



City Council Agenda

Monday, October 7, 2024

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
 - Voting & Seating Order: Strahan, Etten, Schroeder, Groff, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 5. Recognitions and Donations**
- 6:08 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
 - 6:10 p.m. a. Receive Utility Rate Study Presentation and Discussion
 - 6:50 p.m. b. Public Hearing and Approve Resolutions Approving the Vacation of Multiple Streets Easements and Rights-of-Way
 - 7:20 p.m. c. Receive 2024 Recycling Service Proposals
 - 8:20 p.m. d. Receive Recycling Cart Request for Quote Responses
 - 8:35 p.m. e. Consider Adoption of Ordinance to Increase Mayor and City Council Member Compensation by \$100 per month
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 8:50 p.m. **9. Approval of City Council Minutes**
 - a. Approve Minutes from September 16, 2024 EDA Meeting
 - b. Approve Minutes from September 16, 2024 City Council Meeting
 - c. Approve Minutes from September 23, 2024 City Council Meeting
- 8:55 p.m. **10. Approve Consent Agenda**
 - a. Approval of Payments
 - b. Approve 1 Temporary Liquor License
 - c. Adopt Ordinance Amending the 2024 City Fee Schedule to include fees related to Hotel Licenses
 - d. Consider Not Waiving Statutory Liability Limits for 2025
- 9:00 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 - a. Future Agenda Review
- 9:10 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Receive Utility Rate Study Presentation and Discussion

Background

Unlike many city services that are supported by property taxes, the City's utility or *enterprise* operations are funded primarily by user fees and are operated as separate, stand-alone functions. The City engaged Ehlers to perform an update to the utility rate study of the Water, Sanitary Sewer and Storm Drainage Funds from 2022. Ehlers will be presenting their analysis at the October 7, 2024, City Council meeting. Over the past few years, city staff have curtailed capital improvements to allow for water and storm drainage funds to build their minimum fund reserves.

Water Fund Operations

The updated Utility Rate Study done by Ehlers on the Water Fund recommends a 5.5% increase in rates for 2025 to cover fixed and variable costs, debt service and replenishment of fund reserves. The previous study recommended an 8% increase in rates for 2025. As a result of curtailment of capital improvements, this fund is starting to recover and build reserves. One of the main costs is the purchase of water from St. Paul Regional Water. Their increases for 2025 are roughly 8% and then drop to a 5% increase in 2026. In addition, this fund is still working on building fund reserves to cover the minimum for operations and the amount needed for capital. The study anticipates hitting these reserve levels in 2030.

Storm Drainage Operations

The City provides for the management of storm water drainage to prevent flooding and pollution control, as well as the street sweeping program. In 2022, the Utility Rate Study done by Ehlers recommended a 33% increase for 2023-2024 to cover fixed and variable costs of the Storm Drainage fund and a 2.5% increase thereafter. Through the increases in 2023 and 2024 and the curtailment of capital improvements made by Public Works, the fund is now on course to be able to cover operations and capital infrastructure needs for the next five years. The current update of the utility rate study recommends a 0% increase.

Sanitary Sewer Operations

The City maintains a sanitary sewer collection system to ensure the public's health and general welfare. The previous study recommended a 2% increase to mainly cover the cost increases of Metropolitan Council Environmental Services. The current update of the utility rate study recommends a 0% increase.

Policy Objectives

To provide a sustainable funding model for the city's Water, Sanitary Sewer and Storm Drainage Funds.

Equity Impact Summary

There should be no equity impacts as the utility rates are citywide and impact all residents and businesses. The City does offer a program that provides limited financial relief to low-income, single-family homeowners' water and sewer bill. Eligibility requirements for the program can be found at <https://www.cityofroseville.com/793/Low-Income-DiscountMinnesotas-Water-Assi>

Budget Implications

Minimal rate increases have been identified in the utility study as noted on attachment 1.

Staff Recommendations

Staff recommends adopting the recommendations outlined in the Ehlers Utility Rate Study.

Requested Council Action

Discuss the proposed utility rates as outlined by Ehlers in the Utility Rate study and provide direction to staff on next steps.

Prepared by: Michelle Pietrick, Finance Director

Attachments:

1. Rate Study Memo To Council - Roseville - 10-2-2024
2. City of Roseville URS Presentation - 10-2-2024
3. Bench Handout 7.a



MEMORANDUM

TO: Michelle Pietrick, Finance Director

FROM: Jeanne Vogt and Stacie Kvilvang, Ehlers

DATE: October 2, 2024

SUBJECT: Utility Rate Study Update

The City of Roseville contracted with Ehlers to complete a utility rate study update (“the Study”) of the water, sewer, and storm drainage utility funds. The scope of work for the Study included:

- Building and maintaining adequate cash balances
- Funding future capital projects
- Managing revenue volatility
- Competitiveness

Overall Impact on Utility Customers

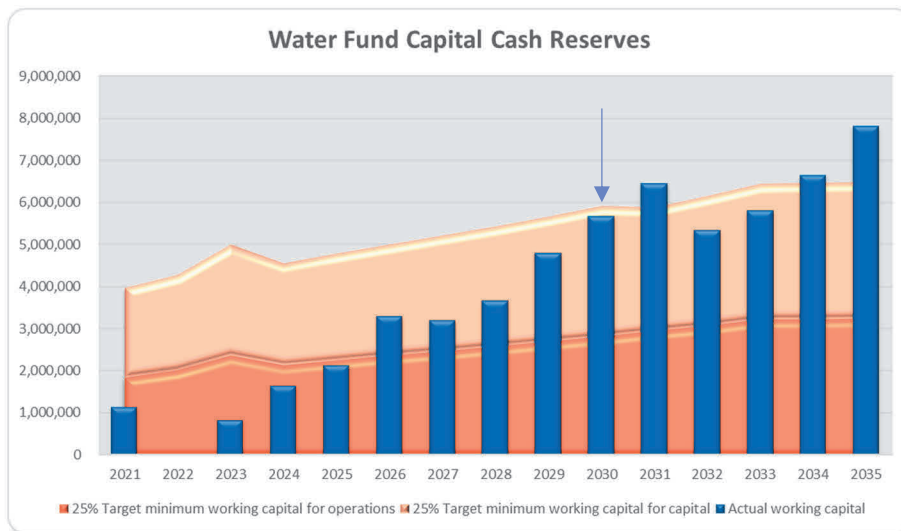
Attached is the Impact Analysis for “Residential” and “Other Users” of the system. We looked at quartiles, which is defined as the number of accounts in the bottom quarter (25% quartile), mid-point (50% quartile) and top quarter (75% quartile) of total users. Also included in “Other Accounts” is the City’s largest commercial account at the 100% quartile.

Bottom Line: *We are not recommending any changes to existing rate structures for any funds as part of this update. We are recommending consumption rate increases for the Water Fund over the next ten years to continue rebuilding appropriate cash reserves and inflationary increases in the Sewer Fund starting in 2031 to pay for future capital projects. All users, with the exception of the Very High Commercial and High Irrigation, can expect to see minimal increases across the board in their quarterly utility bills due to building reserves for the Water Funds.*

Below are brief summaries of how the goals included in the scope of work were met as well as additional information regarding the need for rate increases in the Water Fund and demand vs. revenue across user classes:

Building and Maintaining Adequate Cash Balances

The Study reviewed how the City can continue to build adequate reserves for the three (3) utility funds and provide a long-term road map to achieve and maintain those goals for all funds, all while paying for future operating, capital and any recommended future debt service. Based upon the recommendations from the studies completed in 2020 and 2022, the City has been diligent in rebuilding reserves for the utility funds and this effort is now paying off. The Sewer and Storm Drainage Funds have both met the required goals for the respective systems. The chart on the following page shows the Water Fund has a targeted cash balance below recommended reserve requirements. ***We are projecting the Water Fund will meet the goal by 2030 if the recommendations for annual increases are followed and there are no significant changes in capital needs.***



Funding Future Capital Projects

The Study reviewed the timing and cost of capital projects over the next ten years. Staff has reviewed timing of capital projects to align them with required repairs/replacement while allowing the funds to build or maintain adequate cash as appropriate.

Recommendations:

- **No external borrowing is anticipated over the next ten years. For 2025, the City will be able to return to allocating \$1 million/year for sewer main repairs. Likewise, the City is able to fund the Storm Drainage CIP at the level anticipated in 2022, if it chooses.**
- **Annual rate increases are recommended for the Water Fund for the next ten years, while the Sewer and Storm Drainage Funds can maintain their current 2024 rates for several years. We recommend including inflationary increases for the Sewer Fund starting in 2031 and no increases over the next 10 years for the Storm Drainage Fund since the “shot in the arm” rate increase in 2023 has done what was intended.**

Managing Revenue Volatility

The Study reviewed the fixed vs. variable costs for the Water Fund. This was last reviewed in 2020. Fixed costs are defined as those the City will incur regardless of water usage. These fixed costs should be paid for with the Fixed Rate. Current charges cover 100% of fixed costs, plus a portion of capital costs, based on audited 2023 expenditures. **Therefore, we do not recommend any structural changes to the existing fixed charges, only minimal increases to continue rebuilding reserves.**

Review of Water Fund Rates

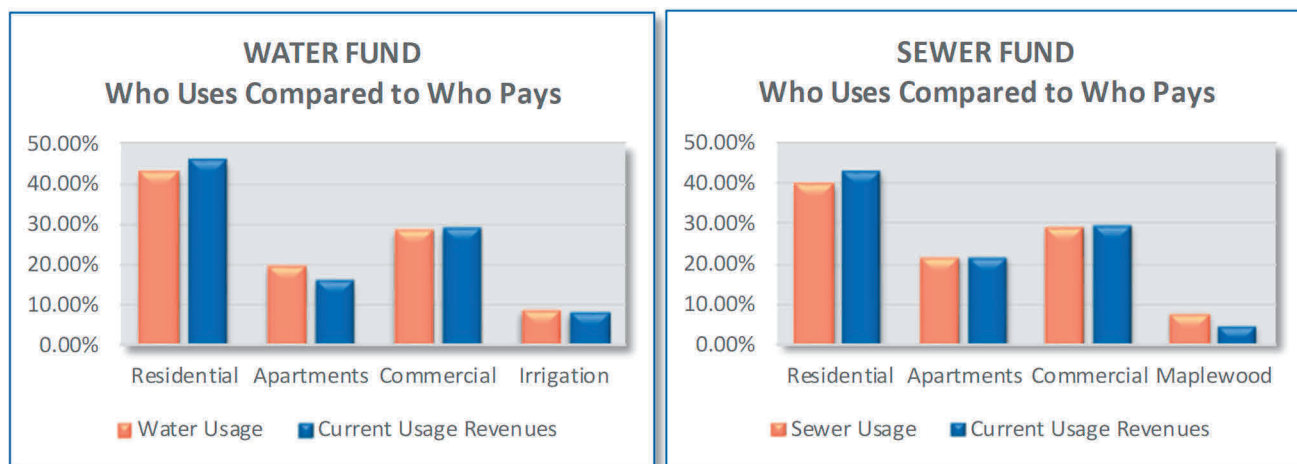
Whenever there are significant changes to water rate structures, a follow-up review is recommended to determine if the rates are generating appropriate revenues, determine if the anticipated capital needs are being met and if reserves are adequate. The new rate structure was adopted effective January 1, 2021. The previous update in 2022 determined a needed correction to the rates, which was completed in early 2023, thus delaying the impacts of the new rate structure until now. A review of 2023 water usage determined the new rates and proposed annual increases will meet the Fund’s needs, while building future reserves. Below are some statistics regarding usage for 2023:

- Residential Customers: Consumption down by nearly 3%.
- Multi-Family Customers: Consumption increased 14%, due to new construction

- Commercial Customers: Usage increased less than 2%. This is expected, since many accounts have separate irrigation meters.
- Irrigation Customers: Usage increased nearly 15%. This is consistent with the new construction of multi-family housing and a dry summer.

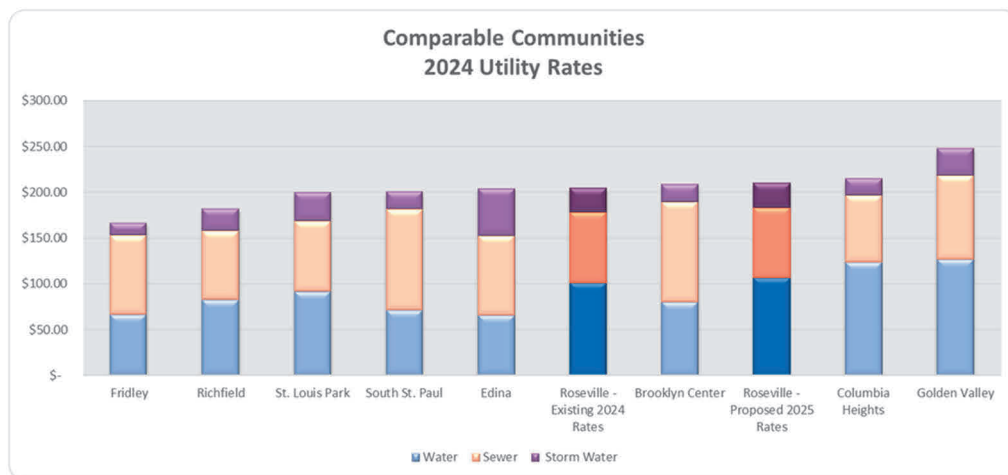
Review of Demand vs. Revenue

A review of system demand vs. revenue generated by customer type shows each is effectively paying for their respective share of the system for both the Water and Sewer Funds.



Competitiveness

We compared Roseville's existing 2024 and proposed 2025 rates for residential accounts to comparable communities 2024 rates, since 2025 rates for those communities are not yet available. Even if we assume that those communities do not implement any rate increases in (which is unlikely), with the proposed rate increases for the Water Fund, the proposed overall 2025 rates remain competitive for fully developed communities.



RESIDENTIAL ACCOUNTS			
Low	Median	High	
25% Quartile	50% Quartile	75% Quartile	
6,000	10,000	15,000	
3,000	7,000	12,000	
5/8"	5/8"	5/8"	
Existing 2024 Rates and Structure			
\$ 65.74	\$ 81.34	\$ 100.84	
52.23	63.23	76.98	
26.75	26.75	26.75	
\$ 144.72	\$ 171.32	\$ 204.57	
Proposed 2025 Rates with Existing Structure			
\$ 69.33	\$ 85.77	\$ 106.32	
52.23	63.23	76.98	
26.75	26.75	26.75	
\$ 148.31	\$ 175.75	\$ 210.05	
\$ 3.59	\$ 4.43	\$ 5.48	

OTHER ACCOUNTS						
High Apartment (Per Unit)	Low Commercial	Median Commercial	High Commercial	Very High Commercial	High Irrigation	
75% Quartile	25% Quartile	50% Quartile	75% Quartile	100% Quartile	75% Quartile	
11,000	13,000	45,000	138,000	13,843,000	128,000	
11,000	13,000	45,000	138,000	13,843,000	-	
1.5"	5/8"	1.0"	2.0"	1.0" & 6.0" each	1.5"	
Existing 2024 Rates and Structure						
\$ 52.43	\$ 93.04	\$ 281.35	\$ 952.57	\$ 85,739.96	\$ 918.25	
61.74	118.69	361.90	1,060.96	91,972.72	-	
32.08	364.11	723.79	2,507.39	9,530.59	-	
\$ 146.25	\$ 575.84	\$ 1,367.04	\$ 4,520.92	\$ 187,243.27	\$ 918.25	
Proposed 2025 Rates with Existing Structure						
\$ 55.28	\$ 98.10	\$ 287.17	\$ 1,004.86	\$ 90,516.88	\$ 968.29	
61.74	118.69	361.90	1,060.96	91,972.72	-	
32.08	364.11	723.79	2,507.39	9,530.59	-	
\$ 149.10	\$ 580.90	\$ 1,372.86	\$ 4,573.21	\$ 192,020.19	\$ 968.29	
\$ 2.85	\$ 5.06	\$ 5.82	\$ 52.29	\$ 4,776.92	\$ 50.04	



City of Roseville

Utility Rate Study Update

October 2, 2024

Overview

Purpose & Approach of the Study

Findings

Water, Sewer, & Storm Drainage

- ✓ Goals & Assumptions
- ✓ Capital Projects
- ✓ Projections
- ✓ Comparable Communities

Impact Analysis

Purpose of the Study

Review the current rate structures for all funds

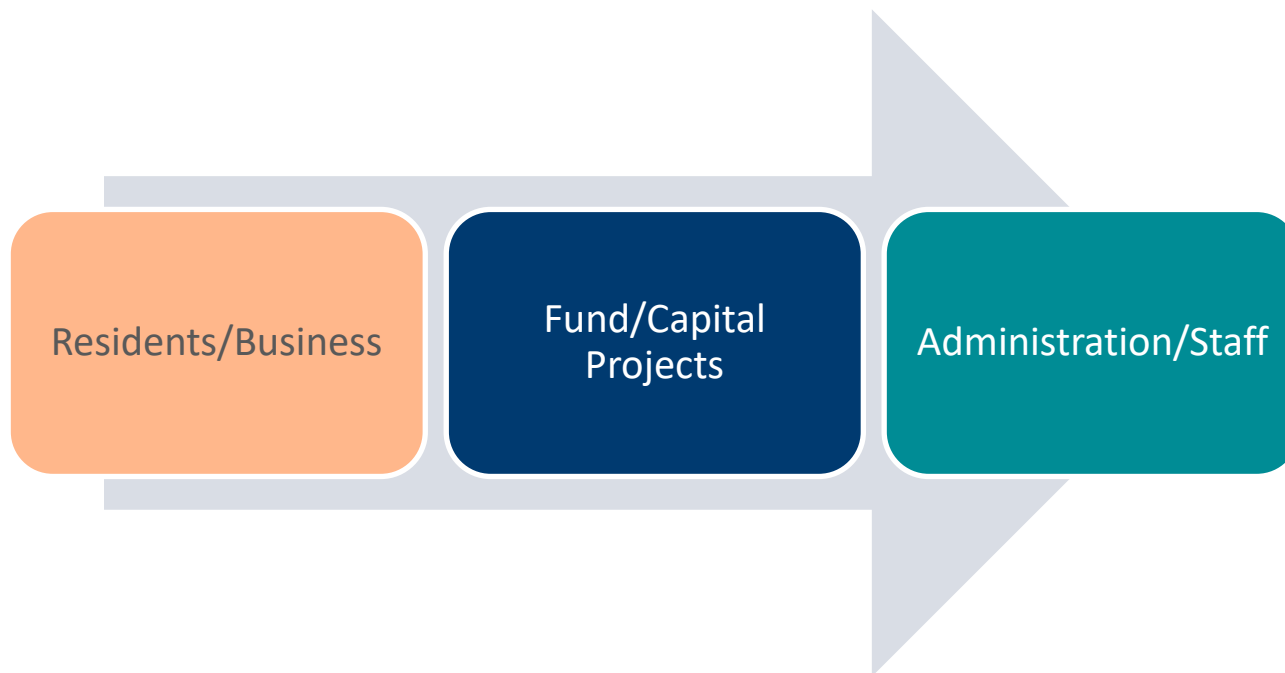
1. Water Fund
 - Base charges cover fixed costs
 - Build and maintain appropriate fund balances
 - Pay cash for future capital projects
2. Sewer Fund
 - Maintain appropriate fund balance
 - Pay cash for future capital projects
3. Storm Drainage Fund
 - Maintain appropriate fund balance
 - Pay cash for future capital projects

Purpose of the Study

Parameters

1. Assure funds pay for
 - Capital outlay
 - Operations
 - Annual debt service, if applicable
2. Provide sufficient cash reserves for
 - Six months of operating and capital expenses (including depreciation)
 - ✓ 25% is the operations reserve minimum per policy
 - Next years' annual debt service (if applicable)

Approach to Study – Impact Analysis



Findings

1. Cash balances in good position
 - Water Fund: **Continues to build** reserves to meet minimum by 2030
 - Sewer & Storm Drainage Funds: **Have met** minimum reserve goals
2. Capital needs **can be paid with cash**
3. Water base / meter charge **covers fixed costs** of system
4. No significant changes required to base meter charge or rates
 - Only minimal increase in base meter charge and rates for Water Fund

