waste Events

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

- ◆ Earth Day Celebration (third Saturday in April).
- ◆ Juneteenth (mid-June)
- ◆ Taste of Rosefest (fourth Thursday in June).
- ◆ Run for the Roses (fourth Saturday in June).
- ◆ Wild Rice Festival (second Saturday in September).
- ◆ Tapped and Uncorked (mid/late 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.

Attachment A
Draft Contract and Exhibits

Attachment A – Draft Contract Comprehensive Recycling Services

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Contract Exhibits

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Exhibit B	Multi-Dwelling Unit 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

1 Definitions

Aluminum cans

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

Annual Work Plan

The Plan developed jointly by the City of Roseville (City) and Contractor that describes 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), 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

Environmental Manager Ryan Johnson

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.

Materials may be added to this list with written agreement of the Parties.

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

[INSERT NAME OF CONTRACTOR]

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.
[OR CITY OWNS CARTS]

Curbside Recycling Service

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

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 HDPE resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

HDPE – Natural

Plastic bottles and thermoforms made from HDPE 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-Dwelling Units (MDUs)

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

MDUs Recycling Containers

Recycling containers used for MDUs, including any bin, cart, dumpster, or other receptacle for temporary storage and collection of designated recyclables from residents in MDUs 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.

MDU Recycling Service

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

MDU Recycling Stations

The location of MDU recycling containers will be designated by the City and the Contractor and the MDU building owner. MDU 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 Residential Dwelling Units (RDUs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible RDUs 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 F.

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.

Residential Dwelling Unit (RDU)

RDUs include stand-alone Single-Dwelling Units (SDUs), duplexes, triplexes, fourplexes, and townhomes. These units will be serviced "curbside."

Respondent

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

Set-Out Rate

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

Single Dwelling Unit (SDU)

A standalone single dwelling that does not contain more than one unit.

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 as fully described herein and as described in Contractor's response to the Request for Proposals. For all RDUs, collection shall occur weekly or bi-weekly at the frequency of and on the day of the week designated in Exhibit A, "Recycling Zones Map." For MDUs with five or more units, collection may be weekly or bi-weekly.

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.
- ◆ 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.
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, this Contract, and in customer service. The Contractor shall ensure that all personnel maintain a courteous, professional, and positive attitude with the public and in the workplace. The Contractor shall notify employees working within the City of its policies to promote equity 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 inclusion and respect statement.
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, 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 overflow recyclable material, after the second or third consecutive collection, the Contractor shall place an additional 95-gallon cart at the residence at no additional cost.

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-Dwelling Units Collection

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 MDU 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.

MDUs shall receive service once a week, unless a two times per week frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week MDUs 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 City Facilities

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

1. Cedarholm Community Building – 2395 Hamline Avenue
2. City Hall – 2660 Civic Center Drive
3. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street
4. Lexington Shops – 2719 Lexington Avenue
5. Roseville Fire Station – 2701 Lexington Avenue
6. Roseville Maintenance Facility – 1140 Woodhill Drive
7. Roseville Skating Center – 2661 Civic Center Drive
8. Other mutually agreed upon City facilities

2.5.4 City Parks

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

- ◆ Earth Day Celebration (third Saturday in April).
- ◆ Juneteenth (mid-June)
- ◆ Taste of Rosefest (fourth Thursday in June).
- ◆ Run for the Roses (fourth Saturday in June).
- ◆ Wild Rice Festival (second Saturday in September).
- ◆ Tapped and Uncorked (mid/late 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 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 RDU, 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. See Exhibit E Opt-in Recycling Program.

2.5.7 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:

2.5.7.1 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.

2.5.7.2 Multi-Dwelling Units

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 agrees 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, Multi-Dwelling Unit Levels of Service.

2.9 Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7:00 a.m. and are completed by 7:00 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 7:00 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4:00 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 five 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 and Partial Dump Collection Policy and 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 11:00 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11:00 a.m. on a business day, the Contractor agrees to pick up that missed or partially dumped collection before 7:00 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 6:00 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 RDU or the owner or manager of a MDU 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 compensation against a City for such interference. The City 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.
10. Recycling cart inventory.

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.
4. A list of recycling carts distributed, repaired, or replaced.

3.3 Annual Report to Multi-Dwelling Units Owners

The City's Contractor shall provide an annual report by January 31 of each year to the MDU owners served by the City's Contractor. A copy of each report to the MDU 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 MDU served.
3. Number of dwelling units for each MDU.
4. Description of collection services made available to occupants, including number of MDU recycling stations, number of MDU 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 Equity and Inclusion 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 MDU complex recycling flyer to MDU 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 MDU owners, landlords, or other designated contact persons to post in common areas. All known plans and recommendations for MDU 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 MDU public education.

The Contractor must be able to provide public education material in multiple languages. At a minimum, the curbside program flyer and MDU flyer must be translated into non-English languages. At a minimum, these flyers shall be translated into selected Spanish, Hmong, Somali, and Karen. 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.

Annually the Contractor shall make available three tours of their Material Recovery Facility (MRF) throughout the year for the City. Tours would be for staff, City Council, Commissions, and/or others associated with 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 (30 days) before printing and release of any such literature.

3.7 Contractor's Customer Service Call Center Staff

The Contractor shall have customer service representatives on duty Monday through Friday from 7:00 a.m. to 5:00 p.m. 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 collected material. 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.
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 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 36 months from July 1, 2025, through June 30, 2028] or [a period of 60 months from July 1, 2025 through June 30, 2030]. The City has an option for up to two, one-year extensions.

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 2025, the City estimates that there are 9,434 curbside units that will receive service. By December 15 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-Dwelling Units Billing

Contractor will send an itemized bill for the number of pulls designated to receive service that month. For 2025, the City has estimated 6,574 MDUs 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 and is intended to be a reflection of the cost to the City to resolve such 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.

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 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 4 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 7:00 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 or deliver to residents in designated timeframe. – \$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 six 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 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

Contractor, and any subcontractor responsible for providing Services under this Contract shall maintain insurance coverage in the amounts shown below during the entire term of the Contract. Each Contractor and any subcontractor hired may combine the identified underlying coverage with umbrella or excess coverage to meet the minimum limits identified below. The City shall be named as an additional insured on each individual Contractor's commercial general liability, auto, and umbrella policies via blanket-form endorsement. Certificates of said insurance evidencing all of the coverages listed below, as well as evidence that the City has been named as an additional insured on the policies, shall be provided to the City by each Contractor before any work under this Contract may commence. Haulers shall not allow any subcontractor to commence work until all insurance has been obtained and certificates of insurance have been filed and accepted by the City. Each Contractor shall maintain a valid certificate of insurance referencing the limits included below on file with the City.

- A. Commercial General Liability.** Contractor shall maintain Commercial General Liability insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the Contract. Insurance minimum limits are as follows:

- 1) Per occurrence: \$2,000,000
- 2) Annual aggregate: \$4,000,000
- 3) Annual aggregate – Products/Completed Operations: \$2,000,000

The following coverage shall be included:

- 1) Premises and Operations Bodily Injury and Property Damage
- 2) Personal and Advertising Injury
- 3) Blanket Contractual Liability
- 4) Products and Completed Operations Liability

- B. Business Automotive Liability.** Contractor shall maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance, or use of autos which may arise from operations under this Contract, and in case any work is subcontracted the Contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance minimum limits are as follows:

- 1) Per occurrence Combined Single limit for Bodily Injury and Property Damage: \$2,000,000.
- 2) Coverage must include: Owned, Hired, and Non-owned Automobile.

- C. Workers Compensation.** Each Contractor shall provide Workers' Compensation insurance, as required by Minnesota Statutes, Section 176.181 for all its employees. If any work is subcontracted, the Contractor shall require each Subcontractor(s) to provide Workers' Compensation insurance in accordance with the statutory requirements, including Coverage B, Employer's Liability.

The Contractor shall also provide Employer's Liability Insurance with minimum limits as follows:

- 1) \$500,000 – Bodily Injury by Disease per employee
- 2) \$500,000 – Bodily Injury by Disease aggregate
- 3) \$500,000 – Bodily Injury by Accident

D. Additional Insurance Conditions.

- 1) The insurance policy(s) required under this Contract shall be primary and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of performance under this Contract.
- 2) The insurance policy(s), excluding worker's compensation and, if applicable umbrella, and Certificate(s) of Insurance required under this Contract shall contain a provision that coverage afforded under the policy(s) shall not be cancelled without at least 30 days advanced written notice to City, or 10 days for non-payment of premium. Words modifying the cancellation clause such as "endeavor to" provide notice will be unacceptable and must be stricken.
- 3) The insurance policy(s) required under this Contract shall include legal defense fees in addition to its liability policy limits.
- 4) The insurance policy(s) required under this Contract shall have an "AM BEST" rating of A- (minus); Financial Size Category VII or better and authorized to do business in the State of Minnesota.
- 5) Failure to maintain the insurance policy(s) required under this Contract that are not in compliance with the insurance requirements will constitute a material default. The City reserves all rights to pursue any legal remedies against any Contractor.
- 6) Contractor and its subcontractor(s), if any, shall furnish the certificates of insurance naming the City as an additional insured as required above prior to performing any duties on the Contractor's behalf.
- 7) It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the Contract.

6.2 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.

6.3 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, 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 ensure 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.

6.4 Compliance with Laws and 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.

6.5 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.

6.6 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.

6.7 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.

6.8 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.

6.9 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.

6.10 Retention of Records

Under Minn. Stat. § 16C.05, subd. 5, Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Contract.

6.11 Data Practices

Contractor acknowledges that all data provided, produced, or obtained under this Contract shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Contract.

6.12 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.

6.13 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.

6.14 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.

6.15 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.

6.16 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 Nothing in this section, or this Contract, shall be deemed a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes Chapter 466 or otherwise.