Capital Projects – Next 10 Years

Fund	Vehicles	Equipment	Buildings	Improvements	Total
Water	\$742,602	\$1,909,528	\$3,570,370	\$12,163,789	\$18,386,290
Sewer	909,593	1,251,792	1,362,091	13,687,039	17,210,514
Storm	1,679,189	1,174,273	0	22,386,809	25,240,271
TOTAL	\$3,331,384	\$4,335,592	\$4,932,461	\$48,237,638	\$60,537,075

Costs are inflated 4%/year

Take Away

1. Improvements are the largest portion of capital projects
 1. Water & Sewer main replacement
 2. Storm water infrastructure & water quality device rehabilitation
2. All projects expected to be paid with cash on hand. **No bonding recommended.**

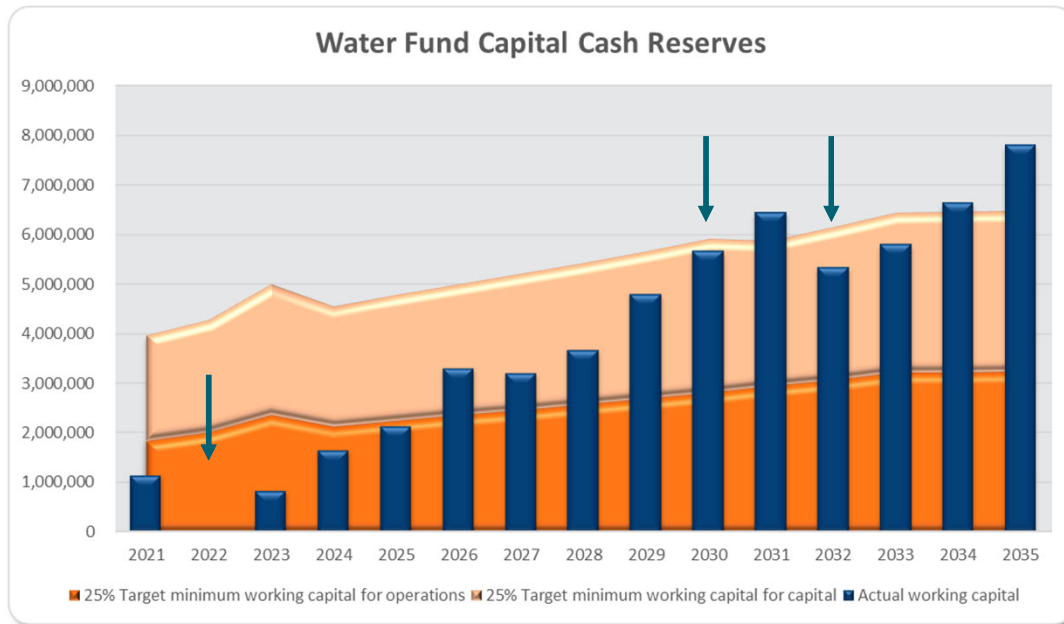
Water Fund - Proposed Water Rates

Take Away

- 5/8" meters see increase of **\$2.33/quarter**
- Tiered increases:
 - Tier 1 - **\$0.21/1,000 gallons**
 - Tier 2 - **\$0.27/1,000 gallons**
 - Tier 3 - **\$0.34/1,000 gallons**
 - Irrigation - **\$0.30/1,000 gallons**
- Rate increases over next 10 years **lower** than previous study
 - Overall usage increased
 - Timing of capital projects changed

Current <u>Quarterly</u> Rate Structure				Existing 2024 Rate	Proposed 2025 Rate	Projected 2025 Revenue
FIXED RATE						
1	5/8 inch & 3/4 inch			\$ 42.34	\$ 44.67	\$ 1,752,672
2	1.0 Inch			105.85	111.67	159,465
3	1.5 Inch			211.69	223.33	285,862
4	2.0 Inch			338.71	357.34	217,263
5	2.0 Inch - Compound			338.71	357.34	61,462
6	3.0 Inch			677.42	714.68	82,903
7	3.0 Inch - Compound			740.93	781.68	112,562
8	4.0 Inch			1,058.46	1,116.68	26,800
9	4.0 Inch - Compound			1,270.17	1,340.03	-
10	6.0 Inch			3,387.09	3,573.38	28,587
11 TOTAL BASE AND METER CHARGES						\$ 2,727,576
CONSUMPTION CHARGES		Current Tiers (1,000 gal.)				
12	Residential	0 to 15		\$ 3.90	\$ 4.11	\$ 1,534,736
13		16 Over 30		4.87	5.14	457,157
14		Over 30		6.10	6.44	426,747
15 Total Residential Revenues						\$ 2,418,640
16	Apartments	0 to 8		\$ 3.90	\$ 4.11	\$ 844,954
17	(per unit basis)	9 to 15		4.87	5.14	308,030
18		Over 15		6.10	6.44	144,707
19 Total Apartment Revenues						\$ 1,297,691
20	Commercial	0 to 60		\$ 3.90	\$ 4.11	\$ 508,004
21		61 to 400		4.87	5.14	735,190
22		Over 400		6.10	6.44	770,198
23 Total Commercial Revenues						\$ 2,013,392
24	Irrigation	0 to 999,999		\$ 5.52	\$ 5.82	\$ 571,064
25 Total Irrigation Revenues						\$ 571,064
26 TOTAL PROJECTED 2025 REVENUES						\$ 9,028,363

Water Fund - Projections



Target working capital segregated between operating and capital

- **Operating:** 3 months of operating expenses, including depreciation
- **Capital:** 3 months of operating expenses, including depreciation + next year's debt service

Take Away

1. Cash balance should be close to or exceed target by 2030
2. No bonding recommended
 - ✓ Use of capital reserves for:
 - ✓ \$800,000 for Water booster station in 2027
 - ✓ \$1,500,000 for water tower painting in 2032

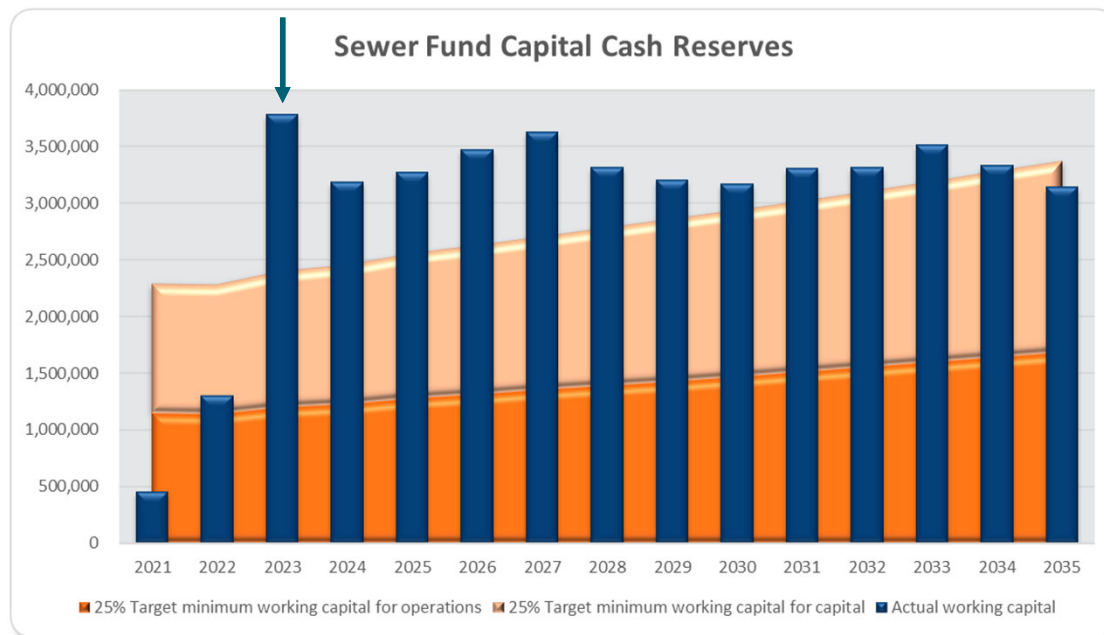
Sewer Fund – Proposed Rates

Take Away

1. No rate increases for the Fixed or Consumption Charges
 - ✓ 2025 rates remain unchanged from 2024
 - ✓ Will need to do inflationary increase in rates in 2031 to keep reserves at the required level
2. Increased funding back to \$1M/year for projects

Current <u>Quarterly</u> Rate Structure		Existing 2024 Rate	Proposed 2025 Rate	Projected 2025 Revenue
Fixed Charge				
Residential				
1	All Residential	\$ 43.98	\$ 43.98	\$ 1,666,314
2	Apartments	31.49	31.49	836,626
3	Low-Income Discount	28.59	28.59	2,859
4	Sewer Only	72.33	72.33	7,812
5	Maplewood	23.79	23.79	856
Commercial				
6	5/8" meter	\$ 33.54	\$ 33.54	\$ 14,892
7	1.0" meter	67.15	67.15	47,811
8	1.5" meter	100.75	100.75	47,554
9	2.0" meter	157.06	157.06	58,426
10	3.0" meter	325.26	325.26	41,633
11	4.0" meter	650.54	650.54	2,602
12	6.0" meter	1,301.07	1,301.07	-
Consumption Charge				
13	Residential	\$ 2.75	\$ 2.75	\$ 1,738,506
14	Commercial	6.55	6.55	1,763,221
15	Maplewood	5.66	5.66	401,662
16	TOTAL PROJECTED 2025 REVENUES			\$ 6,630,774

Sewer Fund - Projections



Target working capital segregated between operating and capital

- **Operating:** 3 months of operating expenses, including depreciation
- **Capital:** 3 months of operating expenses, including depreciation + next year's debt service



Take Away

1. Cash balance exceeded target in **2023**
 - ✓ Revenues higher than projections
 - ✓ Capital Projects delayed
 - ✓ Operating expenses under budget
2. No bonding recommended

Storm Drainage Fund – Proposed Rates

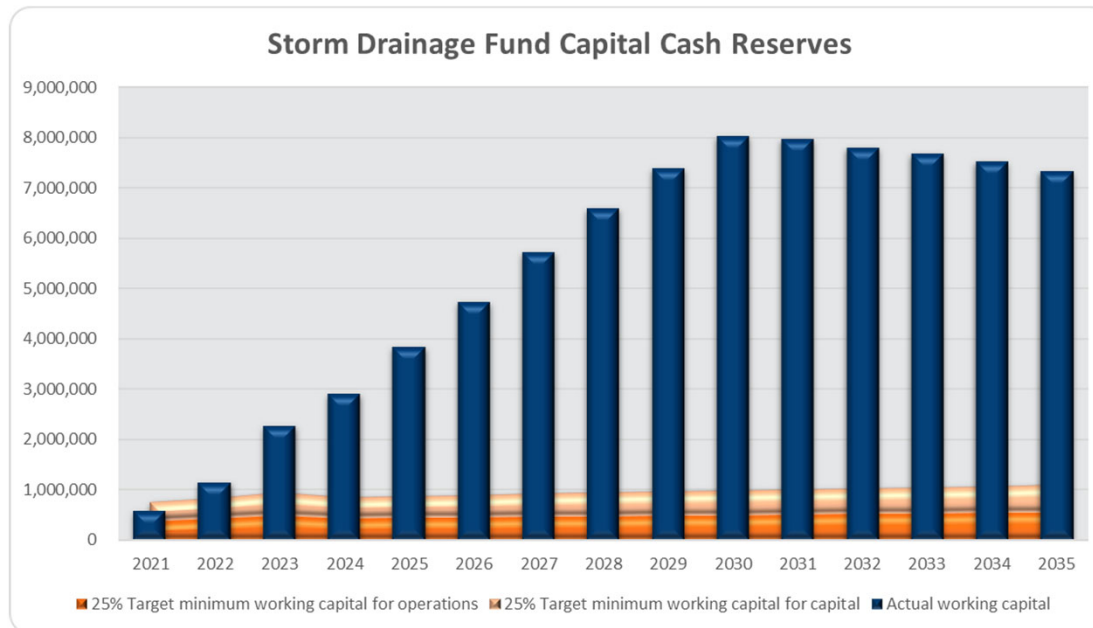
Take Away

1. No rate increases per ERU

✓ 2025 Rates remain unchanged from 2024

Current <u>Quarterly</u> Rate Structure		Existing 2024 Rate	Proposed 2025 Rate	Projected 2025 Revenue
1	All Users - Per R.E.U.	\$ 26.75	\$ 26.75	\$ 1,042,287
2	Commercial / Industrial	413.76	413.76	2,346,416
3	Multi-Family / Churches	206.97	206.97	355,202
4	Schools / Community Centers	100.67	100.67	70,690
5	Parks	62.28	62.28	249
6	Cemetaries / Golf Courses	20.08	20.08	749
7	TOTAL PROJECTED ANNUAL REVENUES			\$ 3,815,593

Storm Drainage Fund - Projections



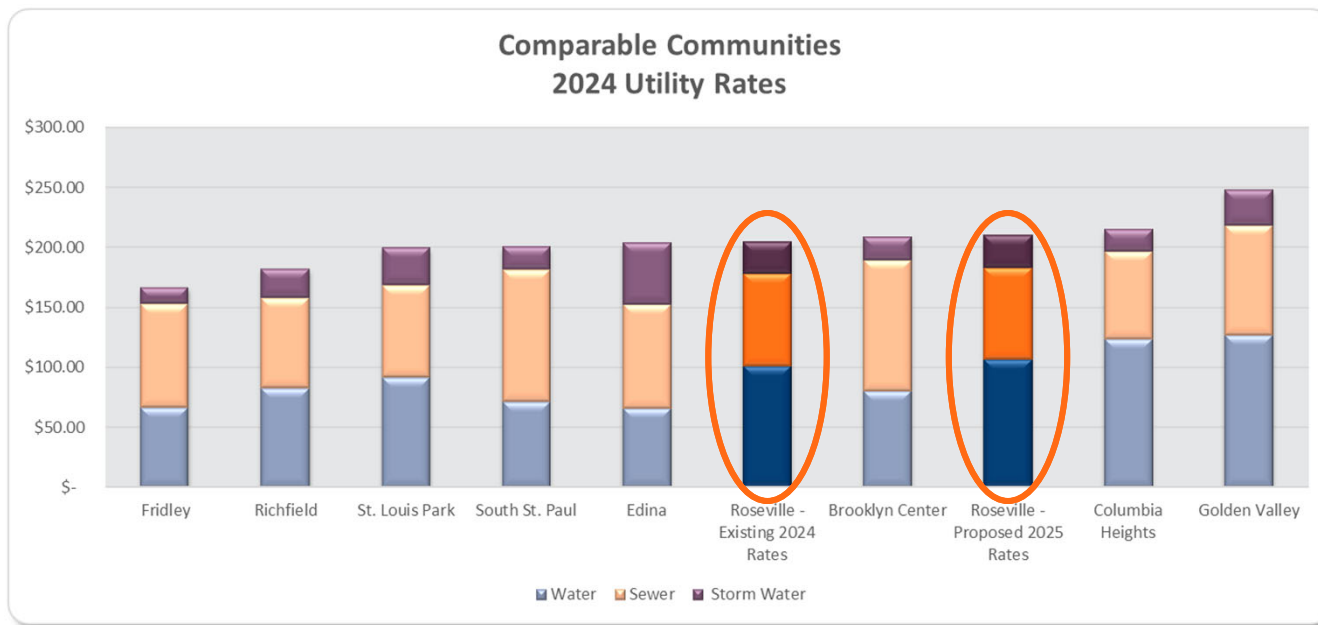
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- **Operating:** 3 months of operating expenses, including depreciation
- **Capital:** 3 months of operating expenses, including depreciation + next year's debt service

Take Away

1. 2023 & 2024 rate increases had desired effect
2. Capital projects \$4.0M less than previous update so City has capacity to increase projects, if desired
3. 2022 & 2023 Actuals better than projections

Comparable Communities



- Overall rates are in line with comparable cities

Impact Analysis - Residential

Take Away

1. Based on Quartile system

- **25%** Quartile = bottom ¼ of usage
- **50%** Quartile = midpoint of usage
- **75%** Quartile = top ¼ of usage

2. Total utility bill

- Mild increases overall, **with only water increasing**



Quartile
Sample 2019 Usage
Winter Average
Meter Size

RESIDENTIAL ACCOUNTS			
	Low	Median	High
	25% Quartile	50% Quartile	75% Quartile
Sample 2019 Usage	6,000	10,000	15,000
Winter Average	3,000	7,000	12,000
Meter Size	5/8"	5/8"	5/8"
Existing 2024 Rates and Structure			
Total Water	\$ 65.74	\$ 81.34	\$ 100.84
Total Sewer	52.23	63.23	76.98
Total Storm Water	26.75	26.75	26.75
Total Bill	\$ 144.72	\$ 171.32	\$ 204.57
Proposed 2025 Rates with Existing Structure			
Total Water	\$ 69.33	\$ 85.77	\$ 106.32
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Total Bill	\$ 148.31	\$ 175.75	\$ 210.05
\$ Increase/(Decrease)	\$ 3.59	\$ 4.43	\$ 5.48

Impact Analysis - Other

OTHER ACCOUNTS						
	High Apartment (Per Unit)	Low Commercial	Median Commercial	High Commercial	Very High Commercial	High Irrigation
Quartile	75% Quartile	25% Quartile	50% Quartile	75% Quartile	100% Quartile	75% Quartile
Sample 2019 Usage	11,000	13,000	45,000	138,000	13,843,000	128,000
Winter Average	11,000	13,000	45,000	138,000	13,843,000	-
Meter Size	1.5"	5/8"	1.0"	2.0"	1.0" & 6.0" each	1.5"
Existing 2024 Rates and Structure						
Total Water	\$ 52.43	\$ 93.04	\$ 281.35	\$ 952.57	\$ 85,739.96	\$ 918.25
Total Sewer	61.74	118.69	361.90	1,060.96	91,972.72	-
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Total Bill	\$ 146.25	\$ 575.84	\$ 1,367.04	\$ 4,520.92	\$ 187,243.27	\$ 918.25
Proposed 2025 Rates with Existing Structure						
Total Water	\$ 55.28	\$ 98.10	\$ 287.17	\$ 1,004.86	\$ 90,516.88	\$ 968.29
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Total Bill	\$ 149.10	\$ 580.90	\$ 1,372.86	\$ 4,573.21	\$ 192,020.19	\$ 968.29
\$ Increase/(Decrease)	\$ 2.85	\$ 5.06	\$ 5.82	\$ 52.29	\$ 4,776.92	\$ 50.04

Take Away

1. Based on Quartile system

- **50%** Quartile = midpoint of usage
- **75%** Quartile = top ¼ of usage
- **100%** Quartile = highest user

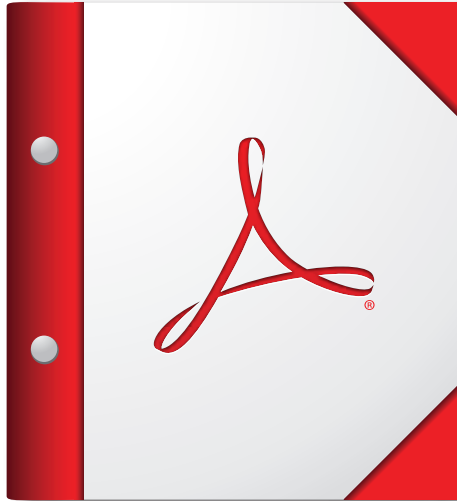
2. Total utility bill

- Mild increases overall, **with only water increasing**

Conclusion

- Rate increase necessary for Water
 - ✓ Pay for capital projects
 - ✓ Covers inflation
 - ✓ Build reserves
- Still competitive
- Sewer and Storm Drainage Funds healthy
 - ✓ Hard decisions made in prior years has paid off





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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Public Hearing and Approve Resolutions Approving the Vacation of Multiple Streets Easements and Rights-of-Way

Background

Over the past several years, staff has identified rights-of-way that the City no longer needs for public benefit. Some of these rights-of-way were dedicated to the City for future roadways that were never constructed, some were partial right-of-way dedications, while others were alley dedications. In all the cases, the City has no plans to construct a future roadway.

By vacating these rights-of-way, the area will revert to the underlying property owners. The owners will benefit from having more control over the former right-of-way areas. This also helps with confusion and disagreements over how the right-of-way area should be maintained in regards to vegetation control and debris management.

Some of the corridors have utilities or trails within the right-of-way. However, since a roadway will not be constructed, an easement would be more appropriate for the identified vacation area. Where it is appropriate, the proposed resolution will reserve utility easement rights in the vacated areas.

On April 11, 2022, Council authorized staff to begin the vacation process for these locations. Staff has brought three phases of vacations previously, and these four vacation areas are part of Phase 4. Additional public hearings are anticipated later this winter with staff anticipating a total of six phases.

The vacation resolutions were publicly noticed in the newspaper on September 17, 2024 and September 24, 2024, and a mailing to the affected residents postmarked September 17, 2024, per State Statute requirements. Affidavits of Publication and Mailing are available in the office of the City Engineer.

After the public hearing on the vacations is closed, each resolution would be voted on separately. Since these are City-initiated vacations, a four-fifths vote is required to approve vacation of these rights-of-way. No vacation will be official until such time as the City Manager executes and records a Notice of Completion.

For Vacation Area R, both residents adjacent to the vacated areas have inquired that if the right-of-way is vacated and they get the vacated right-of-way, if they could donate this to the City for an extension of Villa Park. The Parks Department is open to this dedication. If the vacation is approved, staff would work with the City Attorney to determine the process and work with the residents to convey this to the City.

Policy Objectives

This action is intended to “right-size” the City’s property rights and property management responsibilities for Roseville’s current and future needs.

Equity Impact Summary

There should be no equity impacts associated with these vacations as they have no public use for a future roadway. If there are utilities or pathway in the right-of-way, easements are retained per the resolution.

Budget Implications

Aside from costs related to filing the vacations with Ramsey County, publishing the public notices, and the mailings to notify the residents, there are no direct costs to the City of Roseville to vacate right-of-way corridors.

Staff Recommendations

Staff recommends that the City Council approve the attached resolutions approving vacation of the rights-of-way.

Requested Council Action

Conduct a public hearing receiving any public comments related to all proposed rights-of-way and easement vacations.

Consider approval of a resolution approving the right-of-way vacation of a certain alley that is dedicated in the Shady Beach Plat. [Vacation Area GG – Attachment 1]

Consider approval of a resolution approving the right-of-way vacation of a portion of a town road easement/Rose Place in the T.M. Connor Plat. [Vacation Area L – Attachment 2]

Consider approval of a resolution approving the right-of-way vacation of a portion of Lovell Avenue that lies adjacent to the properties located at: 2334 Western Avenue North and 2339 Hand Avenue. [Vacation Area M –Attachment 3]

Consider approval of a resolution approving the right-of-way vacation of a portion of Mackubin Street that lies adjacent to the properties located at: 511 and 510 Ryan Avenue. [Vacation Area R –Attachment 4]

A four-fifths vote is required for all resolution approvals, as the vacations are City-led, not petitioned.

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments:

1. Resolution for Vacation Area GG
2. Resolution for Vacation Area L
3. Resolution for Vacation Area M
4. Resolution for Vacation Area R
5. Map of Phase 4 Vacation Areas
6. Map of Vacation Area GG
7. Map of Vacation Area L
8. Sketch of Vacation Area L
9. Map of Vacation Area M
10. Map of Vacation Area R
11. Public Hearing Agenda
12. Presentation

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 7th day of October, 2024, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE VACATION OF THE ALLEY THAT IS
DEDICATED IN SHADY BEACH PLAT**

WHEREAS, the City Council pursuant to Minnesota Statutes Section 412.851 desires to consider the vacation of the alley in the Shady Beach plat; and

WHEREAS, the alley that is being vacated is legally described on the attached Exhibit A and is shown on the attached Exhibit B; and

WHEREAS, the City Clerk published, posted, and mailed notice of a public hearing as required by law, and a public hearing was held on the proposed vacation on the 7th day of October, 2024; and

WHEREAS, the public alley is not currently, nor is it planned to be, constructed within this area on the plat; and

WHEREAS, the City Council in its discretion has determined that the vacation will benefit the public interest because this area is not needed for current or future public alley purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, that:

1. The alley within the Shady Beach plat is hereby vacated, with the exception that an easement for utility purposes within the vacated alley is hereby reserved.
2. City staff and consultants are hereby authorized and directed to file a notice of completion of vacation proceedings.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor .

33 and the following voted against the same: .

34 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 7th day of October, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 7th day of October, 2024.

Patrick Trudgeon, City Manager

EXHIBIT A

Legal Description of the Vacated Area

The alley within the plat of Shady Beach, County of Ramsey, State of Minnesota.

EXHIBIT B

Depiction of the Vacated Area



**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 7th day of October, 2024, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE VACATION OF A PORTION OF A TOWN ROAD
EASEMENT/ROSE PLACE IN THE T.M. CONNOR PLAT**

WHEREAS, the City Council pursuant to Minnesota Statutes Section 412.851 desires to consider the vacation of a portion of unimproved right-of-way that was established by Town Road Easement, Document Number 1144704, recorded in the Office of the County Recorder on April 2, 1947 and dedicated as “Rose Place” in the T.M. Connor Plat; and

WHEREAS, the portion of unimproved right-of-way that is being vacated is shown on the attached Exhibit A and legally described on the attached Exhibit B; and

WHEREAS, the City Clerk published, posted, and mailed notice of a public hearing as required by law, and a public hearing was held on the proposed vacation on the 7th day of October, 2024; and

WHEREAS, a public street is not currently, nor is planned to be, constructed within this right-of-way; and

WHEREAS, the City Council in its discretion has determined that the vacation will benefit the public interest because this portion of the right-of-way is not needed for current or future right-of-way purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, that:

1. A portion of the unimproved right-of-way that is described in Town Road Easement Document Number 1144704 and dedicated as “Rose Place” in the T.M. Connor Plat and that is adjacent to the northerly boundary of the property located at 2574 Dunlap Street North (Lot 12, Block 1, T.M. Connor Plat) is hereby vacated, with the exception that an easement for utility purposes within the vacated right-of-way is hereby

34 reserved. The portion of unimproved right of way that is to be vacated is shown on
35 the attached Exhibit A and legally described on the attached Exhibit B.

36 2. City staff and consultants are hereby authorized and directed to file a notice of
37 completion of vacation proceedings.

38 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
39 and upon a vote being taken thereon, the following voted in favor thereof: , , ,
40 , and Mayor .

41 and the following voted against the same: .

42 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 7th day of October, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 7th day of October, 2024.

Patrick Trudgeon, City Manager

EXHIBIT B

Legal Description of the Vacated Area

That part of the southerly 20 feet of Rose Place as dedicated on the plat of T.M. CONNOR PLAT, Ramsey County, Minnesota, which lies easterly of the northerly extension of the west line of Lot 12, Block 1, said T.M. CONNOR PLAT, and which lies westerly of the following described curve;

Commencing at the northwest corner of Lot 12, Block 1, said T.M. CONNOR PLAT; thence on an assumed bearing of North 89 degrees 51 minutes 49 seconds East along the north line of said Block 1 and its easterly extension a distance of 204.38 feet to the most westerly corner of Rose Place as dedicated on the plat of CENTRAL PARK HOMES, Ramsey County, Minnesota and to the point of beginning of the curve to be described; thence northwesterly 31.42 feet along a non-tangential curve, concave to the northeast, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 15 degrees 08 minutes 10 seconds West to the north line of said plat of T.M. CONNOR and said line there terminating.

And

That part of Rose Place and any other existing underlying road easements within the North 20.00 feet of the South 30.00 feet of the North Half of the North Half of the Northeast Quarter of Section 10, Township 29, Range 23, Ramsey County Minnesota and which lies easterly of the northerly extension of the west line of Lot 12, Block 1, said T.M. CONNOR PLAT, and which lies westerly of the following described curve:

Commencing at the northwest corner of said Lot 12, Block 1; thence on an assumed bearing of North 89 degrees 51 minutes 49 seconds East along the north line of said Block 1 and its easterly extension a distance of 204.38 feet to the most westerly corner of Rose Place as dedicated on the plat of CENTRAL PARK HOMES, Ramsey County, Minnesota; thence northwesterly 31.42 feet along a non-tangential curve, concave to the northeast, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 15 degrees 08 minutes 10 seconds West to the north line of said plat of T.M. CONNOR and the point of beginning of the curve to be described; thence continuing northeasterly along said curve a distance of 31.42 feet, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 14 degrees 51 minutes 50 seconds East to the north line of said south 30.00 feet of the North Half of the North Half of the Northeast Quarter and said line there terminating.

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 7th day of October, 2024, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE VACATION OF A PORTION OF LOVELL
AVENUE THAT LIES ADJACENT TO THE PROPERTIES LOCATED AT: 2334
WESTERN AVENUE NORTH AND 2339 HAND AVENUE**

WHEREAS, the City Council pursuant to Minnesota Statutes Section 412.851 desires to consider the vacation of a portion of Lovell Avenue that lies adjacent to the properties located at 2334 Western Avenue North and 2339 Hand Avenue; and

WHEREAS, the portion of Lovell Avenue that is being vacated is legally described on the attached Exhibit A and as shown on the attached Exhibit B; and

WHEREAS, the City Clerk published, posted, and mailed notice of a public hearing as required by law, and a public hearing was held on the proposed vacation on the 7th day of October, 2024; and

WHEREAS, a public street is not currently, nor is planned to be, constructed within this right-of-way; and

WHEREAS, the City Council in its discretion has determined that the vacation will benefit the public interest because this portion of Lovell Avenue is not needed for current or future right-of-way purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, that:

1. That portion of Lovell Avenue that lies 55 feet west of the northeast corner of the property located at 2339 Hand Avenue and adjacent to the property located at 2334 Western Avenue North is hereby vacated, with the exception that an easement for utility purposes within the vacated right-of-way is hereby reserved.

33 2. City staff and consultants are hereby authorized and directed to file a notice of
34 completion of vacation proceedings.

35 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
36 and upon a vote being taken thereon, the following voted in favor thereof: , ,
37 , and Mayor .
38 and the following voted against the same: .

39 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 7th day of October, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 7th day of October, 2024.

Patrick Trudgeon, City Manager

EXHIBIT A

Legal Description of the Vacated Area

That portion of Lovell Avenue lying 55 feet west of the northeast corner of Lot 1, Block 8, and Lot 48, Block 8, dedicated in the plat of Joy's Rice St. Add., County of Ramsey, State of Minnesota.

Depiction of the Vacated Area



**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 7th day of October, 2024, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE VACATION OF A PORTION OF MACKUBIN
STREET THAT LIES ADJACENT TO THE PROPERTIES LOCATED AT 511 AND 510
RYAN AVENUE**

WHEREAS, the City Council pursuant to Minnesota Statutes Section 412.851 desires to consider the vacation of a portion of MacKubin Street that lies adjacent to the properties located at 511 and 510 Ryan Avenue; and

WHEREAS, the portion of Mackubin Street that is being vacated is legally described on the attached Exhibit A and as shown on the attached Exhibit B; and

WHEREAS, the City Clerk published, posted, and mailed notice of a public hearing as required by law, and a public hearing was held on the proposed vacation on the 7th day of October, 2024; and

WHEREAS, a public street is not currently, nor is planned to be, constructed within this right-of-way; and

WHEREAS, the City Council in its discretion has determined that the vacation will benefit the public interest because this portion of Mackubin Street is not needed for current or future right-of-way purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, that:

1. That portion of Mackubin Street that lies adjacent to the properties located at 510 and 511 Ryan Avenue is hereby vacated, with the exception that an easement for utility purposes within the vacated right-of-way is hereby reserved.
2. City staff and consultants are hereby authorized and directed to file a notice of completion of vacation proceedings.

34 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
35 and upon a vote being taken thereon, the following voted in favor thereof: , ,
36 , and Mayor .
37 and the following voted against the same: .

38 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 7th day of October, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 7th day of October, 2024.

Patrick Trudgeon, City Manager

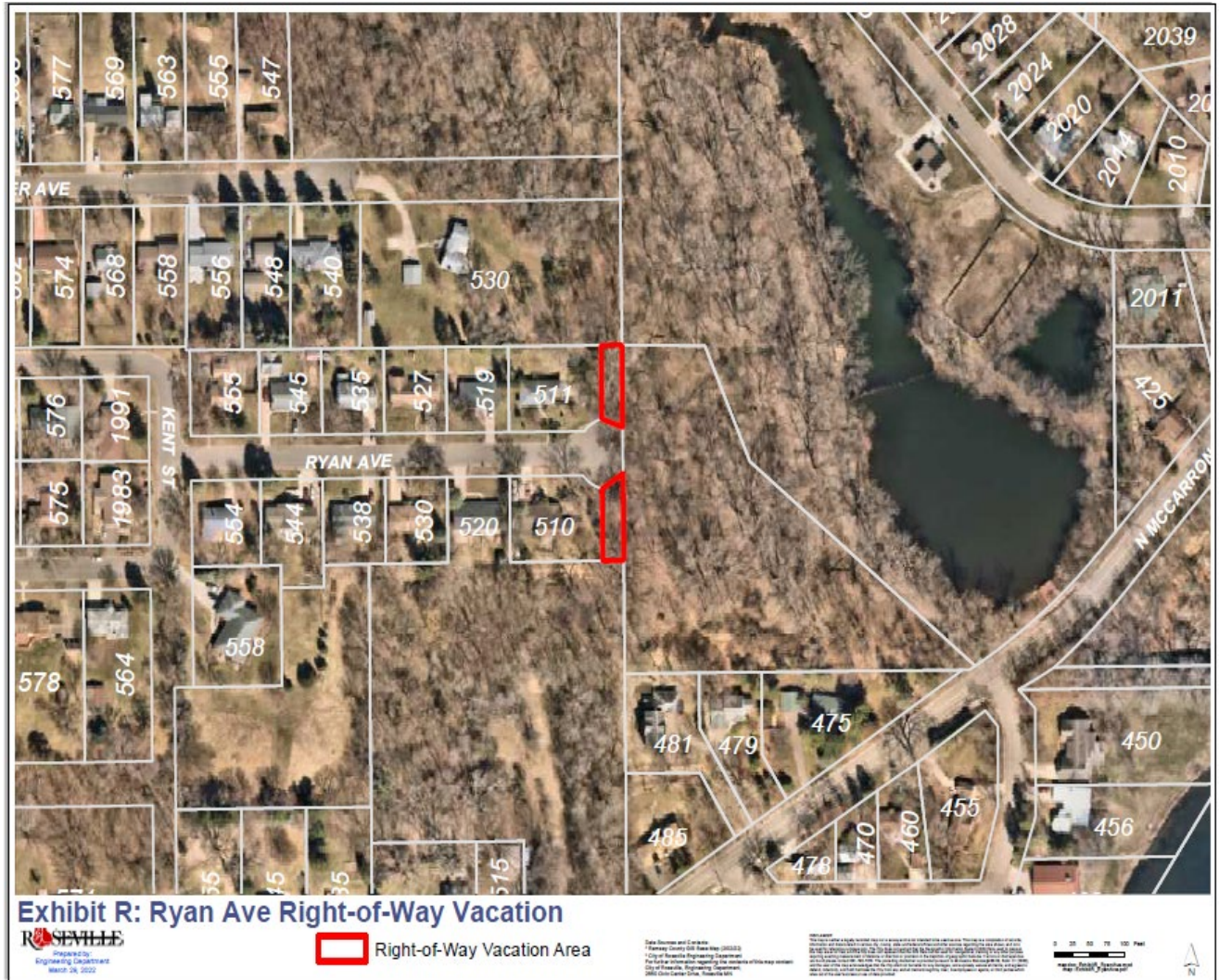
EXHIBIT A

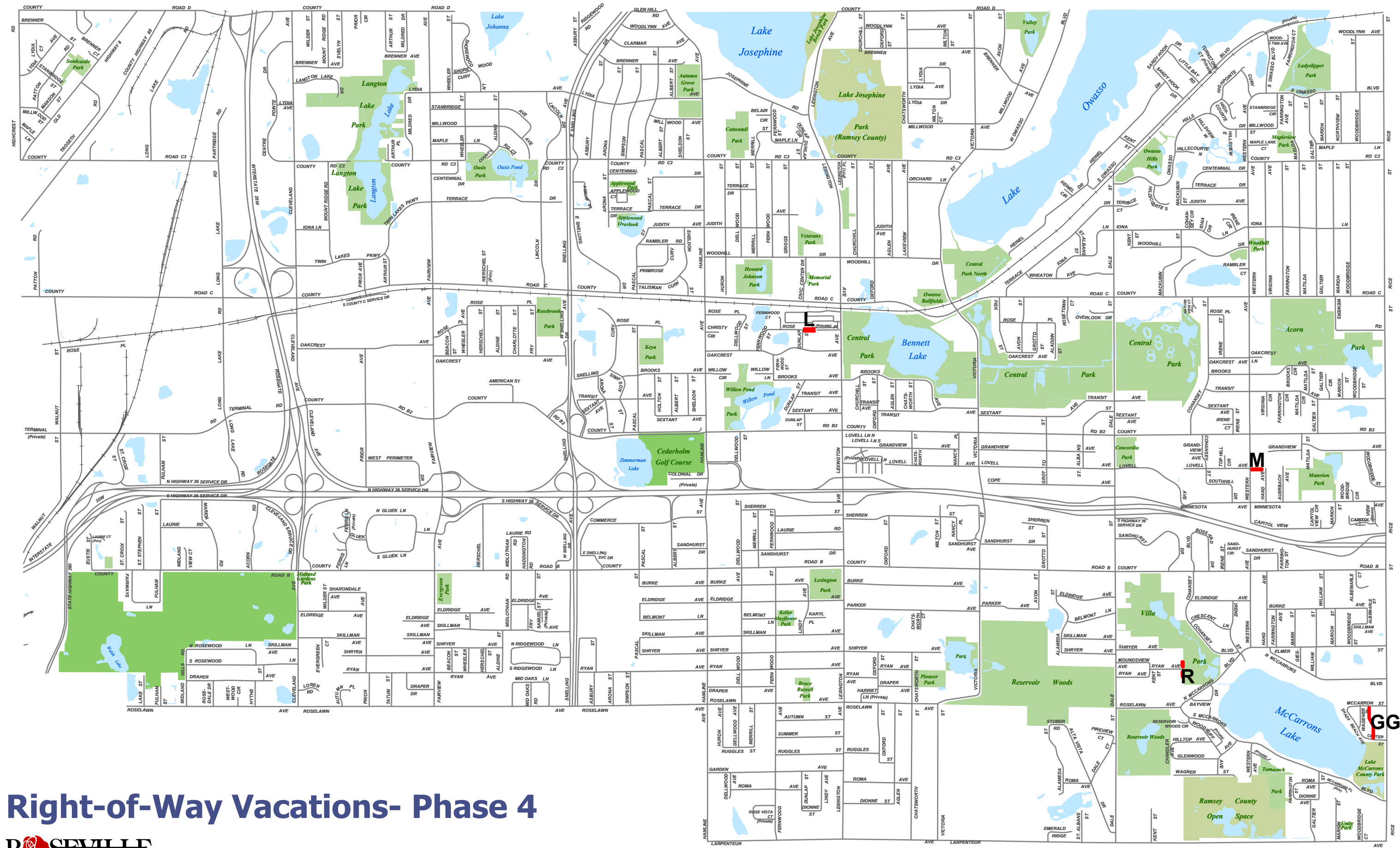
Legal Description of the Vacated Area

That portion of Mackubin Street lying adjacent to Lot 6, Block 2, and Lot 6, Block 3, dedicated in the plat of Brennan's Lakeview, County of Ramsey, State of Minnesota.