6.17 Performance and 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.

6.18 Subcontractor Payment

Pursuant to Minn. Stat. § 471.425, Contractor agrees to pay any Subcontractor within 10 days of the Contractor's receipt of payment from the city for undisputed services provided by the Subcontractor, unless otherwise agreed to by contract between the Contractor and a Subcontractor. The Contractor must pay interest of 1½ percent per month or any part of a month to the Subcontractor on any undisputed amount not paid on time to the Subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Contractor shall pay the actual penalty due to the Subcontractor. A Subcontractor who prevails in a civil action to collect interest penalties from a Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

6.19 Audit

All books, records, documents and accounting procedures and practices of the Contractor relevant to the Contract shall, pursuant to Minnesota Statutes, Section 16C.05, subdivision 5, be subject to examination at all times by the City and/or by the Legislative Auditor or State Auditor for a minimum of six years. The Contractor shall maintain such records for a minimum of six years after termination of the Contract.

6.20 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.

6.21 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.

6.22 Contract Conditions

- a) The Bond and Certificate of Insurance shall be provided when the Contract is executed.
- b) 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 the date set forth above.

CITY OF ROSEVILLE

[CONTRACTOR]

By: _____
Daniel J. Roe, Mayor

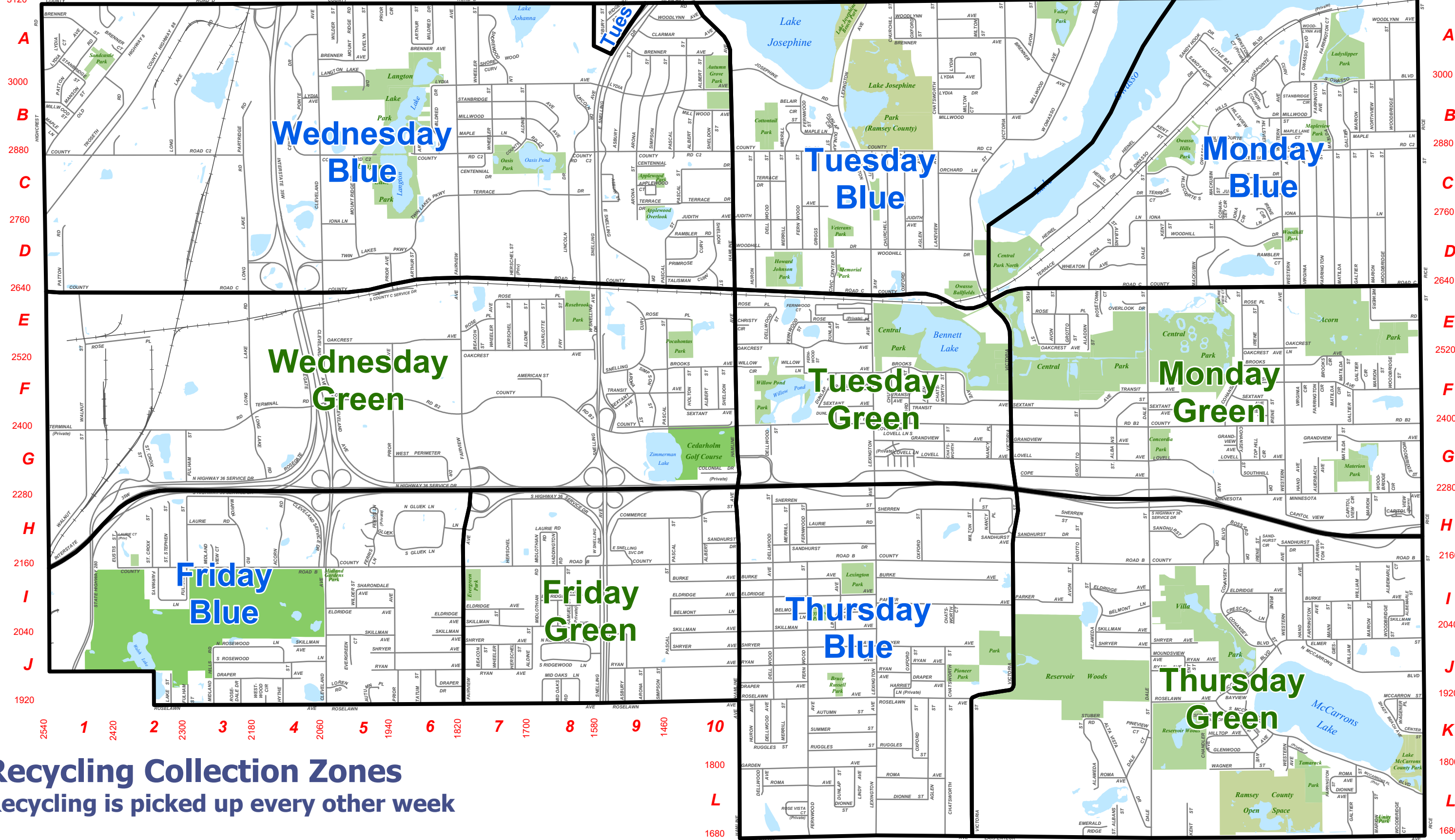
By: _____
Its: _____

By: _____
Patrick Trudgeon, City Manager

By: _____
Its: _____

Exhibit A
Recycling Zones Map

2540 1 2420 2 2300 3 2180 4 2060 5 1940 6 1820 7 1700 8 1580 9 1460 10 1340 11 1220 12 1100 13 980 14 860 15 740 16 620 17 500 18 380 19 260 20 140



Recycling Collection Zones

Recycling is picked up every other week



Prepared by: Engineering Department
1/26/2023

 Zones

Data Sources

- * Ramsey County GIS (1/4/2023)
- * 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.

0 700 1000 2000 3000 Feet

RecyclingZones



Unit	Cart (Gallon)			Cart Totals	Dumpster (CY)		Dumpster Totals
	35	64	96		2	4	
SUD	714	7,147	2,600	10,461	0	0	0
MUD	0	0	533	533	83	10	93
Municipal Buildings	0	0	22	22	0	2	2
Municipal Parks	0	39	95	134	0	0	0
Opt-in	0	6	38	44	0	0	0
Totals	714	7,192	3,288	11,194	83	12	95

Service Stops per Recycling Zone							
Day	SUD	MUD*	Municipal Buildings*	Municipal Parks**	Opt-in**	Total	Code
Monday Blue	1,612	27	0	3	1	1,643	MoRsvBL
Monday Green	1,299	32	0	85	0	1,416	MoRsvGr
Tuesday Blue	1,143	58	23	5	1	1,230	TuRsvBL
Tuesday Green	601	31	0	0	10	642	TuRsvGr
Wednesday Blue	1,252	163	0	15	2	1,432	WeRsvBL
Wednesday Green	454	24	1	8	8	495	WeRsvGr
Thursday Blue	1,506	100	0	6	9	1,621	ThRsvBL
Thursday Green	1,186	70	0	4	5	1,265	ThRsvGR
Friday Blue	757	23	0	1	5	786	FrRsvBL
Friday Green	651	98	0	7	3	759	FrRsvGr
Totals	10,461	626	24	134	44	11,289	
*Weekly pickup or 2x per week							
**Every other week or weekly							

Exhibit B
Multi-Dwelling Unit Levels of Service

Facility	Address	Street	City	State	Zip	Service Day	Service Zone	Service Day	Service Code	Cart (Gallon)	CY Dumpster		Notes
										96	2	4	
2447 Cty Rd B Apts	2447	County Rd B	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	4			
Midland Grove Condos	2200	Midland Grove Rd	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	2	11		
2180 Haddington Apts	2180	Haddington Rd	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	3			
1634 Cty Rd B Apts	1634	County Rd B	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
Rose Park Commons Apts	1610	County Rd B	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
2096 Fry Townhomes	2086	Samuel St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	7			
1634 Eldridge Apts	1634	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
Skillman Villas Apts	1629	Skillman Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	3			
1624 Eldridge Apts	1624	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
1614 Eldridge Apts	1614	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
1635 Eldridge Apts	1635	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
1625 Eldridge Apts	1625	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
1615 Eldridge Apts	1615	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
Rose Place Estates Apts (2128 / 2136 Fry)	2128	Fry St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
Rosewood Village Condos	1630	Highway 36 W	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	16		1	
Sienna Green Apts	2275	Snelling Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	10			
2125 / 2133 Pascal Apts	2125	Pascal St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
Rose Mall Apts	2201	Albert St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	28			
1363 Cty Rd B Apts	1363	County Rd B	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
Dellwood Condos	1725	Dellwood Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Rose Vista Apts	1222	Rose Vista Ct	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	17			
Roseville Terrace Apts (1760 Fernwood / 1759 Dunlap)	1759	Dunlap St N	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
1144 Dionne Apts	1144	Dionne St	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Lexington Twin Apts	1890	Lexington Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	5			
Lexlawn Apts (1943 Lexington / 1125 Roselawn)	1125	Roselawn Ave W	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Lexington Court Apts (2192 / 2204 Lexington)	2204	Lexington Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	8			
Dale Terrace Apts	720	County Rd B	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	7			
Rosehill Estates Apts	591	County Rd B	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	6			
Parkview Manor Apts	2202	Dale St N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	6			
Heritage Place Apts	563	County Rd B W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	10	1		
Villa Park Community Condos	500	County Rd B	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	5	1		
Roseville Arms Condos	160	Elmer St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	4			
161 McCarron Apts	161	McCarron St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	2			
Lar Dale Apts	655	Larpenteur Ave W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	2			
Roseville Seniors Apts	1045	Larpenteur Ave W	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	21		1	
Riviera Apts West (925 / 965 Hwy 36)	925	Highway 36 W	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	14			
Kari Dale Apts	2355	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	8			
Hillsborough Manor Apts	2335	Woodbridge St	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr		9		
161 Minnesota Apts	161	Minnesota Ave	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	4			
Ramsey Square Condos	2700	Dale St N	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl		8		
South Oaks Apts	1080	County Rd D W	Roseville	MN	55126	Weekly	Blue	Tuesday	TuRsvBl	3			
Bona Venture Apts	3090	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5			