EXHIBIT B

Depiction of the Vacated Area





Right-of-Way Vacations- Phase 4



Prepared by: Engineering Department
9/10/2024

Data Sources
* Ramsey County GIS (7/2/2024)
* 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 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.

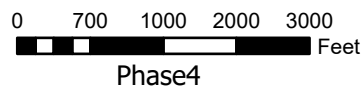




Exhibit GG: Sandy Beach Alley Right-of-Way Vacation



Right-of-Way Vacation Area



Prepared by:
Engineering Department
October 04, 2023

Data Sources and Contacts:
 * Ramsey County GIS Base Map (8/01/23)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

DECLARATION
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mapdoc: ExhibitGG_SandyBeachAlley.mxd
map: ExhibitGG_SandyBeachAlley.pdf



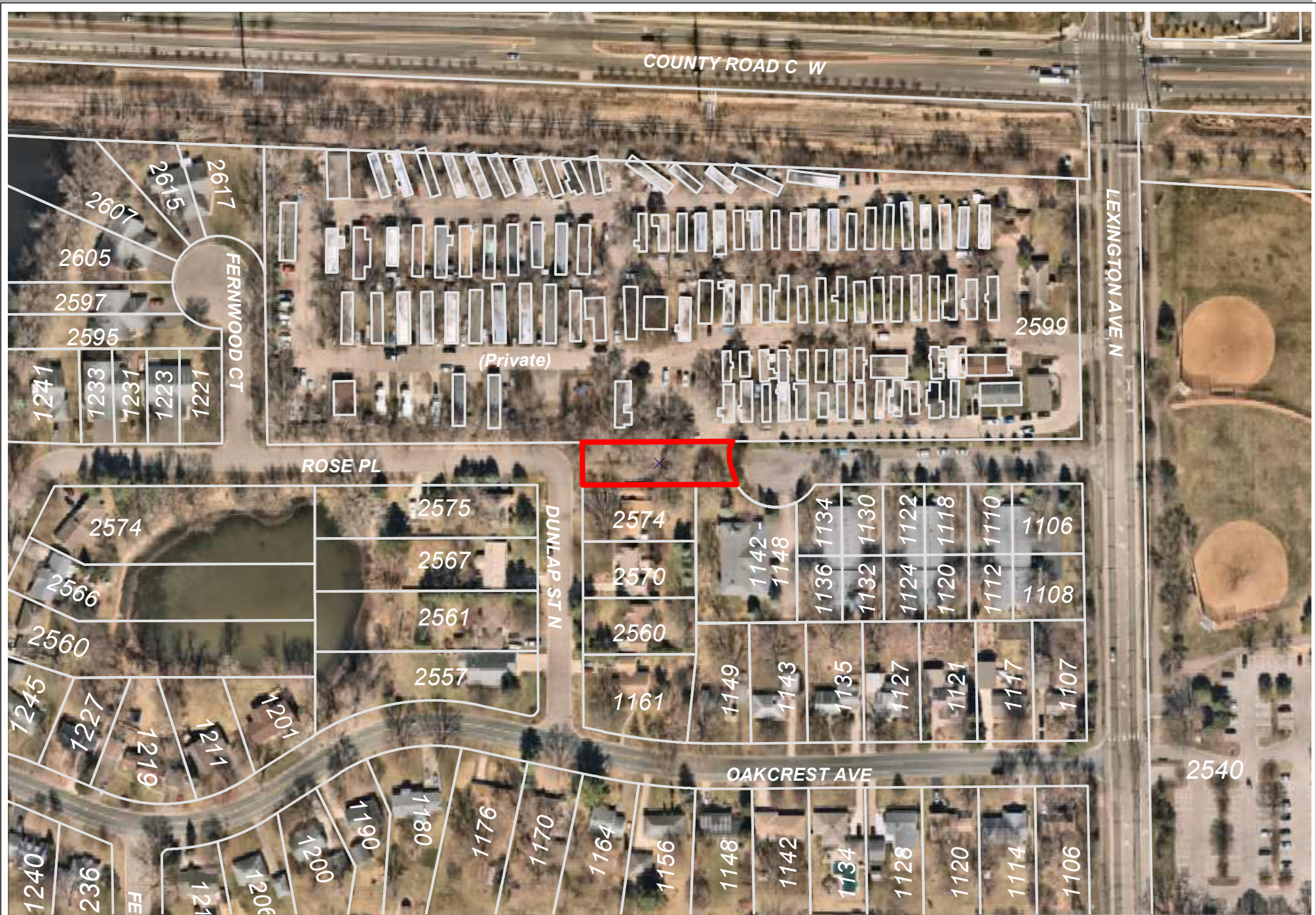


Exhibit L: Rose Pl Right-of-Way Vacation

ROSEVILLE

Prepared by:
Engineering Department
March 29, 2022

 Right-of-Way Vacation Area

Data Sources and Contacts:
* Ramsey County GIS Base Map (2/02/22)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2600 Civic Center Drive, Roseville MN

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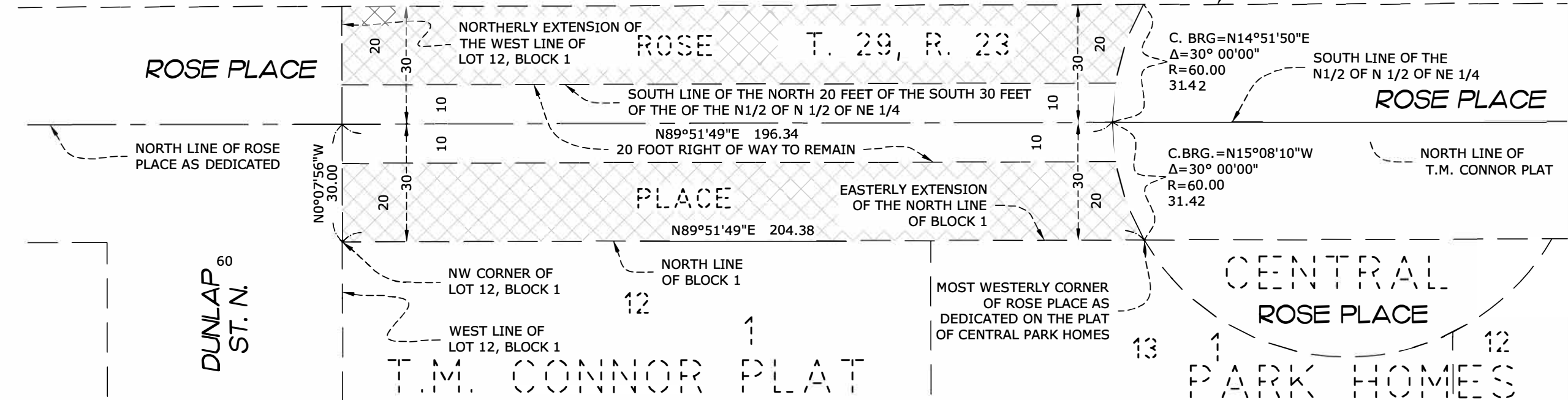
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mapdoc: Exhibit_RosePl.mxd
map: Exhibit_RosePl.pdf



SKETCH AND DESCRIPTION

~for~ THE CITY OF ROSEVILLE

N 1/2 OF N 1/2 OF NE 1/4 OF SEC. 10,



RIGHT OF WAY TO BE VACATED:

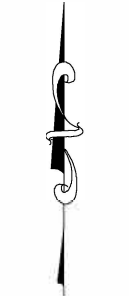
That part of the southerly 20 feet of Rose Place as dedicated on the plat of T.M. CONNOR PLAT, Ramsey County, Minnesota, which lies easterly of the northerly extension of the west line of Lot 12, Block 1, said T.M. CONNOR PLAT, and which lies westerly of the following described curve;

Commencing at the northwest corner of Lot 12, Block 1, said T.M. CONNOR PLAT; thence on an assumed bearing of North 89 degrees 51 minutes 49 seconds East along the north line of said Block 1 and its easterly extension a distance of 204.38 feet to the most westerly corner of Rose Place as dedicated on the plat of CENTRAL PARK HOMES, Ramsey County, Minnesota and to the point of beginning of the curve to be described; thence northwesterly 31.42 feet along a non-tangential curve, concave to the northeast, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 15 degrees 08 minutes 10 seconds West to the north line of said plat of T.M. CONNOR and said line there terminating.

And

That part of Rose Place and any other existing underlying road easements within the North 20.00 feet of the South 30.00 feet of the North Half of the North Half of the Northeast Quarter of Section 10, Township 29, Range 23, Ramsey County Minnesota and which lies easterly of the northerly extension of the west line of Lot 12, Block 1, said T.M. CONNOR PLAT, and which lies westerly of the following described curve:

Commencing at the northwest corner of said Lot 12, Block 1; thence on an assumed bearing of North 89 degrees 51 minutes 49 seconds East along the north line of said Block 1 and its easterly extension a distance of 204.38 feet to the most westerly corner of Rose Place as dedicated on the plat of CENTRAL PARK HOMES, Ramsey County, Minnesota; thence northwesterly 31.42 feet along a non-tangential curve, concave to the northeast, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 15 degrees 08 minutes 10 seconds West to the north line of said plat of T.M. CONNOR and the point of beginning of the curve to be described; thence continuing northeasterly along said curve a distance of 31.42 feet, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 14 degrees 51 minutes 50 seconds East to the north line of said south 30.00 feet of the North Half of the North Half of the Northeast Quarter and said line there terminating.



NORTH

SCALE: 1" = 30 '	BEARING DATUM: Assumed
I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.	
By:  Minnesota License No. 41578	
Dated 6th day of May 2024.	

JOB NO. 24.0383ED	DRAWN BY: BPN	CREW: N/A
DATE: 5/6/2024		
REVISIONS		
1		
2		
3		
4		
#	DATE	DESCRIPTION BY

**E. G. RUD & SONS, INC.**
PROFESSIONAL LAND SURVEYORS
6776 LAKE DRIVE NE, SUITE 110
LINO LAKES, MINNESOTA 55014
TEL. (651) 361-8200
FAX (651) 361-8701
www.egrud.com

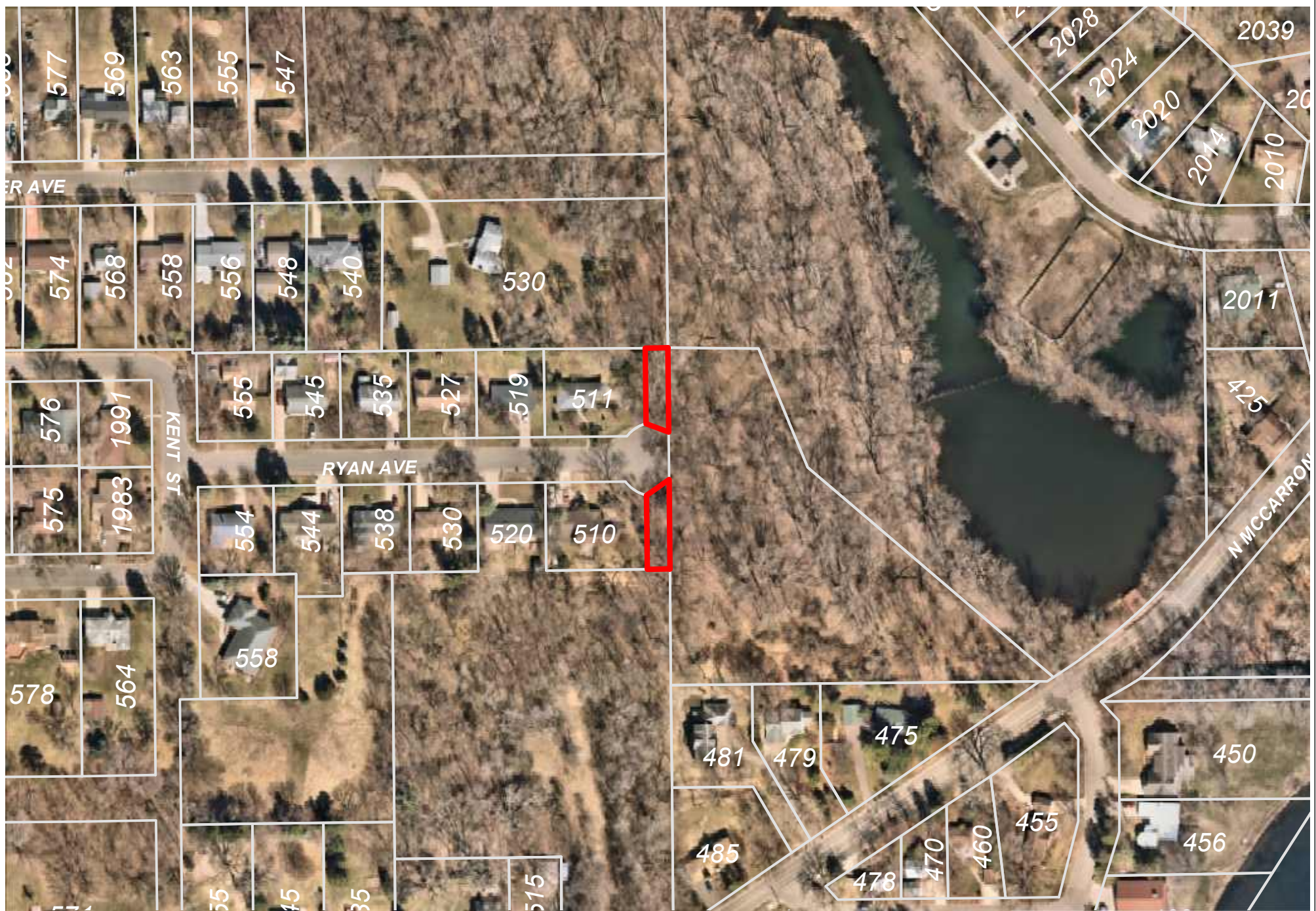


Exhibit R: Ryan Ave Right-of-Way Vacation

ROSEVILLE
Prepared by:
Engineering Department
March 29, 2022

 Right-of-Way Vacation Area

Data Sources and Contacts:
* Ramsey County GIS Base Map (2/02/22)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2650 Civic Center Drive, Roseville MN

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mapdoc: ExhibitR_RyanAve.mxd
map: ExhibitR_RyanAve.pdf



AGENDA FOR PUBLIC HEARING

Vacation of Multiple Easements and Right-of-Ways Pursuant to Minnesota Statute §412.851

- A. Mayor calls the meeting to order and announces the purpose of the meeting and format for the hearing. "This is a public hearing to consider whether to vacate public easements and right of ways."
- "This vacation request was initiated by the City of Roseville. The Council will consider resolutions to approve vacating the rights-of-ways as described in the resolutions."
- THE FOLLOWING AGENDA CAN BE USED AS THE FORMAT FOR THE PUBLIC HEARING:
- B. City Manager comments including, brief description of proposed vacated easement, published and mailed notices, and written objections to the proposed vacation. It is suggested that the City Manager should make a general comment regarding the published and mailed notices. This should include the following language:
- "Published and legal mailed notices have been provided for this public hearing. Legal notices appeared in the city's legal newspaper, *The Pioneer Press*, on September 17 and 24, 2024. Mailed notices were sent on September 17, 2024. Affidavits of publishing and mailing are available in the office of the City Engineer."
- Prior to the hearing proceeding, the City Manager should read all written objections for the proposed resolutions.
- C. City Engineer by this time has provided specific information for vacations including a description and proposed resolution.
- D. Mayor opens hearing to public. It is suggested that the following comments be made by the Mayor:
- "In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:
1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
 2. Each speaker will be allowed to speak only one time and should limit questions and comments to three minutes.
 3. Be courteous. No comments from audience or applause during question/ comment period."
- E. Mayor closes hearing.
- After all citizen comments have been completed, the Mayor should indicate that the public hearing is closed and turn the hearing over to the City Council for action.

- F. Council action on proposed vacation. Note: Only a 4/5ths vote is required for the resolution, as the vacation was city initiated.
1. Resolution approving the right-of-way vacation of a certain alley that is dedicated in the Shady Beach Plat.
 2. Resolution approving the right-of-way vacation of a portion of a town road easement/Rose Place in the T.M. Connor Plat.
 3. Resolution approving the right-of-way vacation of a portion of Lovell Avenue that lies adjacent to the properties located at: 2334 Western Avenue North and 2339 Hand Avenue.
 4. Resolution approving the right-of-way vacation of a portion of Mackubin Street that lies adjacent to the properties located at: 511 and 510 Ryan Avenue.

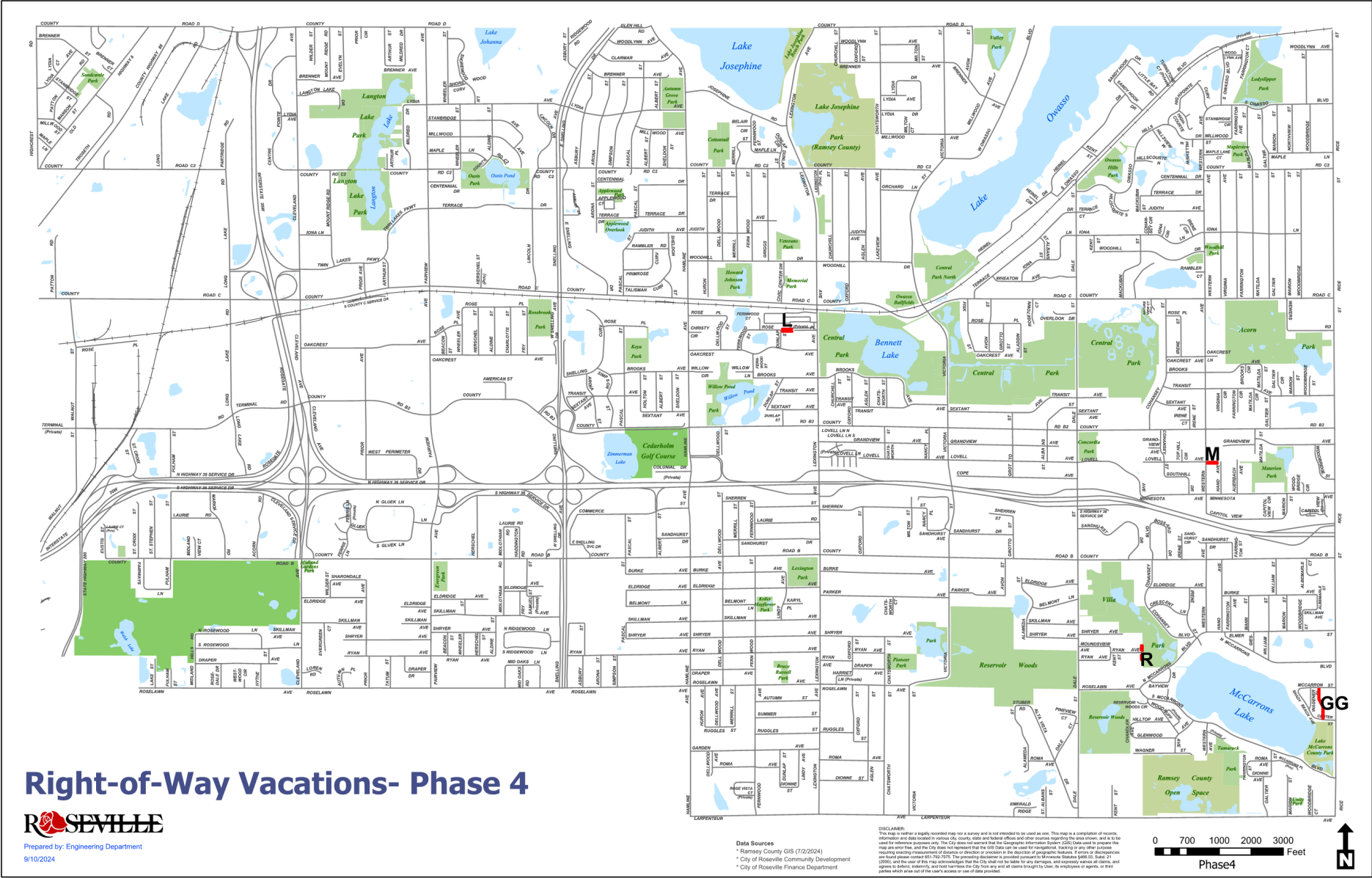
(Resolutions provided by City Engineer.)