Lake Josephine Condos	3076	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5			
Parkview Estates Condos	2670	Oxford St	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl		4		
Hamline Terrace Apts	1360	Terrace Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	6	3		
Terrace Park Apts	1420	Terrace Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
Centennial Gardens Apts (1420 Centennial / 2825 Pascal)	2825	Pascal St N	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	14			
Applewood Pointe Condos of RSV	1480	Applewood Ct	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	28			
Lydia Rose Apts	2980	Snelling Dr E	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	9	2		
Ramseyer Hall - Uni of Northwestern	1610	Lydia Ave	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	4			
Coventry Apts	2820	Snelling Ave	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	14			
2610 Snelling Curve Apts	2610	Snelling Curve	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	4			
Rosepointe Apts	2545	Hamline Ave N	Roseville	MN	55113	2x Per Week	Green	Wednesday	WeRsvGr	15	3		
Rose 8 Estates Apts	3050	Old Highway 8	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	8			
Talia Place Apts	3020	Old Highway 8	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
2950 Highcrest Rd Apts	2950	Highcrest Rd	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	8			
Executive Manor Condos	3153	Old Highway 8	Roseville	MN	55418	Weekly	Blue	Wednesday	WeRsvBl		4		
Hamline House Condos	2800	Hamline Ave	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	4	4		
Sun Place Apts	1721	Marion St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	6			
Roselawn Village Apts	1074	Roselawn Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Palisades Apts	570	Sandhurst Dr W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr		10		
Rosetree Apts	655	Highway 36	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	4	2		
Rosedale Estates Apts South	2735	Rice St	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	6	2		
Sunrise of Roseville Apts	2555	Snelling Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr		2		
Roseville Commons Condos	2496	County Rd C2 W	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
Victoria Place Apts	2250	Victoria St N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	2	2		
New Perspective Apts RSV	2750	Victoria St	Roseville	MN	55113	2x Per Week	Green	Thursday	ThRsvGr	2	1		
2775 Lexington Ave N Apts	2775	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	8		2	
Aquarius Apts	2425	County Rd C2	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	12			
Roseville Estates MHP	2599	Lexington Ave	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	14			
Eagle Crest Senior Apts	2925	Lincoln Dr	Roseville	MN	55113	2x Per Week	Blue	Wednesday	WeRsvBl	7	4		
Parkview Terrace Condos	2690	Oxford St	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	14			
Riviera Apts East	885	Highway 36 W	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	2	1		
Rosedale Estates Apts North	2835	Rice St	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	9	2		
Greenhouse Village Condos	1021	Larpenteur Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	28			
Villas at Midland Hills Condos	1940	Fulham St	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	5	1		
Roseville Townhomes	3085	Old Highway 8	Roseville	MN	55418	Weekly	Blue	Wednesday	WeRsvBl	13			
Applewood Pointe Condos at Langton Lake	1996	Langton Lake Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	6	2		
Cherrywood Pointe Apts at Cleveland	2996	Cleveland Ave N	Roseville	MN	55113	2x Per Week	Blue	Wednesday	WeRsvBl	3	1		
McCarrons Lake Condos	185	McCarrons Blvd N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr		3		
Suite Living Apts	197	County Rd B2 W	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	5			
Cherrywood Pointe Apts at Lexington	2680	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	3		4	
Applewood Pointe at Central Park	2665	Victoria St N	Roseville	MN	55113	2x Per Week	Blue	Tuesday	TuRsvBl			2	
Edison Apts. Phase I	3110	Old Highway 8	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Roseville Senior Living	2600	Dale St N	Roseville	MN	55113		Green	Monday	MoRsvGr				TBD
The Pointe at Lexington	2650	Lexington Ave N	Roseville	MN	55113		Blue	Tuesday	WeRsvBl				TBD

Isaac	2740	Fairview Ave N	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Twin Lakes Station - The Oasis	1743	County Rd C W	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Owasso Gardens	161	South Owasso Blvd W	Roseville	MN	55113		Blue	Monday	MoRsvBl				TBD
Edison Apts. Phase II	3110	Old Highway 8	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Twin Lakes Station - The Harbor	1744	County Rd C W	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD

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Exhibit C
Annual Tonnages and Composition Chart

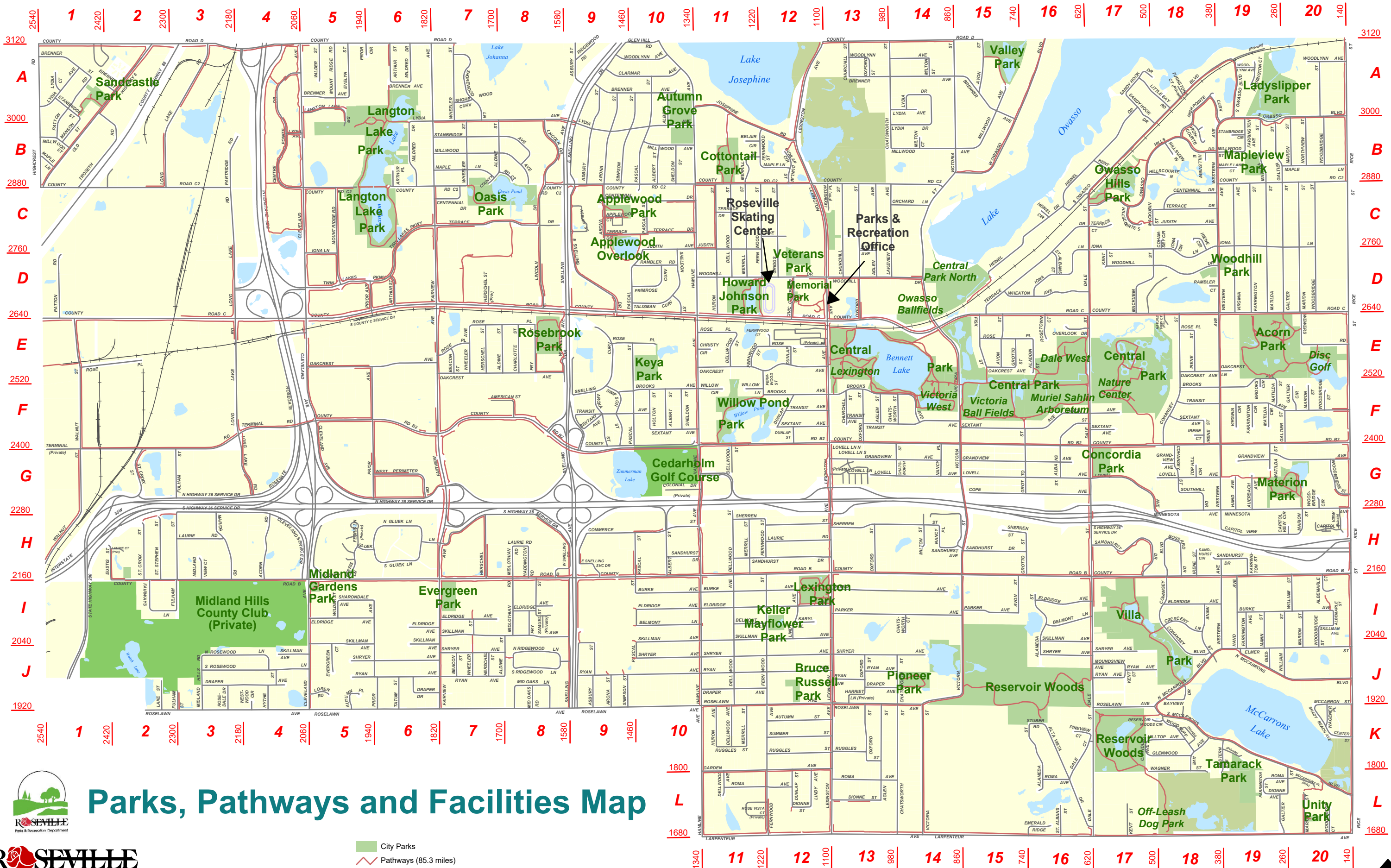
Year	2006	2007	2008	2009	2010	2011	2012	2013	2014
Total Annual Tons	3,441	3,681	3,556	3,281	3,322	3,244	3,173	3,225	3,212
Type of Material									
Papers	% of Total Tonnage								
News Mix	63.98%	56.46%	66.00%	61.65%	59.68%	51.53%	56.86%	54.40%	56.27%
Cardboard	6.71%	13.23%	4.50%	5.48%	7.34%	10.33%	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%

	2015	2016	2017
Total Annual Tons	3,305	3,320	3,262
SUD	2,691	2,716	2,675
MUD	614	603	587
Single Sort Composition	% of Total Tonnage		
News Mix	54.08%	54.08%	51.04%
Cardboard	7.35%	7.35%	12.80%
Mixed Paper	4.38%	4.38%	4.14%
Carrier Stock	0.74%	0.74%	0.00%
Phone Books	0.00%	0.00%	0.00%
Textiles	0.16%	0.16%	0.23%
Aluminum Cans	0.98%	0.98%	1.04%
Steel Cans	2.12%	2.12%	1.39%
HDPE NAT	1.12%	1.12%	0.92%
HDPE Col	1.00%	1.00%	0.74%
PET	3.11%	3.11%	3.37%
Tubs & Lids	0.66%	0.66%	0.21%
Thermoform	0.20%	0.20%	0.00%
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%

Year		2018	2019	2020	2021
Total Annual Tons		3,188	3,102	3,071	2,386
SUD		2,618	2,502	2,502	551
MUD		570	600	569	2,937
Single Sort Composition	% of Total Tonnage				
News Mix		38.60%	32.42%	31.72%	29.83%
Cardboard		11.87%	13.35%	14.00%	16.27%
Mixed Paper		12.31%	16.54%	16.76%	16.91%
Textiles		0.01%	0.01%	0.01%	0.00%
Aluminum Cans		1.13%	1.84%	1.94%	2.27%
Steel Cans		2.16%	1.61%	1.69%	1.98%
HDPE NAT		1.06%	0.81%	0.84%	0.96%
HDPE Col		0.59%	0.75%	0.76%	0.84%
PET		3.93%	4.39%	4.49%	4.96%
Tubs & Lids		0.20%	0.65%	0.66%	0.61%
Mix Glass		20.25%	19.81%	19.04%	16.41%
Milk Cartons/Juice Boxes		0.24%	0.20%	0.25%	0.37%
Residual		7.65%	7.61%	7.83%	8.59%

Year		2022	2023
Total Annual Tons		2,193	2,099
SUD		536	479
MUD		2,729	2,578
Single Sort Composition	% of Total Tonnage		
News Mix		29.76%	0.2976
Cardboard		15.81%	0.1581
Mixed Paper		17.37%	0.1737
Aluminum Cans		2.23%	0.0223
Steel Cans		1.91%	0.0191
HDPE NAT		0.94%	0.0094
HDPE Col		0.80%	0.008
PET		4.79%	0.0479
Tubs and Lids		0.68%	0.0068
Mix Glass		16.91%	0.1691
Milk Cartons/Juice Boxes		0.38%	0.0038
Residual		8.44%	0.0844

Exhibit D
City Buildings and Parks Recycling

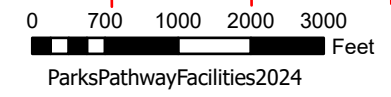


Parks, Pathways and Facilities Map

 City Parks
 Pathways (85.3 miles)

Data Sources
* Ramsey County GIS (1/4/2024)
* 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 651-762-7075. 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.



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

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	
Keya	2540 Pascal St	E:10	
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	
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 Road 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			

Facility	Address	Street Name	City	State	Zip	Service	Zone	Day	Service Zone	Cart (Gallon)	Dumpster (CY)	Notes
										96	4	
Cedarholm Golf Course (Roseville)	2323	Hamline Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	1		
Roseville Skating Center	2661	Civic Center Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	6	1	
Roseville City Hall	2660	Civic Center Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	9		
Roseville Public Works Garage	1140	Woodhill Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5	1	
Roseville Fire Station	2701	Lexington Ave	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	2		
										23	2	

Facility	Address	Street	City	State	Zip	Service Day	Service Zone	Service Day	Service Code	Route	Cart (Gallon)		Notes
											64	96	
Central Park Victoria Ballfields	2490	Victoria St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		11	
Acorn Park	286	County Rd C W	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		4	
Concordia Park	2394	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		2	
Central Park Dale East (Nature Center / Wildlife Rehab. Center)	2530	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		22	
Central Park Dale West (Arboretum/Athletic Complex)	2525	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	2		
Central Park Lexington	2540	Lexington Ave N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	18		
Central Park Victoria	2495	Victoria St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	9		
FOR Parks Shelter	2555	Dale St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Foundation Shelter	2495	Victoria St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Jaycees Shelter	2540	Lexington Ave N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Langton Lake Park West	1894	County Rd C2 W	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	Multi		3	
Lexington Park	2131	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	Multi	4		
Lions Shelter	2527	Victoria St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Central Park Victoria Ballfields	2490	Victoria St N	Roseville	MN	55113	EOW	Green	Monday	MoRsvGr	Curbside	1		
Autumn Grove Park	1365	Lydia Ave W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		6	
Bruce Russell Park	1175	Roselawn Ave W	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside		2	
Evergreen Park	1810	County Rd B W	Roseville	MN	55113	EOW	Green	Friday	FrRsvGR	Curbside	5	2	
Howard Johnson Park	1260	Woodhill Dr	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		2	
Keller Mayflower Park	2070	Fernwood St	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside		1	
Langton Lake Park East	1894	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		1	
Mapleview Park	2917	Matilda St	Roseville	MN	55113	EOW	Blue	Monday	MoRsvBl	Curbside		2	
Oasis Park	1700	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		2	
Owasso Ballfields	2659	Victoria St N	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		2	
Owasso Hills Park	593	Owasso Hills Dr	Roseville	MN	55113	EOW	Blue	Monday	MoRsvBL	Curbside		1	
Pocohontas Park	2540	Pascal St	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside		2	
Rosebrook Park	2590	Fry St	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside		6	
Sandcastle Park	3060	Patton Rd	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		3	
Veterans Park	1135	Woodhill Dr	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		1	
Villa Park	2055	Cohansey Blvd	Roseville	MN	55113	EOW	Green	Thursday	ThRsvGR	Curbside		4	

3995



Municipal Parks Recycling Acorn Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

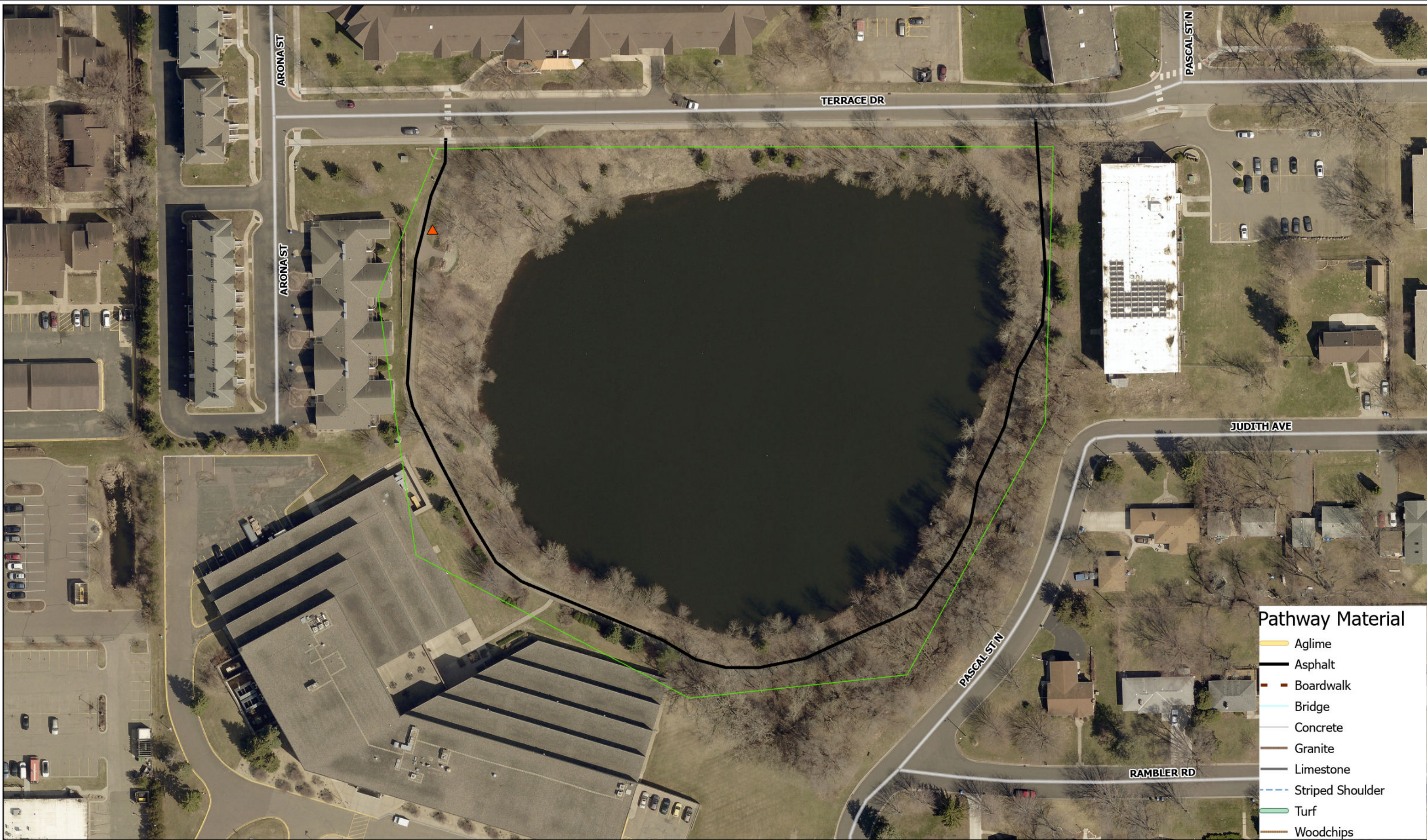
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0 80 160 320 US Feet

ParksRecycling_2024

1





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Applewood Overlook

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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- * City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

2





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Applewood Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
 * Ramsey County GIS (6/7/2022)
 * City of Roseville Community Development
 * City of Roseville Finance Department

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ParksRecycling_2024

3





Municipal Parks Recycling Autumn Grove Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

- Ramsey County GIS (6/7/2022)
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- City of Roseville Finance Department

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ParksRecycling_2024

4





Municipal Parks Recycling B-Dale Fields

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

5





Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips



Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling
Bruce Russell Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

6





Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- - - Striped Shoulder
- Turf
- Woodchips



Prepared by: Engineering Department
6/24/2024

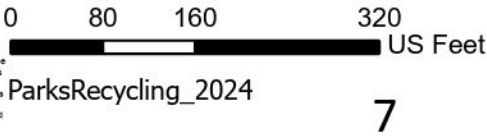
Municipal Parks Recycling Central Park- Arboretum

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Dale West

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
 * Ramsey County GIS (6/7/2022)
 * City of Roseville Community Development
 * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