Vacation of Multiple Street Rights-of-Way Phase 4

Public Works



Proposed Vacations Map



Vacation GG – Resolution 1

ALLEY IN SHADY BEACH PLAT



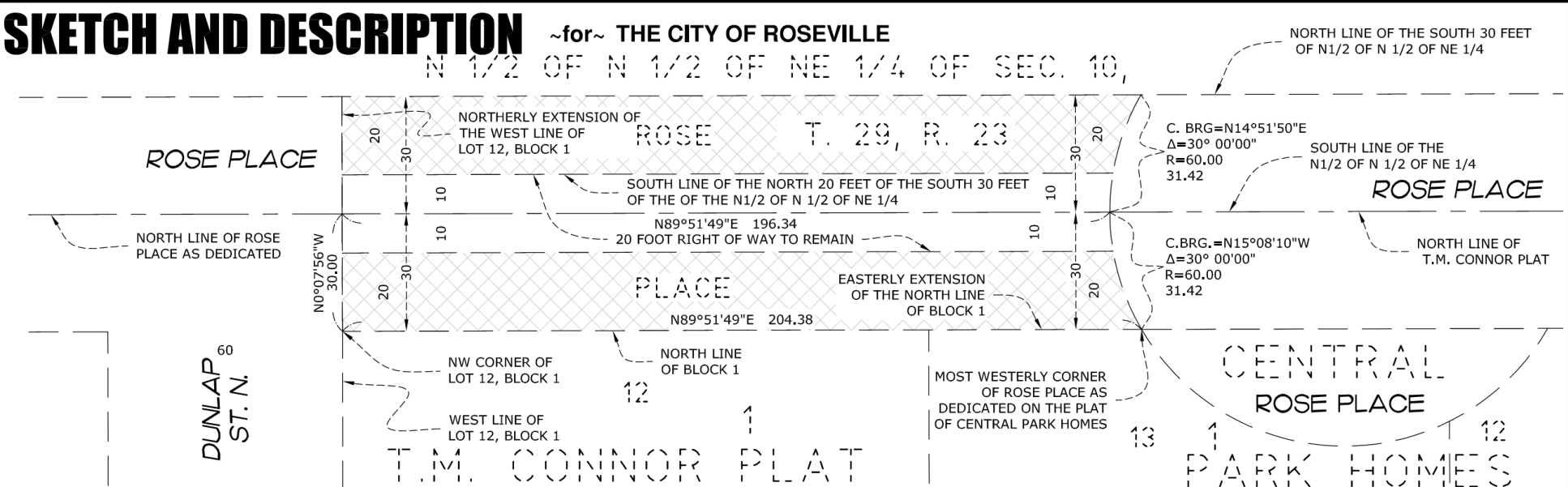
Vacation L – Resolution 2

PORTION OF TOWN ROAD EASEMENT/ROSE PLACE IN THE T.M. CONNOR PLAT



Vacation L – Resolution 2

PORTION OF TOWN ROAD EASEMENT/ROSE PLACE IN THE T.M. CONNOR PLAT



RIGHT OF WAY TO BE VACATED:

That part of the southerly 20 feet of Rose Place as dedicated on the plat of T.M. CONNOR PLAT, Ramsey County, Minnesota, which lies easterly of the northerly extension of the west line of Lot 12, Block 1, said T.M. CONNOR PLAT, and which lies westerly of the following described curve;

Commencing at the northwest corner of Lot 12, Block 1, said T.M. CONNOR PLAT; thence on an assumed bearing of North 89 degrees 51 minutes 49 seconds East along the north line of said Block 1 and its easterly extension a distance of 204.38 feet to the most westerly corner of Rose Place as dedicated on the plat of CENTRAL PARK HOMES, Ramsey County, Minnesota and to the point of beginning of the curve to be described; thence northwesterly 31.42 feet along a non-tangential curve, concave to the northeast, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 15 degrees 08 minutes 10 seconds West to the north line of said plat of T.M. CONNOR and said line there terminating.

And

That part of Rose Place and any other existing underlying road easements within the North 20.00 feet of the South 30.00 feet of the North Half of the North Half of the Northeast Quarter of Section 10, Township 29, Range 23, Ramsey County Minnesota and which lies easterly of the northerly extension of the west line of Lot 12, Block 1, said T.M. CONNOR PLAT, and which lies westerly of the following described curve:

Commencing at the northwest corner of said Lot 12, Block 1; thence on an assumed bearing of North 89 degrees 51 minutes 49 seconds East along the north line of said Block 1 and its easterly extension a distance of 204.38 feet to the most westerly corner of Rose Place as dedicated on the plat of CENTRAL PARK HOMES, Ramsey County, Minnesota; thence northwesterly 31.42 feet along a non-tangential curve, concave to the northeast, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 15 degrees 08 minutes 10 seconds West to the north line of said plat of T.M. CONNOR and the point of beginning of the curve to be described; thence continuing northeasterly along said curve a distance of 31.42 feet, having a radius of 60.00 feet, a delta angle of 30 degrees 00 minutes 00 seconds and a chord bearing of North 14 degrees 51 minutes 50 seconds East to the north line of said south 30.00 feet of the North Half of the North Half of the Northeast Quarter and said line there terminating.

NORTH

SCALE: 1" = 30'

BEARING DATUM: Assumed

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By:
Minnesota License No. 41578

Dated 6th day of May 2024.

JOB NO.	24.0383ED	DRAWN BY:	BPN	CREW:	N/A
DATE:	5/6/2024				
REVISIONS					
1					
2					
3					
4					
#	DATE	DESCRIPTION	BY		

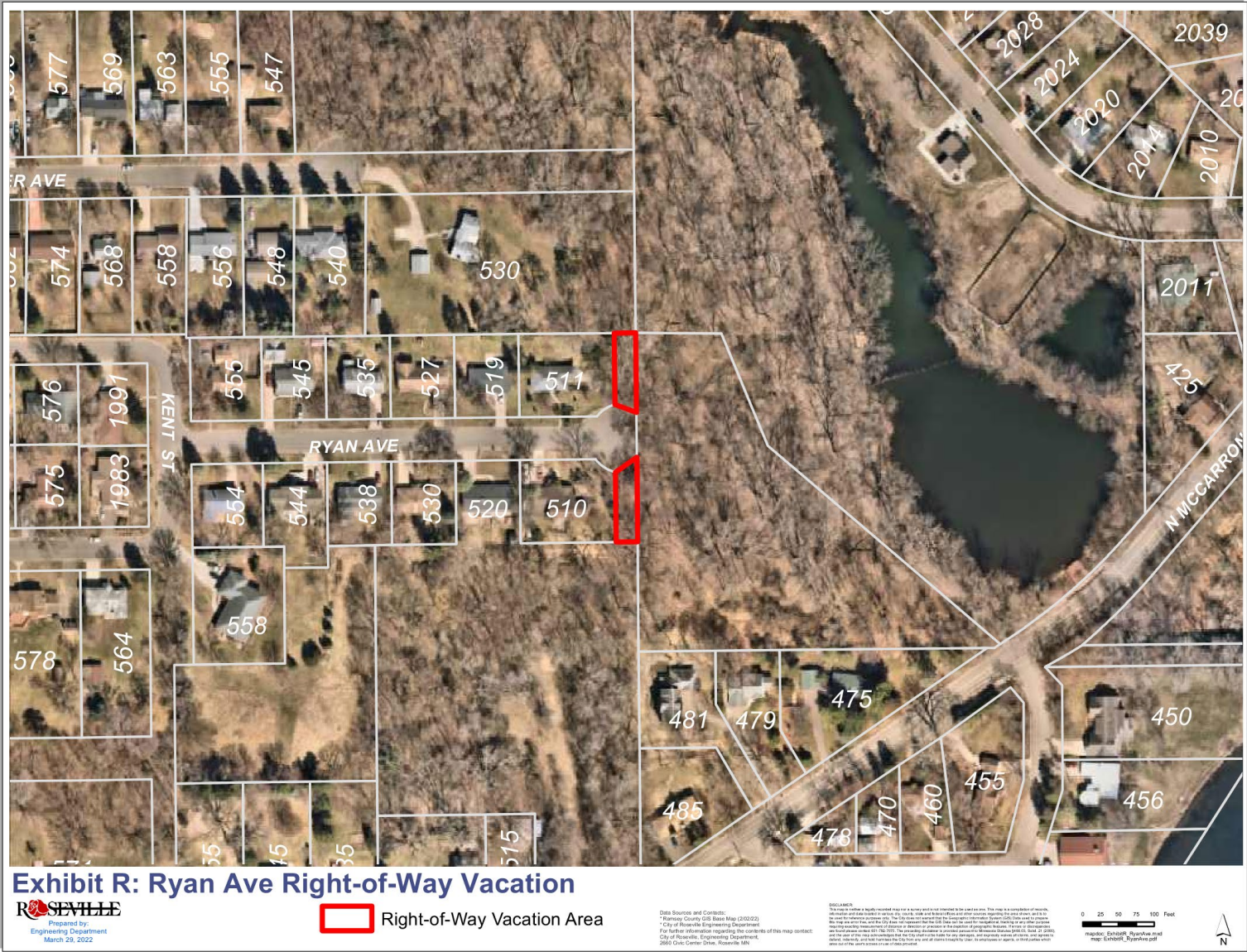
E. G. RUD & SONS, INC.
PROFESSIONAL LAND SURVEYORS
6776 LAKE DRIVE NE, SUITE 110
LINO LAKES, MINNESOTA 55014
TEL: (651) 361-8200
FAX: (651) 361-8701
www.egrud.com

PORTION OF LOVELL AVENUE ADJACENT TO 2334 AND 2339 WESTERN AVENUE NORTH



Vacation R – Resolution 4

PORTION OF MACKKUBIN STREET ADJACENT TO 511 AND 510 RYAN AVENUE



All Vacation Areas

PUBLIC HEARING

Public Hearing as Required by Minnesota State Statute 412.851

In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:

1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
2. Each speaker can speak one time and should limit questions and comments to three minutes..
3. Be courteous. No comments from audience or applause during question/ comment period.

Recommended Council Action

1. Consider approval of a resolution approving the right-of-way vacation of a certain alley that is dedicated in the Shady Beach Plat. [Vacation Area GG – Resolution 1]
2. Consider approval of a resolution approving the right-of-way vacation of a portion of a town road easement/Rose Place in the T.M. Connor Plat. [Vacation Area L – Resolution 2]
3. Consider approval of a resolution approving the right-of-way vacation of a portion of Lovell Avenue that lies adjacent to the properties located at: 2334 Western Avenue North and 2339 Hand Avenue. [Vacation Area M – Resolution 3]
4. Consider approval of a resolution approving the right-of-way vacation of a portion of Mackubin Street that lies adjacent to the properties located at: 511 and 510 Ryan Avenue. [Vacation Area R – Resolution 4]

A 4/5th vote is required since these are city-initiated vacations.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Receive 2024 Recycling Service Proposals

Background

At their July 22, 2024 meeting, the Roseville City Council approved the release of a Request for Proposals (RFP) for Recycling Services beginning July 1, 2025. Staff released the RFP on August 2, 2024, and accepted four proposals on September 11, 2024.

As a review, in 2021, the City entered into an Agreement for Comprehensive Recycling Services with the Neighborhood Recycling Corporation, d.b.a. Eureka Recycling, for the term of January 1, 2022 – June 31, 2025.

City staff updated the Request for Proposals (RFP) used in 2021 in order to solicit proposals for recycling services beyond 2025. As part of this process, we have made presentations to the Public Works, Environment and Transportation Commission (PWETC) and City Council, solicited their feedback, and have modified the RFP per their direction.

The City received four proposals for recycling services:

- Ace Solid Waste
- Eureka Recycling
- Walters Refuse & Recycling
- Waste Management

The four contractors that submitted proposals currently provide curbside trash and/or recycling services to communities in the Twin Cities metropolitan area and are all very capable of providing the service to the City of Roseville. Staff has reviewed the proposals and scored them based on the criteria and scoring structure listed in the RFP and shown below:

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 key components of the Base Proposal that will be included in the overall discussion are:

- Cart Ownership: Contractors provided costs for both City-owned and Contractor-owned carts (currently contractor-owned).
 - Two provided both options, two provided only the City-owned option.
- Term of contract: Contractors provided costs for 3-year and 5-year contract terms.
 - Two provided both options, two provided only the 5-year option.
- Revenue Share: No revenue share was provided in the Base Proposal.
- Recycling service in Parks: Contractors responded with pricing for individual cart pick up in parking lots, walk service to buildings and drive up service to bins along trails in Parks.
- Zero Waste Events: Contractors' pricing included Zero Waste Events support: Taste of Rosefest, Run-and-Roll, Earth Day, and the Wild Rice Festival. Two events added to the RFP were Juneteenth and Tapped & Uncorked.
- Service Level: Contractors provided bi-weekly servicing of single dwelling units, and weekly servicing of multi dwelling units as part of the Base Proposal.

The key components in the Alternate Proposal that will be included in the overall discussion are:

- Revenue Share: No contractor provided a revenue share option.
- Service Level: One contractor provided an alternate collection schedule.

All materials leading up to the Council meeting will reference the Contractors as "Proposer 1," "Proposer 2," and so on. At the meeting we will match the contractors with their scores.

Below is the scoring of the Base Proposals based on the lowest average annual cost to the City. The final scores can vary based on the options included in the overall contract,

contract term, City-owned vs. contractor-owned carts, servicing level, and revenue share:

3-Year Proposal		w/ pricing			
Criteria	Max Points	Proposer 1	Proposer 2*	Proposer 3*	Proposer 4
Project Capability	30	25.71	16.61	15.80	23.04
Community Values (Equity)	10	8.89	6.27	6.67	8.65
Community Values (Other)	10	7.19	5.05	4.69	5.55
Value Added	5	2.86	0.00	0.00	0.00
Past Performance	5	5.00	5.00	5.00	5.00
Price	40	30.05	0.00	0.00	40.00
Score	100	79.70	32.92	32.16	82.24
	Separation	-2.54	-49.32	-50.08	0.00
<i>*Proposer 2 & 3 didn't provide a 3-year proposal price</i>					
5-Year Proposal					
Criteria	Max Points	Proposer 1	Proposer 2	Proposer 3	Proposer 4
Project Capability	30	25.71	16.61	15.80	23.04
Community Values (Equity)	10	8.89	6.27	6.67	8.65
Community Values (Other)	10	7.19	5.05	4.69	5.55
Value Added	5	2.86	0.00	0.00	0.00
Past Performance	5	5.00	5.00	5.00	5.00
Price	40	30.56	31.84	26.29	40.00
Score	100	80.21	64.76	58.45	82.24
	Separation	-2.03	-17.48	-23.79	0.00

The results of the proposal scoring, along with the proposals, was presented to PWETC on September 24, 2024. PWETC recommended Proposer 4 with bi-weekly single dwelling service, weekly multi dwelling service, and City-owned carts. No revenue share was proposed by any contractor.

PWETC had comments about Proposer 4's proposal. There were several differences identified from our current collection process:

- Cartons & Aseptic containers were listed as not accepted.
- Composition study's and collection reports were not highlighted.
- Education and outreach was only described as being online.

Staff met with Proposer 4 and received clarification on the collection process. Proposer 4 confirmed: cartons and aseptic containers are accepted in the curbside recycling service; a composition study can be completed at no additional cost; and education and outreach materials can include printed materials. Details including the above items can be finalized once contract negotiations are underway.

Staff is asking that the City Council receive a presentation from staff summarizing the proposals and scores, then select a contractor and options for the Recycling Services contract beyond 2025. Staff will then negotiate a final contract with the selected contractor and return to the Council at a future meeting for final approval of the contract.

Policy Objectives

Chapter 403 of the City Code establishes a system of curbside recycling as a public utility for Residential Dwellings and Multi-Family Complexes in the city. In order to meet the goals and requirements of this Chapter, the City must contract with a private contractor for the collection of recyclable materials.

Equity Impact Summary

There should be no equity impacts associated with the Recycling RFP, as the recycling program is citywide and offered to all residents.

Budget Implications

Proposer 4 has the lowest average annual collection cost, which is also slightly lower than our current 3-year average collection cost. This cost assumes the City purchases the carts which would incur an additional cost that would be taken up as a separate council action later in the meeting. Staff has been using an estimated contract price that included a potential cart purchase for the 2025 budget process, but a more detailed fee analysis will be performed and presented to Council after a final contract has been negotiated.

The costs associated with the recycling program are paid for out of the Environmental Fund, and the City has established a Recycling Fee that all residential properties pay on their Utility Bill. This fee is analyzed annually in order to fund the citywide recycling service. This fee will be adjusted as a result of the final cost for recycling services as provided by the selected contractor.

Based on the proposed pricing, including the City purchasing carts, the quarterly Recycling Fee would increase from \$14.55 to \$14.99 (~3%).

Staff Recommendations

Staff recommends that a motion be made to authorize staff to negotiate a contract with Proposer 4 for a three-year term, with City-owned carts.

Requested Council Action

Motion to Authorize staff to negotiate a contract with Proposer 4 for a three-year term, with City-owned carts.

Prepared by: Ryan Johnson, Environmental Manager

Attachments:

1. Presentation
2. 2024 Request for Proposals
3. Ace Solid Waste Proposal
4. Eureka Recycling Proposal
5. Walters Refuse & Recycling Proposal
6. Waste Management Proposal

2024 Recycling RFP Proposal Review

City Council

October 10, 2024



2024 Recycling RFP Proposal Review

2024 Criteria

➤ Base Proposal

➤ Community Values

- Equity
- Other community value elements

➤ Value Added

- Contract Term: 3 or 5 Year
- Cart Ownership (City vs. Contractor)
- Biweekly servicing of SDUs & Weekly for MDUs
- Zero Waste Event Staffing
- Collection within Roseville Parks
- No revenue share

➤ Alternate Proposal (Optional)

- Revenue Share
- Alternate servicing schedules

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.

2024 Recycling RFP Proposal Review

RFP Scoring, Before Pricing

➤ Scoring, Before Pricing

- 7-person review team: 1 Administration, 1 Community Development, 1 Parks & Recreation, and 4 from Public Works.

Composite Score w/o Pricing						
Criteria	Max Points		Proposer 1	Proposer 2	Proposer 3	Proposer 4
Project Capability	30		25.71	16.61	15.80	23.04
Community Values (Equity)	10		8.89	6.27	6.67	8.65
Community Values (Other)	10		7.19	5.05	4.69	5.55
Value Added	5		2.86	0.00	0.00	0.00
Past Performance	5		5.00	5.00	5.00	5.00
Price	40		0.00	0.00	0.00	0.00
	100	Score	49.65	32.92	32.16	42.24
		Separation	0.00	-16.73	-17.49	-7.41

2024 Recycling RFP Proposal Review

RFP Scoring, With Pricing

3-Year Proposal			Composite Score w/ pricing			
Criteria	Max Points		Proposer 1	Proposer 2*	Proposer 3*	Proposer 4
Project Capability	30		25.71	16.61	15.80	23.04
Community Values (Equity)	10		8.89	6.27	6.67	8.65
Community Values (Other)	10		7.19	5.05	4.69	5.55
Value Added	5		2.86	0.00	0.00	0.00
Past Performance	5		5.00	5.00	5.00	5.00
Price**	40		30.05	0.00	0.00	40.00
	100	Score	79.70	32.92	32.16	82.24
		Separation	-2.54	-49.32	-50.08	0.00

*Proposer 2 & 3 didn't provide a 3-year proposal price

5-Year Proposal			Composite Score w/ pricing			
Criteria	Max Points		Proposer 1	Proposer 2	Proposer 3	Proposer 4
Project Capability	30		25.71	16.61	15.80	23.04
Community Values (Equity)	10		8.89	6.27	6.67	8.65
Community Values (Other)	10		7.19	5.05	4.69	5.55
Value Added	5		2.86	0.00	0.00	0.00
Past Performance	5		5.00	5.00	5.00	5.00
Price**	40		30.56	31.84	26.29	40.00
	100	Score	80.21	64.76	58.45	82.24
		Separation	-2.03	-17.48	-23.79	0.00

**Price score was calculated by taking the proposers price and dividing by the low bid, then multiplying by 40 points.
Calculated separately for both 3 & 5-year proposals.