8





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Lexington

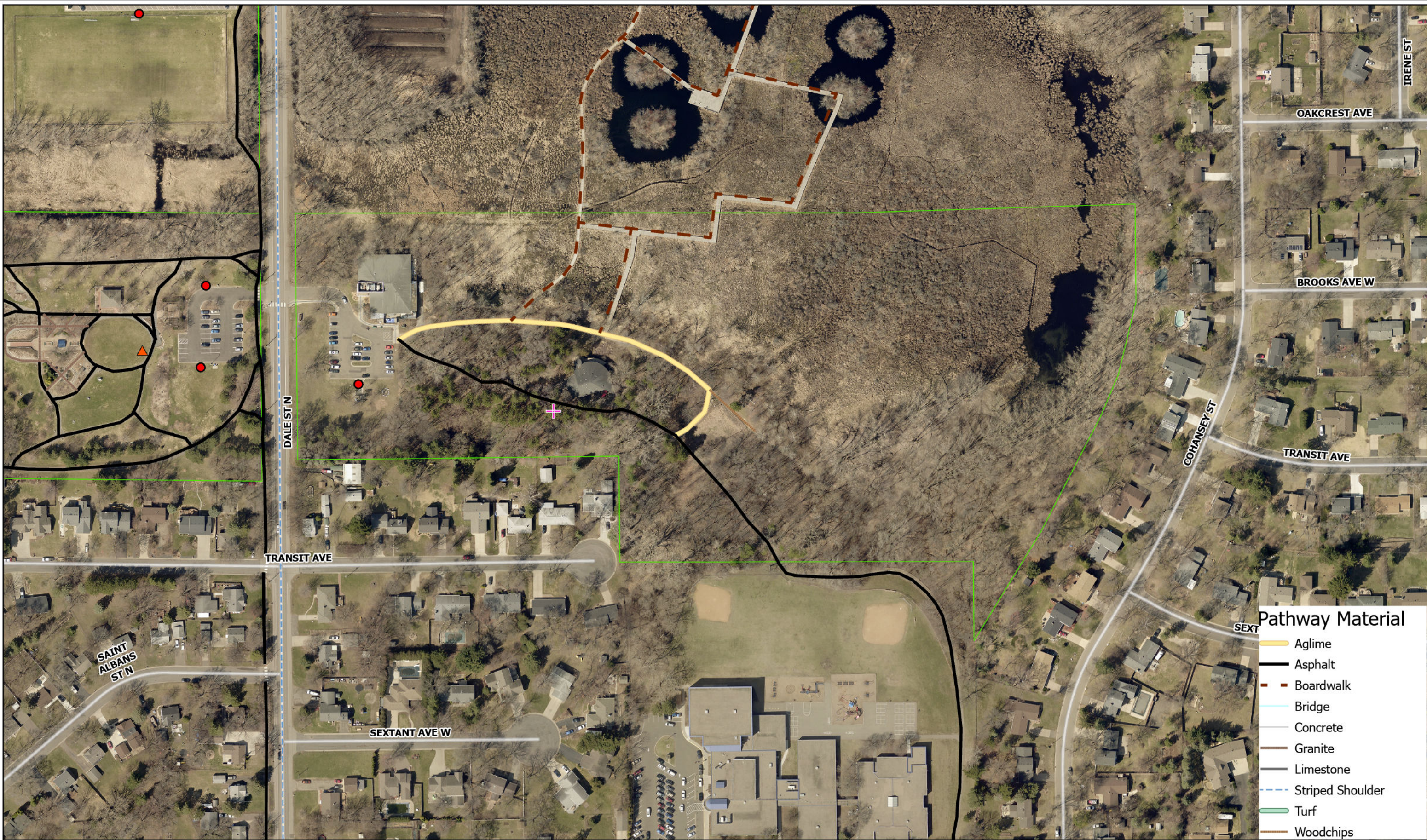
Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
 * Ramsey County GIS (6/7/2022)
 * City of Roseville Community Development
 * City of Roseville Finance Department

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Prepared by: Engineering Department
6/24/2024

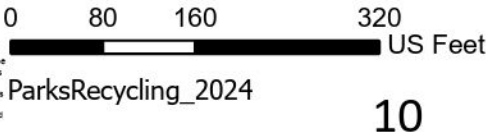
Municipal Parks Recycling Central Park - Nature Center

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
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 * City of Roseville Finance Department

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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Victoria Ballfi

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

11





Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
 * Ramsey County GIS (6/7/2022)
 * City of Roseville Community Development
 * City of Roseville Finance Department

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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park North

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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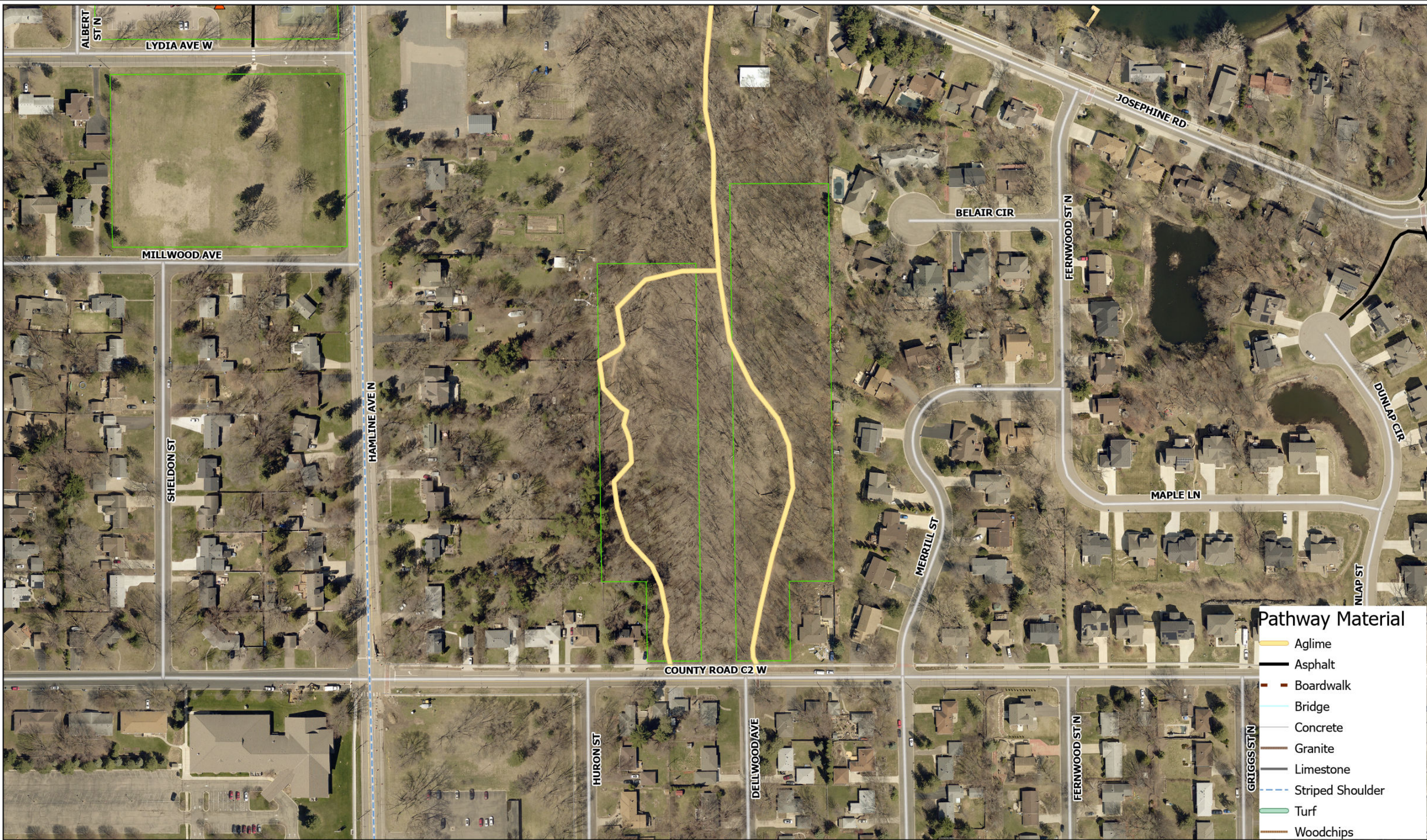
0 80 160 320 US Feet

ParksRecycling_2024

13







Pathway Material

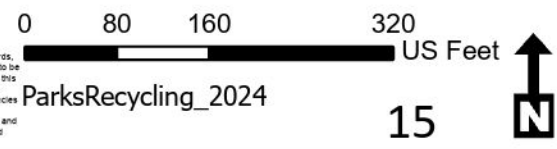
- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- - - Striped Shoulder
- Turf
- Woodchips

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
 * Ramsey County GIS (6/7/2022)
 * City of Roseville Community Development
 * City of Roseville Finance Department

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Municipal Parks Recycling Evergreen Park - Leased

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

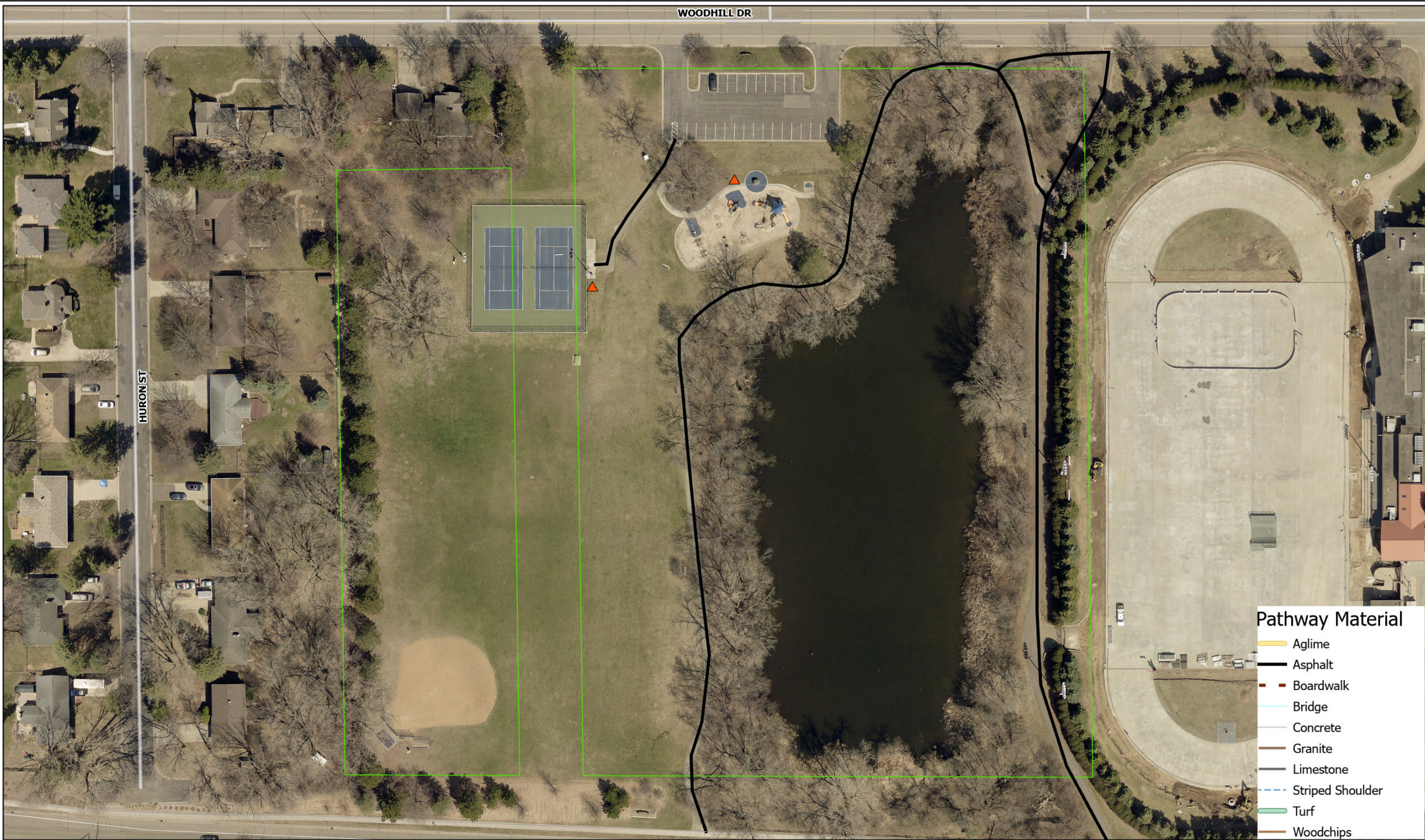
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0 40 80 160 US Feet

ParksRecycling_2024

16





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Howard Johnson Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

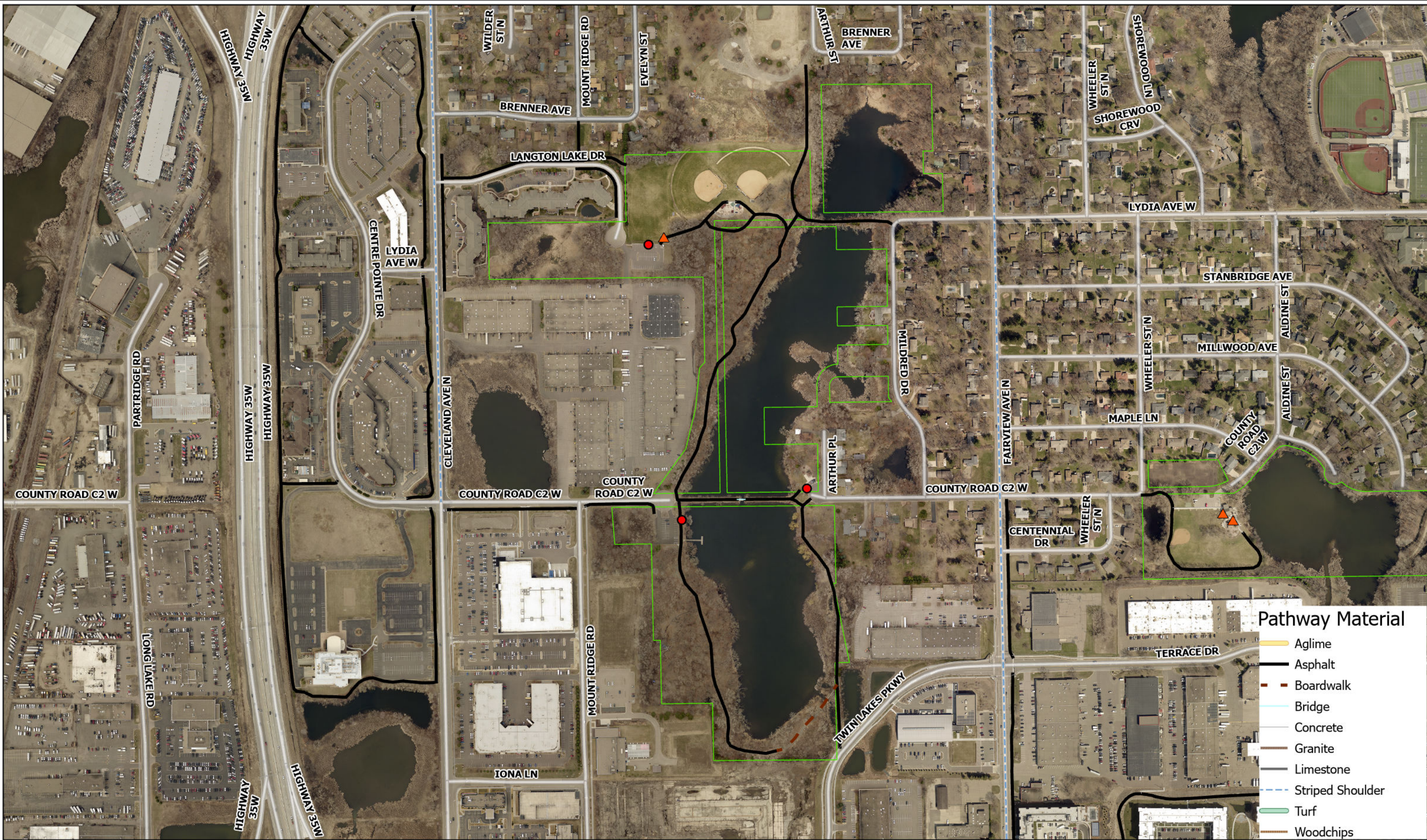
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0 40 80 160 US Feet

ParksRecycling_2024

17





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Langton Lake Park

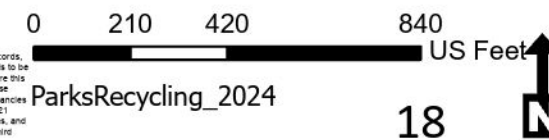
Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Lexington Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
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* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

19





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Mapleview Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
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- * City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

20





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Materion Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
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* City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

21





Municipal Parks Recycling Mayflower Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

22





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Oasis Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 80 160 320 US Feet
ParksRecycling_2024

23





- Pathway Material**
- Aglime
 - Asphalt
 - Boardwalk
 - Bridge
 - Concrete
 - Granite
 - Limestone
 - Striped Shoulder
 - Turf
 - Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
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* City of Roseville Finance Department

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- Pathway Material**
- Aglime
 - Asphalt
 - Boardwalk
 - Bridge
 - Concrete
 - Granite
 - Limestone
 - Striped Shoulder
 - Turf
 - Woodchips



Municipal Parks Recycling
Owasso Hills Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

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- * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

25





Municipal Parks Recycling Pioneer Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 40 80 160
US Feet

ParksRecycling_2024

26





Municipal Parks Recycling Pocahontas Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

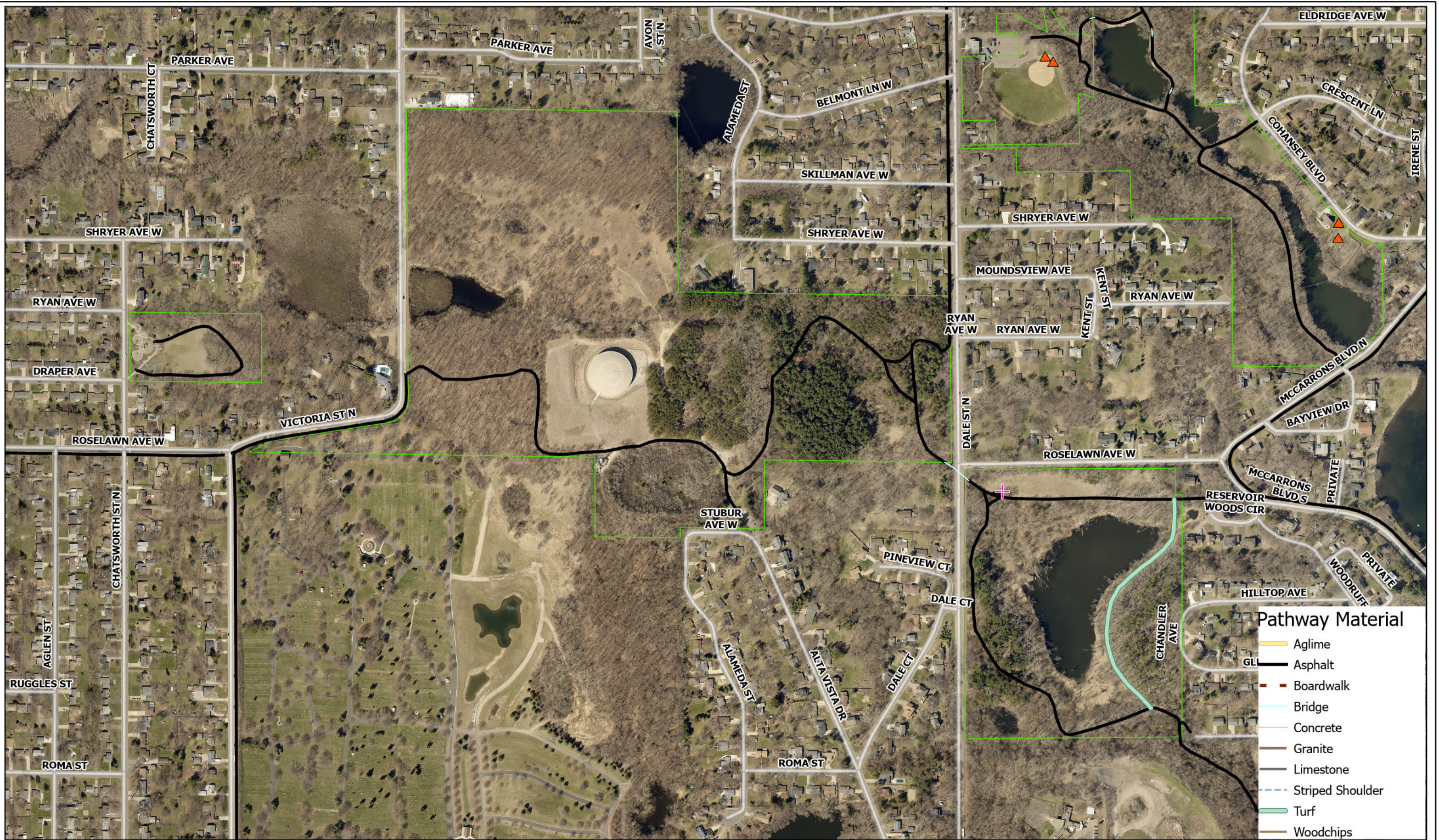
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ParksRecycling_2024

27





Municipal Parks Recycling Reservoir Woods - Leased

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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- * City of Roseville Finance Department

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Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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ParksRecycling_2024



Municipal Parks Recycling
Rosebrook Park

Prepared by: Engineering Department
6/24/2024



Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Sandcastle Park

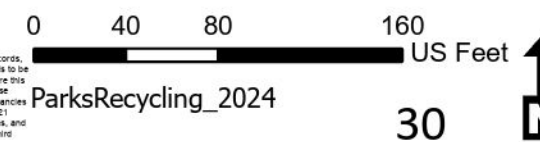
Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Tamarack Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

31





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Valley Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

32





Municipal Parks Recycling Veterans Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