2024 Recycling RFP Proposal Review

Collection Costs

➤ Collection cost proposals

Base Pickup + Park Recycling											
Proposer	Service Frequency		Cart Owner		Contract Term		Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
	Weekly	Bi-weekly	Vendor	City	3-Year	5-Year					
Proposer 4 - Proposal 1-A	M	S		X	X		\$794,809	\$22,379	\$817,188	1	\$0
Proposer 4 - Proposal 1-B	M	S		X		X	\$832,902	\$23,533	\$856,435	2	\$39,246
Proposer 4 - Proposal 1-C	M	S	X		X		\$895,751	\$22,379	\$918,130	3	\$100,942
Proposer 4 - Proposal 1-D	M	S	X			X	\$933,312	\$23,533	\$956,845	4	\$139,657
Proposer 2- Proposal 1	M	S	X			X	\$1,015,758	\$60,059	\$1,075,818	5	\$258,630
Proposer 1 - Proposal 1-A	M	S		X	X		\$1,056,518	\$31,098	\$1,087,616	6	\$270,428
Proposer 1 - Proposal 1-C	M	S	X		X		\$1,073,073	\$31,412	\$1,104,485	7	\$287,297
Proposer 1 - Proposal 1-B	M	S		X		X	\$1,089,090	\$32,040	\$1,121,131	8	\$303,943
Proposer 1 - Proposal 1-D	M	S	X			X	\$1,106,009	\$32,155	\$1,138,164	9	\$320,975
Proposer 3 - Proposal 1-A	M	S	X			X	\$1,269,716	\$33,584	\$1,303,300	10	\$486,112
Proposer 1 - Proposal 2-A	MS			X	X		\$1,582,477	\$31,098	\$1,613,575	11	\$796,387
Proposer 1 - Proposal 2-C	MS		X		X		\$1,599,032	\$31,412	\$1,630,445	12	\$813,256
Proposer 1 - Proposal 2-B	MS			X		X	\$1,631,215	\$32,040	\$1,663,256	13	\$846,068
Proposer 1 - Proposal 2-D	MS		X			X	\$1,648,362	\$32,155	\$1,680,516	14	\$863,328
Proposer 3 - Proposal 1-B	MS		X			X	\$2,052,239	\$33,584	\$2,085,823	15	\$1,268,635

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Collection Costs

- Base Collection Proposals
 - Bi-weekly collection for SUD, weekly collection for MUD, modified collection in parks, no revenue share
- 3-year collection costs

Base Pickup + Park Recycling - 3-Year Proposal									
Proposer	Service Frequency		Cart Owner		Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
	Weekly	Bi-weekly	Vendor	City					
Proposer 4 - Proposal 1-A	M	S		X	\$794,809	\$22,379	\$817,188	1	\$0
Proposer 4 - Proposal 1-C	M	S	X		\$895,751	\$22,379	\$918,130	3	\$100,942
Proposer 1 - Proposal 1-A	M	S		X	\$1,056,518	\$31,098	\$1,087,616	6	\$270,428
Proposer 1 - Proposal 1-C	M	S	X		\$1,073,073	\$31,412	\$1,104,485	7	\$287,297

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Collection Costs

➤ Base Collection Proposals

- Bi-weekly collection for SUD, weekly collection for MUD, modified collection in parks, no revenue share

➤ 5-year collection costs

Base Pickup + Park Recycling - 5-Year Proposal									
	Service Frequency		Cart Owner						
Proposer	Weekly	Bi-weekly	Vendor	City	Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
Proposer 4 - Proposal 1-B	M	S		X	\$832,902	\$23,533	\$856,435	2	\$0
Proposer 4 - Proposal 1-D	M	S	X		\$933,312	\$23,533	\$956,845	4	\$100,410
Proposer 2- Proposal 1	M	S	X		\$1,015,758	\$60,059	\$1,075,818	5	\$219,383
Proposer 1 - Proposal 1-B	M	S		X	\$1,089,090	\$32,040	\$1,121,131	8	\$264,696
Proposer 1 - Proposal 1-D	M	S	X		\$1,106,009	\$32,155	\$1,138,164	9	\$281,729
Proposer 3 - Proposal 1-A	M	S	X		\$1,269,716	\$33,584	\$1,303,300	10	\$446,865

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Collection Costs

➤ Alternate collection proposals: weekly collection for both single and multi-dwelling units.

Base Pickup + Park Recycling - Alternate Proposals											
Proposer	Service Frequency		Cart Owner		Contract Term		Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
	Weekly	Bi-weekly	Vendor	City	3-Year	5-Year					
Proposer 1 - Proposal 2-A	MS			X	X		\$1,582,477	\$31,098	\$1,613,575	11	\$796,387
Proposer 1 - Proposal 2-C	MS		X		X		\$1,599,032	\$31,412	\$1,630,445	12	\$813,256
Proposer 1 - Proposal 2-B	MS			X		X	\$1,631,215	\$32,040	\$1,663,256	13	\$806,821
Proposer 1 - Proposal 2-D	MS		X			X	\$1,648,362	\$32,155	\$1,680,516	14	\$824,082
Proposer 3 - Proposal 1-B	MS		X			X	\$2,052,239	\$33,584	\$2,085,823	15	\$1,229,389

No revenue share proposals were submitted

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Comparative Rates

➤ Current annual costs

- 2022: \$781,278
- 2023: \$833,750
- 2024: \$882,980 (estimated)
- 3-year average: \$832,980

➤ Proposed low bid:

➤ 3-year

- City owned carts: \$817,188 average (not including cart cost)
- Vendor owned carts: \$918,130 average

➤ 5-year

- City owned carts: \$856,435 average (not including cart cost)
- Vendor owned carts: \$956,845 average

2024 Recycling RFP Proposal Review

Cart Ownership

Base Pickup + Park Recycling											
Proposer	Service Frequency		Contract Term								
	Weekly	Bi-weekly	3-Year	5-Year	Base Pickup	Park Recycling	Average Annual Cost to City	Cost Difference from low bid	City vs Vendor Carts	Cart Cost*	Years to pay back
Proposer 1 - Proposal 1-A	M	S	X		\$1,056,518	\$31,098	\$1,087,616	\$270,428	-\$16,869	\$544,047	32.3
Proposer 1 - Proposal 1-B	M	S		X	\$1,089,090	\$32,040	\$1,121,131	\$303,943	-\$17,033	\$544,047	31.9
Proposer 1 - Proposal 2-A	MS		X		\$1,582,477	\$31,098	\$1,613,575	\$796,387	-\$16,869	\$544,047	32.3
Proposer 1 - Proposal 2-B	MS			X	\$1,631,215	\$32,040	\$1,663,256	\$846,068	-\$17,260	\$544,047	31.5
Proposer 4 - Proposal 1-A	M	S	X		\$794,809	\$22,379	\$817,188	\$0	-\$100,942	\$544,047	5.4
Proposer 4 - Proposal 1-B	M	S		X	\$832,902	\$23,533	\$856,435	\$39,246	-\$100,410	\$544,047	5.4

*Assumes \$100,000 grant from Ramsey County

Notes: Proposer 2 & 3 didn't provide a City owned cart proposal.

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Cart Ownership

Current Annual Collection Cost										
2024	\$882,980	(Est.)								
City Owned Carts										
Proposer 4 costs										
3-year							5-year			
Year	Base	Parks	Total	Proposal vs. current cost		Year	Base	Parks	Total	Proposal vs. current cost
2025	\$756,748	\$21,294	\$778,042	-\$104,938		2025	\$753,333	\$21,294	\$774,627	-\$108,353
2026	\$794,130	\$22,359	\$816,489	-\$66,491		2026	\$790,715	\$22,359	\$813,074	-\$69,906
2027	\$833,549	\$23,484	\$857,033	-\$25,947		2027	\$831,272	\$23,484	\$854,757	-\$28,223
						2028	\$872,728	\$24,640	\$897,368	\$14,388
						2029	\$916,460	\$25,887	\$942,348	\$59,368
Carts										
Cart Quote	Ramsey County Grant	Roseville Cost	Cash Balance	2025 savings	Remainder					
\$644,047	\$100,000	\$544,047	\$369,882	\$104,938	\$69,227					

Vendor owned cart option: based on the low bid of Proposer 4, the City could pay ~\$100,000 more per year (on average) for vendor owned carts.

2024 Recycling RFP Proposal Review

Recommendation

Staff recommendation to PWETC

- Based on best value score, and low bid, authorize staff to enter negotiations with Proposer 4, with:
 - City owned carts
 - 3-year term

PWETC recommendation

- Proposer 4
 - City owned carts
 - 3-year term
 - Additional PWETC recommendations:
 - Commission provided additional comments based on some details that were not provided in the proposal:
 - Collection of cartons & aseptics
 - Composition study
 - Education and outreach past online materials

Staff met with Proposer 4 and received clarification that cartons & aseptics are collected in the servicing, composition studies and reporting happen as described in the RFP, and education and outreach can be formed to fit the City's needs.

2024 Recycling RFP Proposal Review

Timeline

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.



Questions?



THANK YOU

Public Works Department

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

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Comprehensive Recycling Services

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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

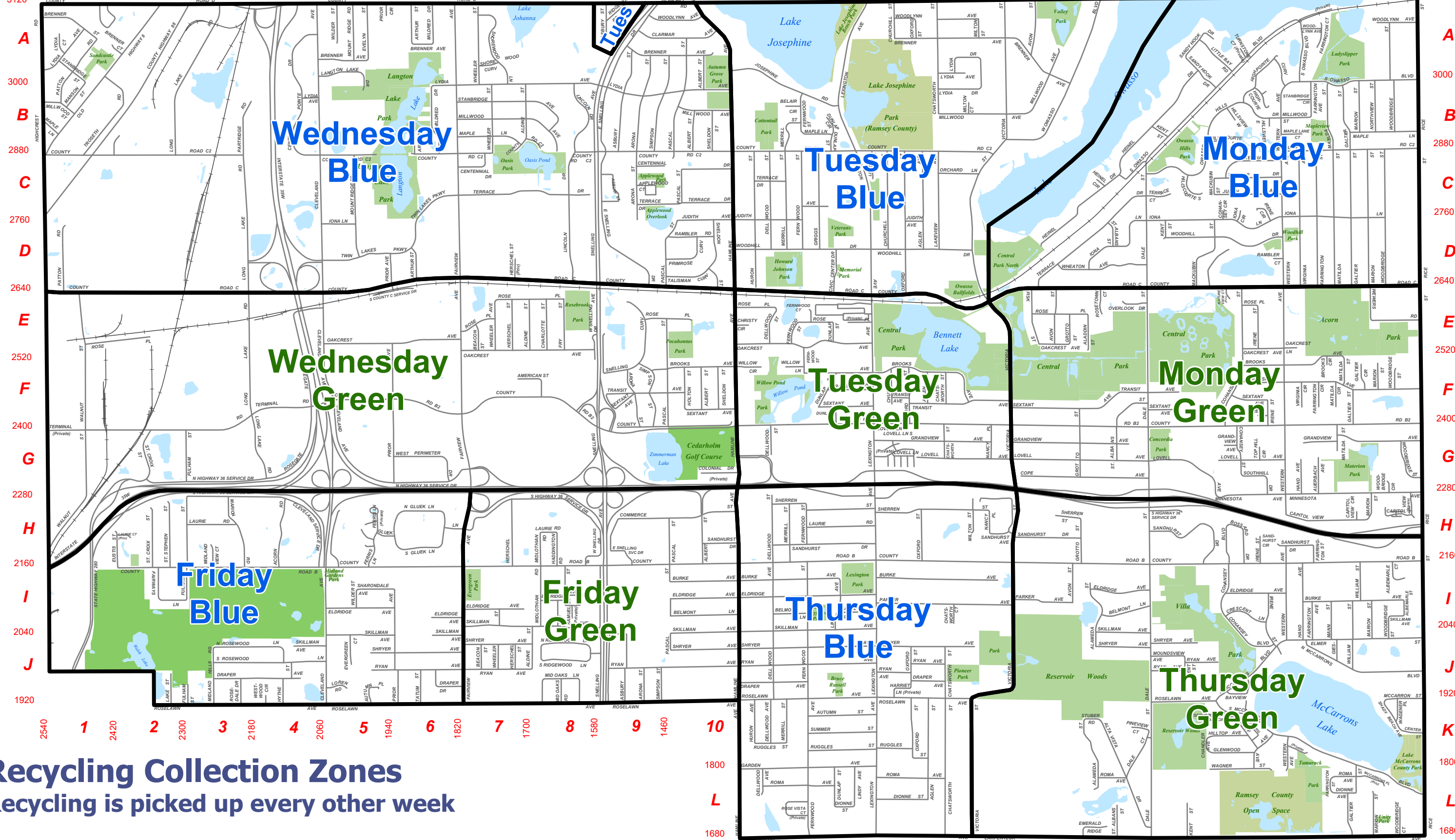
By: _____
Its: _____

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*	Municapal 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

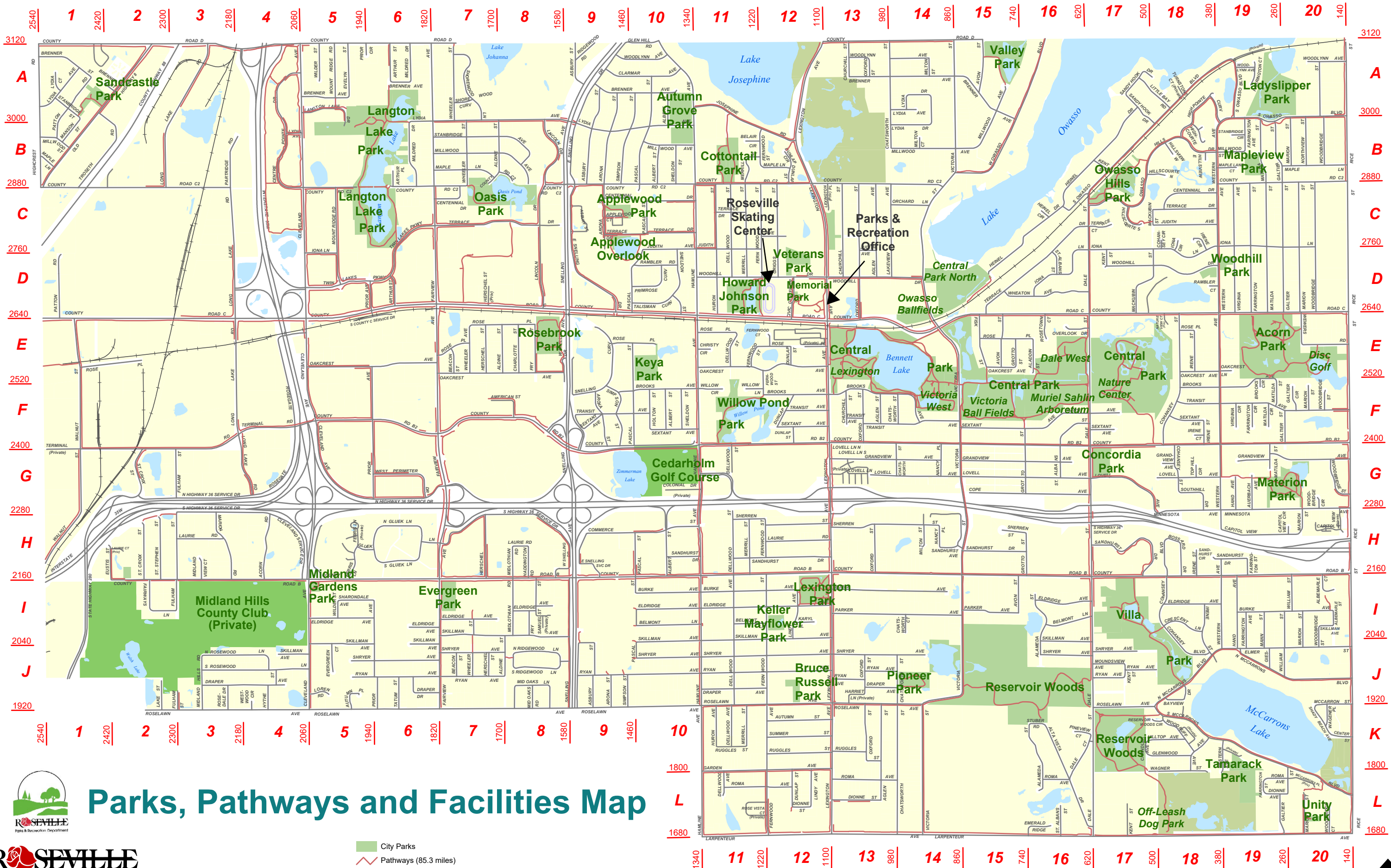
Year	2006	2007	2008	2009	2010	2011	2012	2013	2014
Total Annual Tons	3,441	3,681	3,556	3,281	3,322	3,244	3,173	3,225	3,212
Type of Material									
Papers	% of Total Tonnage								
News Mix	63.98%	56.46%	66.00%	61.65%	59.68%	51.53%	56.86%	54.40%	56.27%
Cardboard	6.71%	13.23%	4.50%	5.48%	7.34%	10.33%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

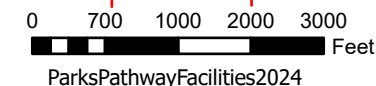


Parks, Pathways and Facilities Map

 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 <i>(key to grid locator on map)</i>											
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,J,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 <i>(Private)</i>	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 <i>(Private)</i>	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,J: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 Rd 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				
Bessard 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 <i>(Private)</i>	H:20	Huron Ave N	K:11	Rice St N	A-L:20	Turnstone Ct <i>(Private)</i>	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 <i>(Private)</i>	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,J,H:18	S Rosewood Ln W	J:3-4	Wheaton Ave W	D:15-16				
Clammar 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,H: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 <i>(Private)</i>	I:8	Willow Ln W	E:11				
Colonial Dr W <i>(Private)</i>	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 <i>(Private)</i>	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 C W	D:1-20	Lexington Pl N <i>(Private)</i>	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 <i>(Private)</i>	G:13								
Dellwood St N	C-E,G-H:11	N Lovell Ln <i>(Private)</i>	G:13								
Dellwood St N <i>(Private)</i>	G:11	S Lovell Ln <i>(Private)</i>	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,J: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 <i>(Private)</i>	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: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

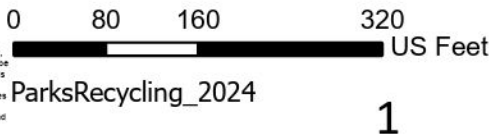
Prepared by: Engineering Department
6/24/2024