DISCLAIMER:
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0 40 80 160 US Feet

ParksRecycling_2024

33





Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips



Municipal Parks Recycling
Villa Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 125 250 500 US Feet

ParksRecycling_2024

34





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Willow Pond Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

- Ramsey County GIS (6/7/2022)
- City of Roseville Community Development
- City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

35



Exhibit E
List of Current Opt-in Program Establishments

Facility	Address	Street	City	State	Zip	Service Day	Service Zone	Service Day	Service Code	Route	Cart (Gallon)	Notes
											96	
My Salon	1721	County Rd B2 W	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	Multi	1	
Lake Josephine Family Dental	2960	Snelling Ave N	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	Multi	1	
CO Lynch Enterprises	2655	Fairview Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	Multi	2	
Angela Larson Real Estate	1705	Marion St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	Multi	2	
Roselawn Cemetery	803	Larpenteur Ave W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	Multi	2	
Lutheran Church of the Resurrection	3115	Victoria St	Roseville	MN	55126	EOW	Blue	Tuesday	TuRsvBL	Curbside	1	
St Christopher's Episcopal Church	2300	Hamline Ave N	Roseville	MN	55113	EOW	Green	Tuesday	TuRsvGr	Curbside	1	
Prince of Peace Church	2561	Victoria St N	Roseville	MN	55113	EOW	Green	Tuesday	TuRsvGr	Curbside	6	
St Michael's Church	1660	County Rd B W	Roseville	MN	55113	EOW	Green	Friday	FrRsvGR	Curbside	3	
Galilee Church	145	Mccarrons Blvd North	Roseville	MN	55113	EOW	Green	Thursday	ThRsvGR	Curbside	1	
Centennial Methodist Church	1524	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside	1	
Real Life Church	2353	Chatsworth St N	Roseville	MN	55413	EOW	Green	Tuesday	TuRsvGr	Curbside	2	
St Rose of Lima Church	2048	Hamline Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Ingbretson Chiropractic	2201	Lexington Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Hamline Construction Company	1901	Oakcrest Ave	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside	3	
Mark-It Graphics	2340	Lexington Ave N	Roseville	MN	55113	EOW	Green	Tuesday	TuRsvGr	Curbside	1	
Bethany Baptist Church	2025	Skillman Ave W	Roseville	MN	55113	EOW	Blue	Friday	FrRsvBL	Curbside	1	
New Life Church	965	Larpenteur Ave W	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Astound Video	2167	Lexington Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Pet Care Partners	1700	Hamline Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	1	
Davis Lock And Safe	3113	Fairview Ave N	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside	1	
Kelly Enterprise	1920	Oakcrest Ave	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside	2	
Rose Hill Alliance Church	2105	Roselawn Ave W	Roseville	MN	55113	EOW	Blue	Friday	FrRsvBL	Curbside	4	

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)

(*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
- ◆ Clothes and Textiles
- ◆ 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

Forms

City of Roseville
RFP for Recycling Services

PROPOSAL FORMS:
REQUEST FOR PROPOSAL FORMS A THROUGH H

Instructions:

Please use this Word document to enter your responses to the RFP questions. When you're done, please print and sign the final forms for submittal with your proposal and submit an electronic copy via email. The electronic proposal file must be in a PDF format.

You may also print out this document, fill in your numeric answers by hand, attach additional sheets for typed narrative answers, sign the forms, and upload electronically to submit via email. All forms completed manually must be clear and legible.

Form A: Proposal Content Checklist

Instructions: Please check off the forms and other proposal sections to assure that your proposal is complete and all forms are signed. Respondents must prepare submissions that follow the order as shown below, attachment titles to be consistent, and sequence specified in this RFP:

- ☐ Proposal Cover Letter
- ☐ Form A: Proposal Content Checklist
- ☐ Form B: Respondent Questionnaire (including references)
- ☐ Form C: Certification of Binding Signature
- ☐ Form D: Certification of Independent Proposal Pricing
- ☐ Form E: Price Worksheet
- ☐ Form F: Itemized Listing of Trucks and Other Collection Equipment
- ☐ Form G: Acceptance of Draft Contract for Services
- ☐ Form H: Acknowledgement of Receipt of Addenda

Form B: Respondent Questionnaire

Instructions: Please use this form and attach additional pages as may be necessary to properly respond to each of the following questions. The word "Company" as used below includes partnerships, corporations, and/or sole proprietorships. **Note:** *If this is a teaming arrangement, please list all team members providing: organization name, contact person, address, telephone number, email, website.*

General Contact Information:

Name of Company

Proposing:

Address:

Telephone:

Email:

Website:

Name of contact person:

Type of organization:

(e.g., corporation, joint venture,

partnership, individual)

Is this a "Team" proposal? ☐ Yes ☐ No

If yes, please list the name of the other organizations proposing as a part of your Team.

(A letter of intent to intent to team should be included from each organization.)

1.

2.

3.

References: Provide on separate page(s) three collection service references. Include: the name of the municipality or other government agency, number of households served, contract structure between the organization and current status, type of materials collected, summary of service level (e.g., weekly or EOW curbside recycling in carts, etc.).

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

Qualifications Questionnaire

General Management

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

Financial Stability and Strength

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

Recyclables Collection Experience

List other communities in Minnesota for which you provide contracted services for single-stream recycling, the length of time you have provided those services, and the number of customers in each contract. Describe your experience with collections from residential, single-dwelling units (SDUs) and multi-dwelling units (MDUs).

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.).

MRF Residuals History

List the process residuals rate for similar residential curbside recyclables collected for the past three years, even if the materials recovery facility (MRF) is owned or operated by another company. Identify the name and location of each MRF and the residual rate (percent of total incoming curbside residential recyclables).

Measurement of Contaminants as Collected

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

Measurement of Participation

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

Recyclables Marketing Plan

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

Business Information

Complete this Section for the Proposer and, if applicable, each member of a Teaming arrangement.

Within the past five (5) years, has the Company submitting this proposal failed to complete a contract? ☐ Yes ☐ No

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

Within the past five (5) years has the Company submitting this proposal or any facility or property owned or operated by this Company failed to perform any of its contract obligations with any municipality, county or other public entity? ☐ Yes ☐ No

If so, state the nature of the failure.

Within the last five (5) years, has the Company submitting this proposal, or any facility or property owned or operated by your Company ever been the subject of administrative or judicial action for alleged violation of the conditions of a permit issued by a governmental entity; or alleged violations of environmental, zoning, or public health laws or regulations? ☐ Yes ☐ No

If so, state the details and disposition.

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

If so, list these lawsuits.

Proposal Description

Provide a clear summary of your proposed recycling services operations including explicit deviations from the specifications within this RFP packet. Describe any expectations for City responsibilities not specified in this RFP packet.

Safety Plans and Records

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

Summarize your safety plans for MRF operations (if you own your own MRF) and truck unloading procedures at the MRF.

Have you had any OSHA – reportable accidents within the past three years in Minnesota? ☐ Yes ☐ No If so, please summarize.

Cart Management Plan

Either the City or the Contractor will own the Recycling carts by the start of this contract.

If the City owns the carts, the selected cart vendor will assist with delivery and distribution. The selected Contractor will then assist the City with cart inventory, size switches, repairs, maintenance, education labeling, warranty work, etc. Please describe how you will manage these tasks for the City.

If the Contractor owns the carts please describe your plan for distribution of carts prior to the start of the contract, and cart management throughout the contract.

Contract 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.

Proposed Additional Recyclable Materials

Do you plan to collect and recycle any additional Recyclable Materials other than the minimum items listed in Attachment A, 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. *(Note that you may request end market information be held as confidential under the Minnesota Government Data Practices Act procedures and standards.)*

Proposed Destination of All Materials

In addition to the list of end markets for traditional recyclables, describe the ultimate processing or disposal facilities for all other materials to be collected as a part of this contract (e.g., recyclable items from the cleanup events such as appliances, C&D materials, electronics, etc.).

Proposed Zero Waste Events Support

Describe your proposed operations for supporting collections from the City's Zero Waste Events as listed in Attachment A Section 2.5.5 as part of your Proposal (minimum requirements). Subcontracting shall be allowed and encouraged if necessary to provide the full spectrum of required services. Alternate proposals with additional added value services (e.g., enhanced reuse and/or recycling at events) are encouraged but not required.

Public Education

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

The Contractor will be responsible for publishing and dispersing an annual public education flyer to all residents. Does your company put together educational materials for other cities? ☐ Yes ☐ No

If yes, please attach an example of one such educational flyer from another community.

Describe how you will disperse the flyer and how you will address multiple language translations as listed in Attachment A Section 2.6

Does your Company use "education tags" that are left by your collection crews at the time material is left behind? ☐ Yes ☐ No

If yes, please attach an example of one such education tag from another community.

Describe your proposal to improve participation in low participation communities including MDUs.

How do you propose educating individual residents in households who do not participate in curbside Recycling to improve Recycling participation?

What forms of electronic communication and public education are you proposing to use to help educate Roseville residents and businesses?

Do you offer a Recycling app for residents to receive customized Recycling messages sent to their smart phone or other mobile device.

☐ 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.

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?

What other public education efforts have you used successfully in the past which are directly relevant to this scope of service?

What are your plans for additional public education efforts?

How do you propose establishing lists and then targeting residents for customized public education who do not participate in curbside recycling?

What are your plans for providing public education in multiple languages (appropriate to the demographics of Roseville) for households that use English as a second language?

Customer Service and Other Community Relations Services

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

Location of the call center.

Hours of live call center operations (i.e., a live person receives the phone call, whether directly upon incoming call or through an automated selection to speak to a representative).

Average call center response times (time from arrival of call to “live” customer service employee contact with caller).

Methods to support your customer service representatives to train them on Roseville-specific service elements and Contract standards.

Do you currently use some form of “Frequently Asked Questions” (FAQs) together with standardized call center responses that are customized to a local community?

☐ Yes ☐ No If so, please provide a current example of such FAQs/responses.

Methods to link customer complaints to improved route services.

Proposed means to communicate with residents and City staff changes in collection schedule under severe weather incidents.

Payment Impacts

Please describe how your proposed equipment and operations will minimize impacts on street pavements within Roseville.

Clean Operations

Please describe how your proposed equipment and operations will minimize litter and debris within Roseville.

Quiet Operations

Please describe how your proposed equipment and operations will minimize noise within Roseville.

Local Markets

Please describe how your proposed operations and materials marketing plans will maximize the use of local end markets to the extent possible.

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.

Proposed Community Values Plan

Respondents must identify their proposals 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)

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

If yes, please include your DEI policy statement.

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

If yes, please briefly summarize its DEI action plan.

If known, 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.

Is this MRF workforce permanent staff with benefits? ☐ Yes ☐ No ☐ Unknown
If available, please elaborate, including the percent of staff that is permanent or temporary.

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 decrease or decrease cost, customer satisfaction, or both. You may add additional added-value options.

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

Authorized Signature

Printed Name

Date

Form C: Certification of Binding Signature

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

The undersigned Respondent further certifies that they are authorized to execute all proposal forms included in this proposal response to the RFP and to bind the company to these agreements. They have read the information contained in this proposal and submitted by the Proposer and has personal knowledge that the information submitted is true and correct.

I, _____
(Name of Authorized Officer)

_____ of _____
(Title) (Proposer Firm name)

(Date)

Form D: Certification of Independent Proposal Pricing

Instructions: This form shall be executed by the authorized official to bind the company.

The Proposer makes the following representations and certifications as part of this proposal:

The undersigned respondent certifies that the Proposer has not directly or indirectly entered into any agreement, express or implied, with any other Proposer(s) (other than for purposes of forming a Team as defined and allowed in this RFP) for any of the following:

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

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

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

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

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

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

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

Printed Name _____

Authorized Signature _____

Date _____

Form E: Price Worksheet

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). All parts of the price worksheets below must be completed. To be responsive, the City requires proposed Recycling service prices for:

- ◆ RDUs and MDUs
- ◆ City buildings and parks, and opt-in;
- ◆ Three (3) year vs. five (5) year contract terms;
- ◆ Weekly collection vs. every-other-week (EOW) collection; and
- ◆ Contractor owned carts vs. City owned carts

In addition, Respondents also may complete optional, alternate scenario price worksheets. 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.

The base proposal scenario includes a bi-weekly single-stream collection and processing system, whereby residents are instructed to commingle all groups of City-Designated Recyclable Materials in a lidded, wheeled Recycling Cart.

Additional alternates not specified above that add value (e.g., additional services) are welcomed as long as a Proposal in accordance with the RFP and draft contract is submitted. For example, Respondents are encouraged to propose collection of additional materials (such as scrap metal, household hazardous wastes, bulky items, textiles, etc.) if processing is feasible and suitable markets exist.

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 2022 and 2023 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:

(Signature) (Printed Name)

Date: _____

Form E.1: Recyclables Collection from Residential Dwelling Units (RDUs)

A. City Owns the Carts

Proposed price for weekly and every other week (EOW) Recyclables collection from RDUs. The City will own the large (95-gallon) Recycling carts. New received Recycling cart assembly and delivery will be performed by the City's cart vendor. Your proposed prices should include all Recyclables processing/marketing/education/reporting costs and associated charges, and cart management. Recycling cart pickup and delivery is at City's direction.

Recyclables Service from RDUs
(\$ per RDU per month)

Three-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW			
WEEKLY			

Five-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW					
WEEKLY					

B. Contractor Owns the Carts

Proposed price for weekly and EOW Recyclables collection from RDUs. The Contractor will own the large (95-gallon) Recycling carts. Your proposed prices should include all cart management. Recycling cart pickup and delivery is at City's direction.

Recyclables Service from RDUs (\$ per RDU per month)

Three-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW			
WEEKLY			

Five-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW					
WEEKLY					

Form E.2: Recyclables Collection from Multi-Dwelling Units

A. City Owns the Carts, Contractor Owns Dumpsters

Proposed price for Recycling service from Multi-Dwelling Units. 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-Dwelling Units
(\$ per Multi-Dwelling Units per month)

Three-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW			
WEEKLY			

Five-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW					
WEEKLY					

B. Contractor Owns the Carts, Contractor Owns Dumpsters

Proposed price for Recycling service from Multi-Dwelling Units. All Recycling carts and dumpsters will be owned by the Contractor. Your proposed price should include all Recyclables processing/marketing costs and associated charges.

Recyclables Service from Multi-Dwelling Units
(\$ per Multi-Dwelling Units per month)

Three-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW			
WEEKLY			

Five-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW					
WEEKLY					

Form E.3 Recyclables Collection from City Buildings and Parks

A. City Owns the Carts, Contractor Owns the Dumpsters

Recycling services in City Buildings and 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. City owns carts, contractor owns dumpsters. (see Attachment A Exhibit D for location details)

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 Buildings and 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-Year Term

Recycling Service Fee (\$ per pull)	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
At or adjacent to parking lots			
On the parks trails			

Five-Year Term

Recycling Service Fee (\$ per pull)	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
At or adjacent to parking lots					
On the parks trails					

B. Contractor Owns the Carts and Dumpsters

Recycling services in City Building and 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. Contractor owns carts and dumpsters (see Attachment A Exhibit D for location details).

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 Buildings and 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-Year Term

Recycling Service Fee (\$ per pull)	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
At or adjacent to parking lots			
On the parks trails			

Five-Year Term

Recycling Service Fee (\$ per pull)	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
At or adjacent to parking lots					
On the parks trails					

Form E.4: Recyclables Collection from Opt-ins

A. City Owns the Carts

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 RDU, 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. See Exhibit E Opt-in Recycling Program.

Recyclables Service from Opt-ins (\$ per Opt-in per month)

Three-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW			
WEEKLY			

Five-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW					
WEEKLY					

B. Contractor Owns the Carts

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 RDU, 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. See Exhibit E Opt-in Recycling Program.

Recyclables Service from Opt-ins (\$ per RDU per month)

Three-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW			
WEEKLY			

Five-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW					
WEEKLY					

Form F: Itemized Listing of Trucks and Other Collection Equipment
Technical Description of Collection Equipment and Routes

Instructions: This form shall be executed by the official authorized to bind the Respondent company.

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-Dwelling Units and Multi-Dwelling Units), 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 Proposer:

Authorized Signature

Printed Name

Date

**Form G: Certification of Acceptance of the Draft Roseville Contract
or Notification of Proposed Exceptions**

[Respondent's Company Name] has reviewed the draft City of Roseville
Comprehensive Recycling Services Contract (Attachment A) in the RFP.

☐ 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

Printed Name

Date

Form H: Acknowledgement of Receipt of Addenda

Please 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 _____

Addendum 2 _____

Addendum 3 _____

Addendum 4 _____

Addendum 5 _____

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

Authorized Signature

Printed Name

Date

Email Address

Telephone

Excerpt from
**Roseville Public Works, Environment
and Transportation Commission
Meeting Minutes**

Tuesday, November 28, 2023, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Roll Call

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

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

Absent: Member Sarah Rudolf (Excused)

Staff Present: Public Works Director Jesse Freihammer; Assistant Public Works Director/City Engineer Jennifer Lowry, and Environmental Manager Ryan Johnson

5. Recycling RFP Discussion

Environmental Manager Ryan Johnson made a presentation on the 2024 Recycling RFP.

Chair Ficek indicated the City's current contract has a one or two-year extension and he wondered if that has been ruled out.

Environmental Manager Johnson explained the City would not want to extend this contract because the City is looking at getting the savings out of getting the carts out. Staff is not ruling out for certain, if there is a big push to extend then the City will do that.

Member Fergus explained the information states there is an approximate fifty-thousand-dollar maintenance cost for the carts and if the carts were to get stolen or destroyed, the Voss memo mentioned RFID tags, which he assumed has an additional cost, but he suspected someone is looking at the cost of RFID tags versus what is saved.

Environmental Manager Johnson explained they have actually gone away with the RFID tags. Residents thought this was very big brotherish that they knew the carts were actually there and residents thought by reading the RFID tag that people would be found to have not put out recyclables of things like that. What the contractors are doing now is using cameras that are rolling the entire time to protect the driver and City and even a resident from missed pickups, damage, etc.

Member Fergus explained the pickup in the park, Environmental Manager Johnson was talking about the amount picked up and from his own observations it did not seem like recycling in the park was not well separated which he would assume is then adding more contamination so he wondered if there was any discussion or thought given to whether the park bins are adding more contamination to the whole stream and maybe not a good thing to do.

Environmental Manager Johnson explained that always comes up and Park staff actually does a very nice job with keying in on the recycling areas that are problematic and actually help staff out a lot by going to the cart and pulling out some of the materials to clean it up.

Vice Chair Mueller indicated she was looking at the costs and units of the 2024 RFP and she was trying to remember what the fees are for residents and how much it increased as well as what is expected this next round potentially. She was trying to anticipate how this rolls out to residents.

Environmental Manager Johnson explained the rate right now is \$14.05 a quarter for the recycling fee on the utility bill. That fee has all of the curbside recycling in it and obviously the parks is part of it, but it also includes cleanup day, shredding day, and staff. It covers everything and obviously the big driver in this case is the collection cost. Staff has already been talking about the next round and he did not think there is a big increase.

Vice Chair Mueller asked how a multi-unit fee schedule compares to a single-family household.

Environmental Manager Johnson explained every apartment in a multi-family unit is \$14.05.

Public Works Director Freihammer noted the proposed 2024 cost is \$14.50 a unit which is about a 3.2 percent increase. This is mainly increased costs due to the contract and general overall staff costs. There are not any major overall changes.

Chair Ficek thanked Environmental Manager Johnson for the presentation. He thought there was a lot of good information in there and looked forward to more information in the first quarter of 2024.

Roseville Public Works, Environment and Transportation Commission Agenda Item

DATE: September 24, 2024

ITEM: 7.a.

ITEM DESCRIPTION: Future Agenda Items

Background

Suggested Items:

- October 22, 2024
 - Utility Rates
 - Public Safety Update
 - Pavement Funding – Asset Management

Looking Ahead:

- November 26, 2024
 - Less Mow May
 - 2025 PW Work Plan
 - January 28, 2024
 - Sustainability Super Meeting
 - Future
 -

Recommendation

Set preliminary agenda items for the October 22, 2024 Public Works, Environment & Transportation Commission meeting.

Attachments

None