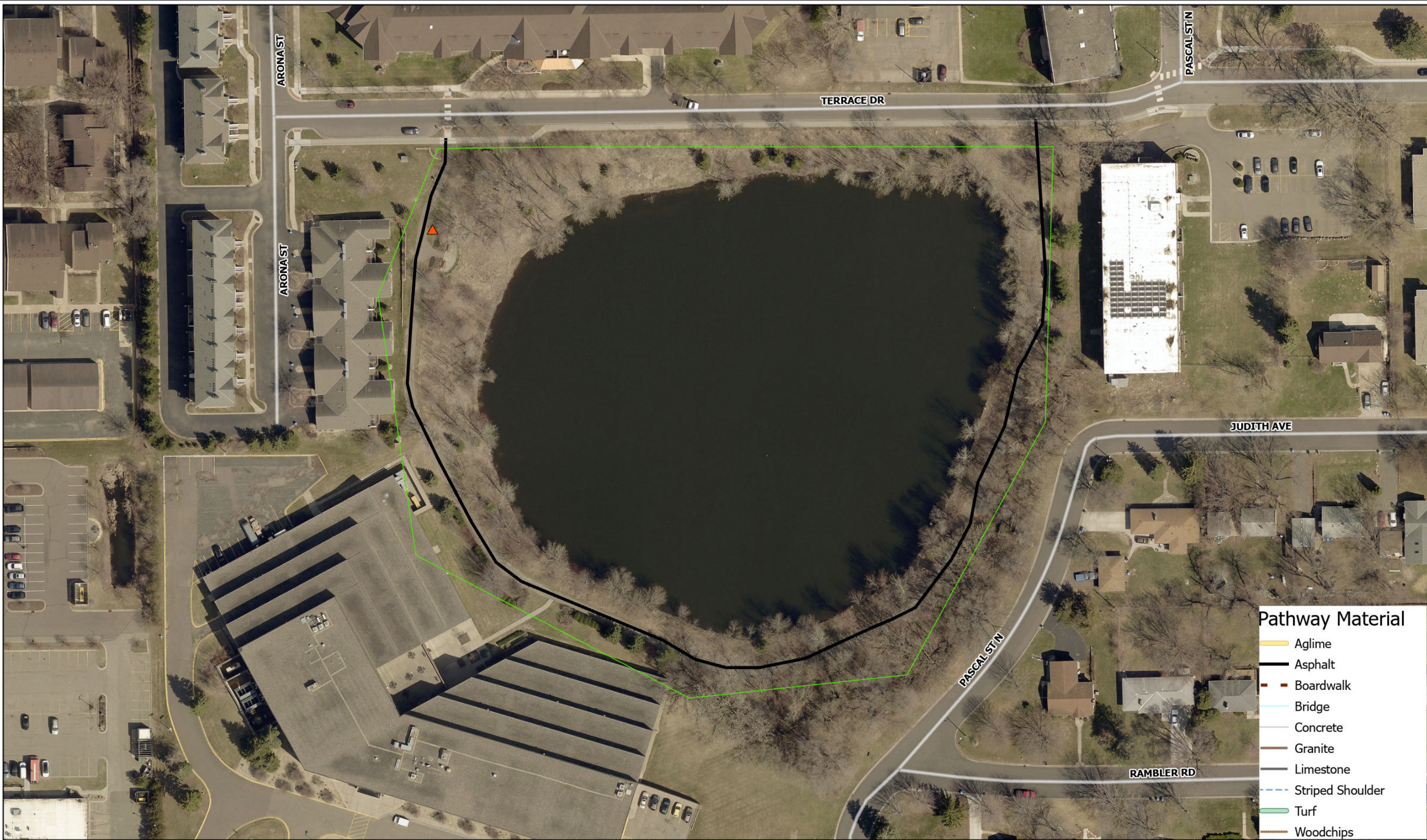
Recycling Container Location

- 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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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





Municipal Parks Recycling
Applewood 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





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

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0 80 160 320 US Feet

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

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

6



Municipal Parks Recycling
Bruce Russell Park

Prepared by: Engineering Department
 6/24/2024



Prepared by: Engineering Department
6/24/2024

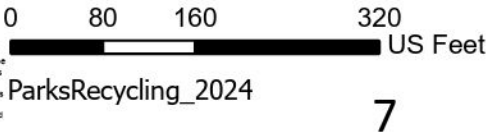
Municipal Parks Recycling Central Park- Arboretum

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 - 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





Municipal Parks Recycling Central Park - Lexington

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

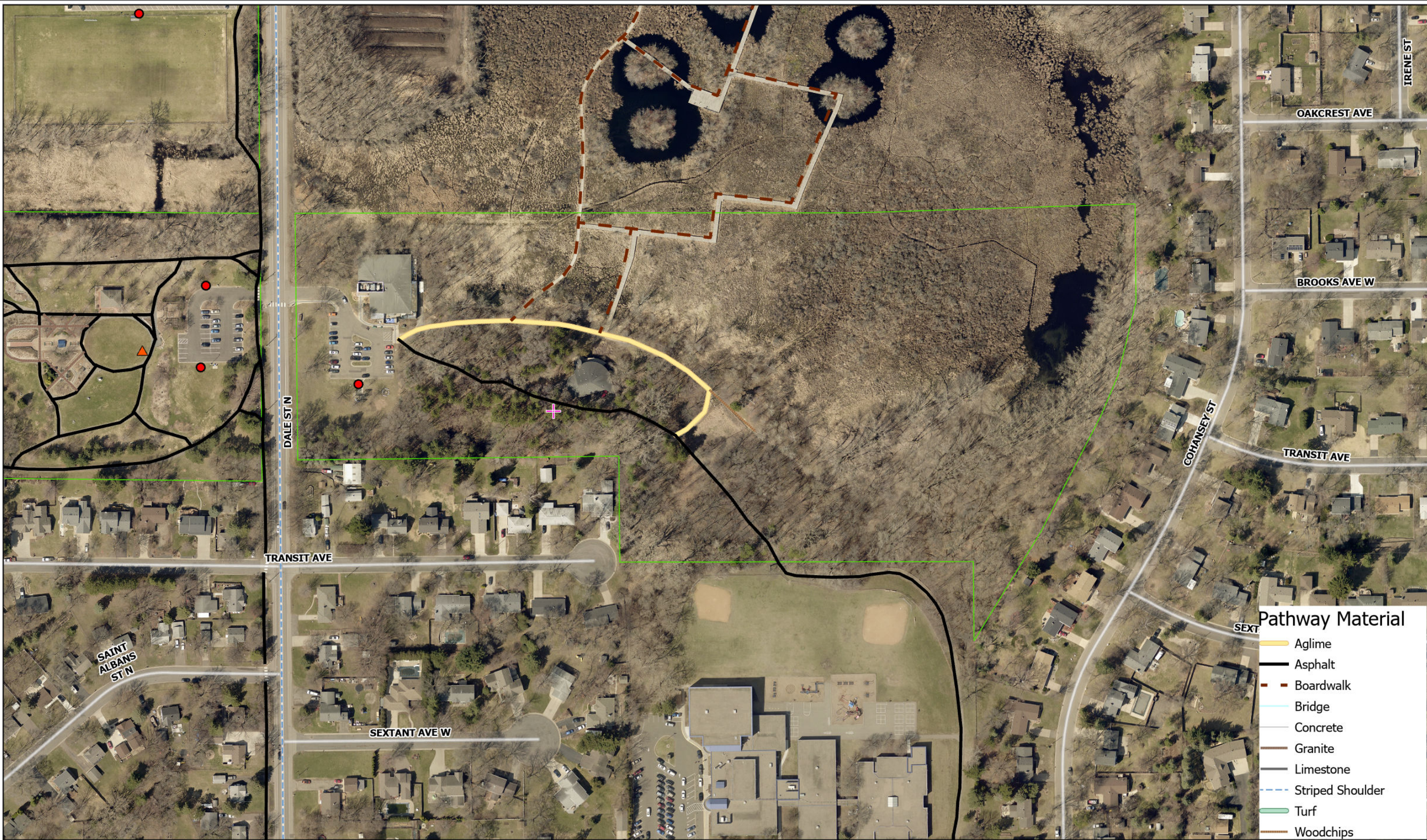
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0 125 250 500 US Feet

ParksRecycling_2024

9





Prepared by: Engineering Department
6/24/2024

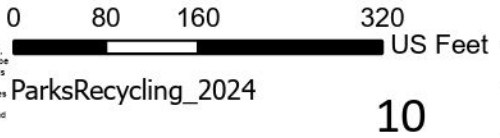
Municipal Parks Recycling Central Park - Nature Center

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 - 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





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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Pathway Material

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

0 40 80 160 US Feet

ParksRecycling_2024





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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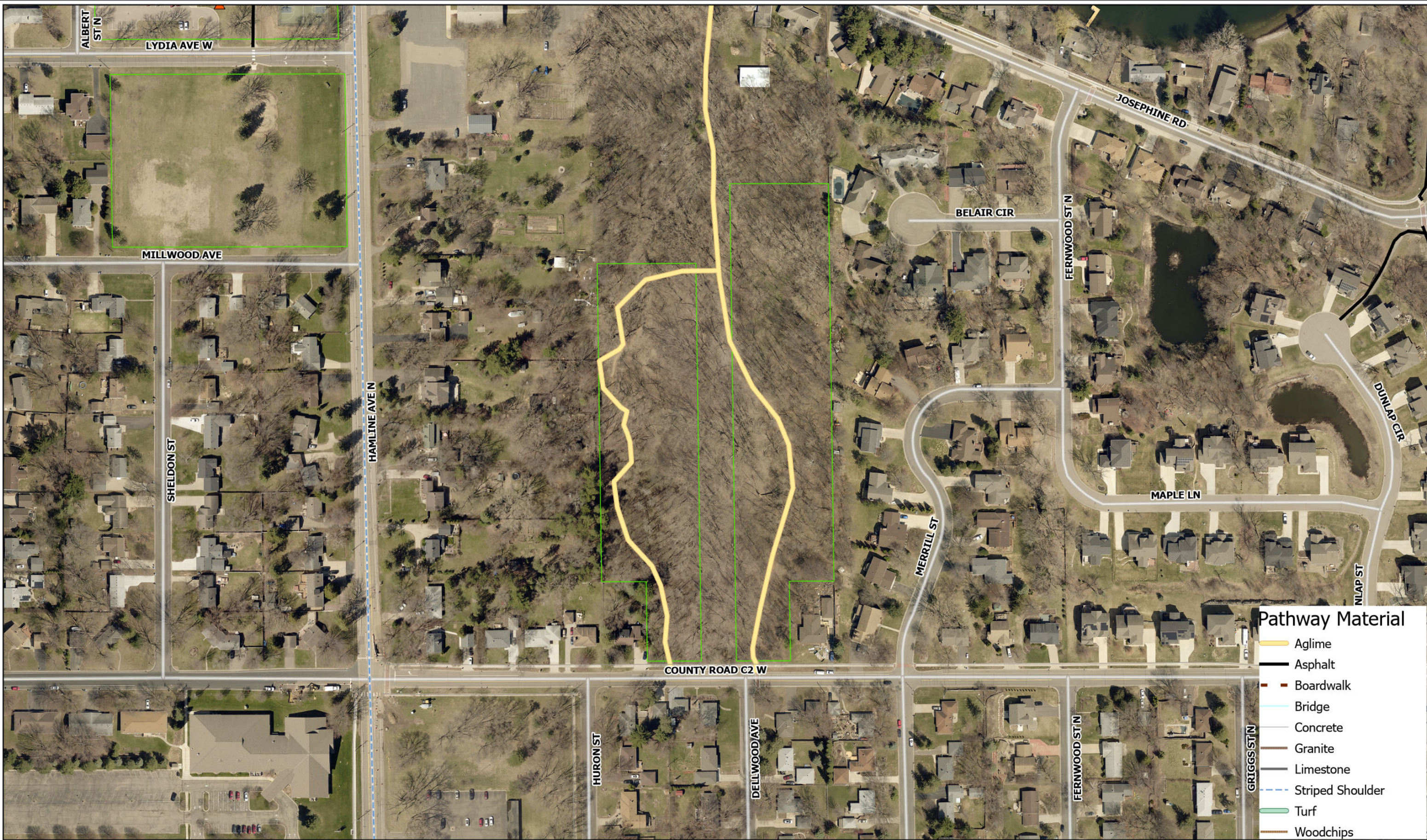
0 80 160 320 US Feet

ParksRecycling_2024

13







Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Cottontail 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

15





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

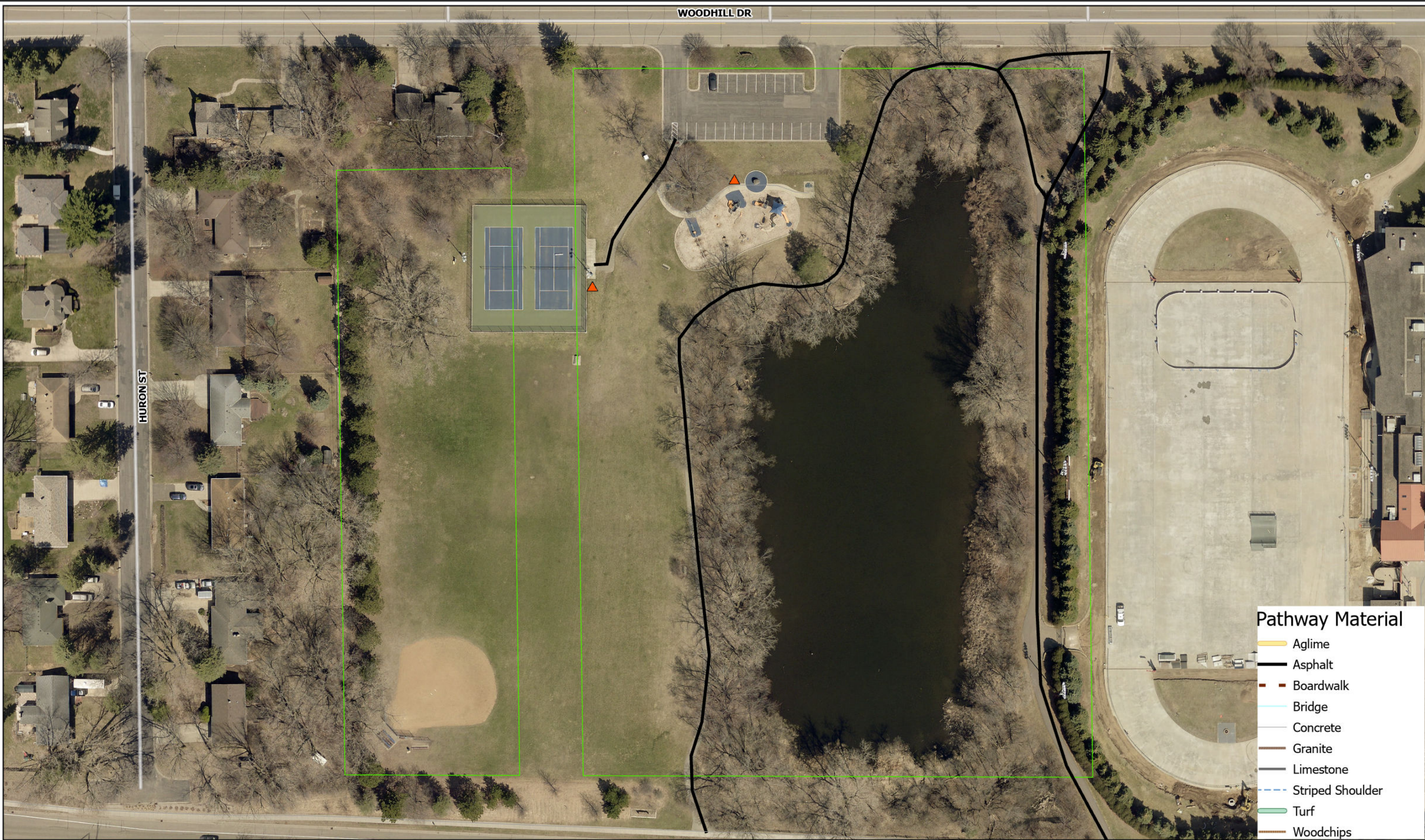
Recycling Container Location

- 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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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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0 40 80 160 US Feet

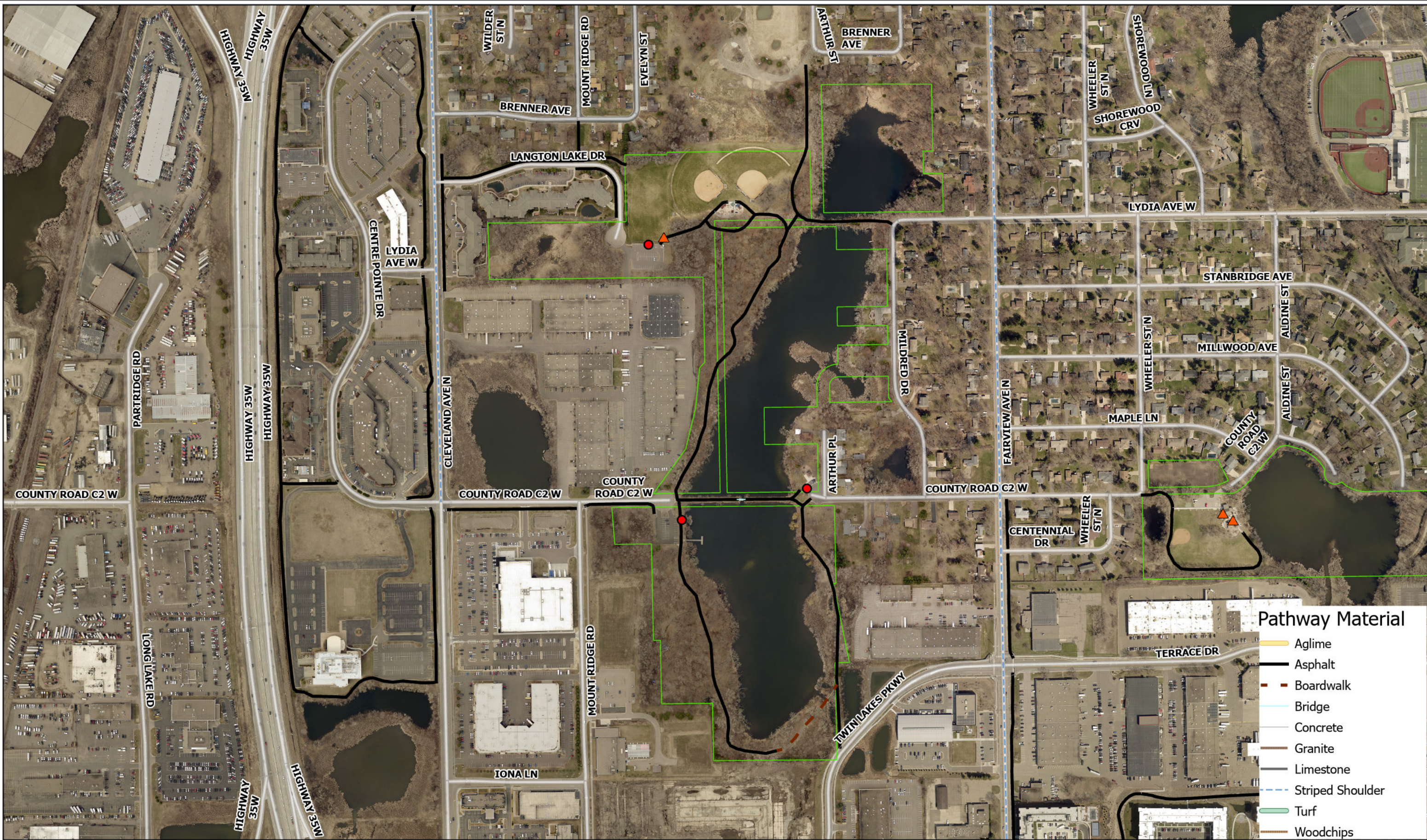
ParksRecycling_2024

17



Municipal Parks Recycling Howard Johnson Park

Prepared by: Engineering Department
6/24/2024



Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Langton Lake Park

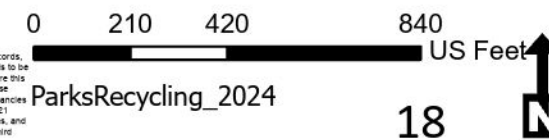
Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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

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18



Municipal Parks Recycling Lexington 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





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)
- * City of Roseville Community Development
- * 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)
 * City of Roseville Community Development
 * 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

- * 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

22





Municipal Parks Recycling Oasis 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

23





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Owasso Ballfields - Leased

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

24





- 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

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

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ParksRecycling_2024

25





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Pioneer 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

26





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Pocahontas 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

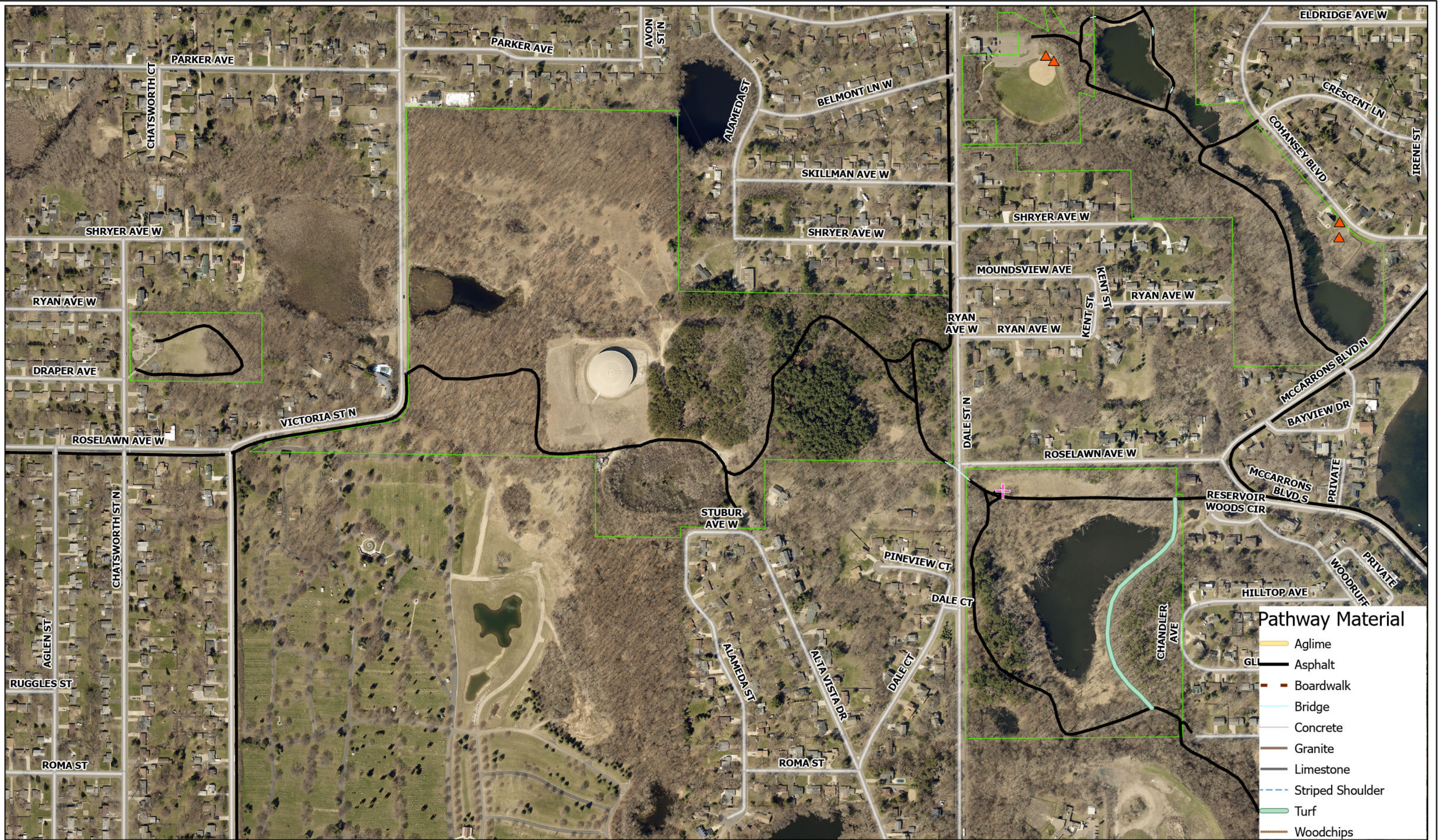
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0 80 160 320
US Feet

ParksRecycling_2024

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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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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Pathway Material

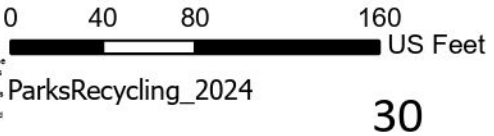
- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
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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 Tamarack 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

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)
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- * City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

33





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Villa 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

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

Request for Proposal Comprehensive Recycling Services for



Prepared for:
City of Roseville
2660 Civic Center Dr
Roseville, MN 55113

Prepared by:
Ace Solid Waste

6601 McKinley Street NW, Ramsey, MN 55303

September 11, 2024

City Of Roseville
City Administrator

Dear City of Roseville,

Subject: Proposal for Solid Waste Collection, Disposal and Recycling Services

We are grateful for the opportunity to submit our proposal for providing recycling services to the City of Roseville.

ACE Solid Waste is a leader in the environmental services industry with more than 60 years of experience providing service in the metro area.

The City of Roseville depends on a company to collect waste safely, efficiently, and on time, and with minimal service interruptions. As technology improves at a rapid pace, we have exceeded our customer expectations with the help of our state-of-the-art technology and software. Our WasteConnect App and our GPS tracking program along with our 360-degree cameras connect with our local Customer Service Center. This ensures unparalleled accountability and responsiveness to our customers. This integration allows us to provide real-time updates and proactive service adjustments along with transparency to the city.

Enclosed in our response, you will find a detailed outline of our services, operational plans, and the significant value ACE Solid Waste proposes to bring to the City of Roseville. Our track record of reliability and quality service in other locations stands as a testament to our dedication and operational excellence.

ACE Solid Waste submits its bid not as an offer but as a proposal and subject to the negotiation of mutually agreeable contractual terms and conditions that may differ from those presented in the request for bid.

Thank you for considering our proposal.

Sincerely,



ABOUT OUR COMPANY:

ACE SOLID WASTE' EXPERIENCE

ACE Solid Waste is a division of Waste Connections the third largest solid waste publicly traded services company in the United States and largest in Canada with over 23,000+ employees, \$8+ billion in annual revenue, and \$19 billion in assets. We have successful partnerships/contracts with over 7,500+ city, county and joint powers agencies. Our uniquely decentralized business model provides local managers with the authority to run their business and make on the ground decisions without having to “call corporate.”

Unlike some trash companies that are funded and or controlled by private equity/hedge funds, ACE Solid Waste is a publicly traded company in for the long-haul. By choosing ACE Solid Waste, the City of Roseville will be ensured a steadfast relationship throughout the term of this agreement.

Our company culture is driven by a “Servant Leadership” management philosophy which promotes respect, encouragement, accountability, teamwork and colleagues who truly care for each other. We don’t operate from a “top down” principle but from a “bottom up” perspective. Our company cherishes our employees, expects the highest moral standards from our leadership team, and seeks to give back to the local communities in which we operate.

In the current climate of hiring and retaining quality drivers, the heartbeat of our company, our robust financial health allows ACE Solid Waste to offer solid wages and comprehensive benefits. This not only attracts top talent across the service and maintenance platforms—but also enhances job satisfaction and employee retention. The City Of Roseville benefits from a dedicated and experienced workforce committed to delivering exceptional service consistently and reliably even in the most demanding job markets.

CUSTOMER SERVICE POLICIES AND PROCEDURES

ACE Solid Waste is committed to the highest level of customer service available in the industry. We have a full understanding that your citizens and your businesses within the community are customers of both ACE Solid Waste and City of Roseville . In that regard, the below customer service commitments are made to all customers serviced by ACE Solid Waste.

Our human-driven customer service is our greatest asset. Customers shall be dealt locally from our Ramsey MN Facility with a courteous and professional manner at all times.

Local telephone numbers - providing a ACE Solid Waste service line -

A log of service questions/concerns/complaints - including the disposition of each - shall be maintained and a copy provided to City Of Roseville monthly.

ACE Solid Waste makes a commitment to all communities it services to become involved in volunteer, business and community organizations. Such involvement provides both business and public relations benefits to City Of Roseville and ACE Solid Waste.

Equipment utilized by ACE Solid Waste shall be properly maintained to insure the efficient, clean and safe delivery of services to the community.

Operations employees of ACE Solid Waste shall be courteous in the delivery of service to the community.

Prior to employment, each employee of ACE Solid Waste undergoes a drug test, physical and background check. After employment, our employees undergo intensive training relative to equipment operations, safety and customer service.

ACE Solid Waste management personnel shall be always available to respond to questions or service concerns of designated elected and staff representatives of City Of Roseville.

Secret Shopper Self-Monitoring

At ACE Solid Waste, we strive to provide best-in-class customer service across all of our customer service reps. The program has become an invaluable asset for making sure every single customer interaction meets our high standards, regardless of location.

CUSTOMER SERVICE AND COMPLAINT RESOLUTION

ACE Solid Waste is committed to providing superior waste collection services and has integrated advanced technology solutions to enhance customer satisfaction and streamline complaint resolution processes. Our approach leverages a comprehensive software suite, including real-time GPS tracking, camera systems on collection vehicles,

and our innovative ACE Solid Waste app. These tools are designed to foster transparency and efficiency in handling service inquiries and complaints for residential, commercial, and industrial customers.

1. Notification and Communication Procedures:

- ACE Solid Waste will adhere to the City of Roseville's requirement to ensure all residential units are informed of complaint procedures, rates, regulations, and scheduled collection days at the City's expense.

- We will direct all customer complaints to our dedicated customer service team. Complaints will be meticulously documented and a daily summary will be communicated to the City via email. This summary will include the customer's address, time of the call, and details of the follow-up actions taken.

2. Technological Integration in Complaint Resolution:

- Each of our collection vehicles is equipped with a 360-degree camera system and GPS tracking technology. This setup not only ensures precise vehicle tracking but also assists in verifying the status of complaints such as non-collection or other service discrepancies.
- Our WasteConnect app enhances this system by allowing customers to see real-time locations of their service vehicles. If a collection issue arises, our customer service representatives can access specific account information, review camera footage, and GPS data to quickly ascertain the root cause—be it a missing container, overloading, or improper set out by the customer.

3. Handling of Missed Pickups:

- In accordance with the City's guidelines, ACE Solid Waste guarantees that any missed collections reported will be addressed.
- Our Route Manager platform's GPS tracking capability not only confirms service completion but also allows us to provide detailed reports to the City as required, ensuring all parties are informed of service statuses and resolutions.

4. Customer Education and Engagement:

- In cases where service issues stem from customer-related acts or omissions, ACE Solid Waste will take proactive steps to educate and assist customers in correct container set out practices. The City will be notified of such interventions to ensure compliance and prevent future occurrences.

5. Reporting and Accountability:

- Our customer service team, located locally, is trained to offer immediate and empathetic responses to all inquiries and complaints, ensuring that issues are resolved promptly and satisfactorily.
- Detailed GPS tracking reports for all collection activities can be made available to the City, ensuring full accountability and transparency in our operations.

ACE Solid Waste is dedicated to maintaining the highest standards of customer service and community responsibility. Our advanced technological integrations and committed local team set us apart, offering unmatched service quality and accountability in the waste management industry.

We look forward to your feedback and to serving the City of Roseville with excellence and reliability.

REPORTING- MONTHLY REPORTS

In accordance with the City of Roseville's requirements, ACE Solid Waste will submit comprehensive monthly reports by the 10th of each month. These reports will cover the following metrics in a format approved by the city:

- Number of Households and Commercial Facilities Served:
 - Detailed account of all residential households.
- Monthly Tonnages by Service Category:
 - Residential Recycling
 - Residential Recycling Participation Rate: A detailed analysis of participation rates to gauge program effectiveness.
- Customer Complaints: Comprehensive breakdown of all customer complaints received, catalogued by date, address, complainant, nature of the complaint, and the resolution status.

REPORTING- ANNUAL REPORTS

To be submitted no later than thirty days after the end of each calendar year, our annual reports will include:

- Collated Summary of Monthly Reports: This will include a detailed reconciliation of data provided monthly, with adjustments noted and explained.
- Operational Highlights and Resolutions: Discussion of key highlights, challenges encountered, and the strategies implemented to resolve issues, enhance efficiency, and improve customer participation rates.
- Public Information Programs: Description of all public information initiatives undertaken, detailing the audiences reached and the variety of media utilized.

We at ACE Solid Waste are committed to maintaining the highest standards of transparency and accountability. We look forward to providing the City of Roseville with unparalleled waste management services backed by reliable and insightful data reporting.

TRANSITION PLAN FOR THE CITY OF ROSEVILLE

In response to the City of Roseville's request for a comprehensive Transition Plan, ACE Solid Waste is pleased to detail our strategy designed to ensure a seamless transition of waste and recycling services. Our goal is to minimize disruption and enhance service continuity.

A. Oversight of Transition Plan:

The transition will be managed by the ACE District team, led by our District Manager, Marcus Cooksey. This team has extensive experience and a deep understanding of the local operational landscape, which will be invaluable in ensuring a smooth transition.

B. Equipment and Personnel Strategy:

- Residential Services: Communication between the current hauler and our transition team is paramount in this process. As solid waste professionals, both sides understand that leaving a city with a good reputation and starting a new contract as a new hauler is of the utmost importance. With that in mind, our goal is to make this process as seamless as possible. This could include starting the new bin deliveries two weeks before the contract date (dues to set out rates) to ensure that as many bins are replaced on resident's collection days. Flyers would be attached to the new containers alerting the residents and providing collection instructions.

We will implement a rolling update for residential carts. On designated collection days, after the current hauler empties the old containers, a subsequent truck will replace them with new carts. This process ensures that residents will experience no interruption in service—merely replacing the old container with the new one seamlessly.

C. Transition Schedule:

Contract Awarded to ACE Solid Waste:

- Officially receive and acknowledge the contract award.

- Ordering of Equipment and Containers:

- Procure the trash and recycling containers and any additional equipment required for service delivery.

-Public Information Notification:

- Collaborate with the City of Roseville to notify residents and businesses about the upcoming changes via:
 - In person meetings with the city
 - Working with the existing hauler
 - Direct mail, email notifications and flyers on the delivered containers
 - Posts on city and ACE Solid Waste social media platforms
 - Updates on the City and ACE Solid Waste websites
- Delivery of Residential Containers:
 - Schedule and execute the delivery of new containers to residents.
 - Coordinate with the outgoing service provider for the pickup of old containers.
- Delivery of City Dumpsters and Roll Offs:
 - Distribute new dumpsters to the city locations.
 - Arrange for the retrieval of old dumpsters by the previous service provider.
- Staffing Adjustments and Training:
 - Hire new employees or reassign existing staff from other locations to ensure adequate staffing for continuous operations.
 - Conduct training sessions for all new and reassigned employees to familiarize them with routes and operational protocols.
- Fleet Management:
 - Purchase or relocate trucks as needed to meet the service demands of the City Of Roseville.
- Operational Kickoff:
 - Begin full-scale operations on the agreed-upon start date. Also ensuring all staff and equipment are in place and ready to keep the same schedule for trash and recycling pickup.

D. Customer Communication:

- Strategy and Timing: Communication with customers will begin no less than 90 days prior to the initiation of service changes. This will include direct communications, public notices, flyers attached to the delivered bins, and updates via digital platforms to ensure all stakeholders are well informed and prepared for the transition.

ACE Solid Waste is committed to maintaining the high level of service that the City Of Roseville and its residents have come to expect. Our proposed transition plan is designed to leverage our existing infrastructure and knowledge of the community to provide a smooth changeover with minimal disruption.

Why ACE Solid Waste is Different

One aspect that sets us apart is our uniquely decentralized business model, empowering local managers with the autonomy to make informed decisions on the ground, without the need for constant corporate involvement. This approach ensures swift and efficient response times, enabling us to adapt rapidly to the specific needs and requirements of each location we serve.



At the core of our operations is our company culture, which embodies the principles of "Servant Leadership." This philosophy started in 2009, fosters an environment of respect, encouragement, accountability, and teamwork among our team members. We prioritize the well-being of our colleagues, emphasizing a collaborative "bottom-up" perspective rather than adhering to a rigid "top-down" hierarchy. Our employees are cherished, and we hold our leadership team to the highest moral standards, ensuring that integrity and ethical conduct always guide our decision-making process.

Furthermore, we are deeply committed to giving back to the local communities in which we operate. Our dedication to corporate social responsibility drives us to actively engage in community initiatives and support local causes. By investing in the well-being and prosperity of the areas we serve, we strive to make a positive and lasting impact beyond waste management alone.



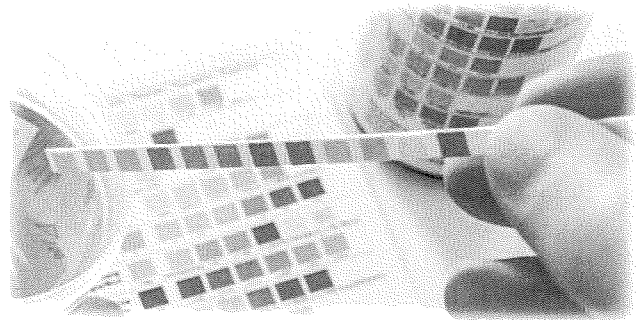
In summary, ACE Solid Waste is a trusted and experienced waste collection service provider in Minnesota. Our long-standing presence, broad service area, and strong partnerships attest to our reliability and professionalism. With Marcus Cooksey as our District Manager, we possess the necessary resources and expertise to deliver exceptional waste collection services. Our decentralized business model empowers local managers like Trey, while our "Servant Leadership" philosophy promotes a positive and supportive work environment. We cherish our employees, uphold

the highest moral standards, and actively contribute to the betterment of the local communities we serve. When selecting a trash and recycling vendor, ACE Solid Waste is the ideal partner to meet your waste collection needs and exceed your expectations.

DRUG-FREE WORKPLACE

At ACE Solid Waste, we are staunchly committed to maintaining a drug-free work environment for the safety and wellbeing of our employees and the communities we serve. We have a zero-tolerance substance abuse policy. All applicants must pass a comprehensive drug screening prior to hire. Once employed, personnel are subject to reasonable suspicion, post-incident, and random drug and alcohol testing. Employees who fail a test are subject to immediate termination.

By enforcing one of the industry's strictest substance abuse policies, ACE Solid Waste upholds the highest safety standards. Our vigorous drug-free workplace program demonstrates our dedication to service excellence by ensuring our team members provide dependable service free from the hazards of substance abuse. We pride ourselves on taking a hardline stance when it comes to illegal drug use.



Pre-Employment Drug Testing

Job offers will be contingent upon the individual taking and passing a drug test before commencing work. Applicants for DOT-regulated positions may be subject to both DOT pre-employment tests and a ACE Solid Waste test.

Reasonable Suspicion Testing

When ACE Solid Waste management has reason to believe that an employee has violated this Policy, the employee may be asked to submit to a reasonable suspicion drug and/or alcohol test. Requests for reasonable suspicion tests will be based upon reasonably current observations of the individual's behavior or performance, or other indication that this Policy may have been violated.

Post-Accident Testing

Any safety-sensitive employee who is involved in a serious vehicle or yellow iron accident while at work, while on duty or while operating a Company-provided vehicle will be asked to submit to a post-accident drug and/or alcohol test as part of ACE Solid Waste' investigation of the accident, if the employee's acts may have caused or contributed to the events that led to the accident.

Return to Work and Follow-Up Testing

On occasion, ACE Solid Waste may permit employees who violate this policy to seek assistance in lieu of termination. Employees extended this opportunity will be asked to agree to a continuing work agreement such as a Last Chance or Return to Work Agreement that requires the employee to:

Random Testing

Employees who hold safety-sensitive jobs may be subject to random drug and/or alcohol testing.

ACCOUNTABILITY DRIVES RESULTS

METHOD OF APPROACH

ACE Solid Waste operations specialize in the collection and disposal of municipal solid waste and have experience in all of the latest technologies to establish the highest level of services at the most economical price available.

Overview of our Method of Approach to Collection Service:

PUBLIC EDUCATION RESPONSE

ACE Solid Waste is committed to effective communication with the residents of the City of Roseville as we commence our trash and recycling services. In line with the requirements set forth in the RFP for the public education campaign, we propose the following comprehensive strategy:

- Clear and direct contact information for customer inquiries and complaints.
- Educational content to enhance understanding and participation in the provided services.
- Design and Preparation: The brochure will be crafted to be visually appealing and easy to understand, ensuring that all residents, regardless of age or educational background, can easily comprehend the service changes and benefits.
 - Cart Delivery Flyers
 - Two sets of flyers will be attached to the new trash and recycling carts detailing materials collected/not collected and the transition information.

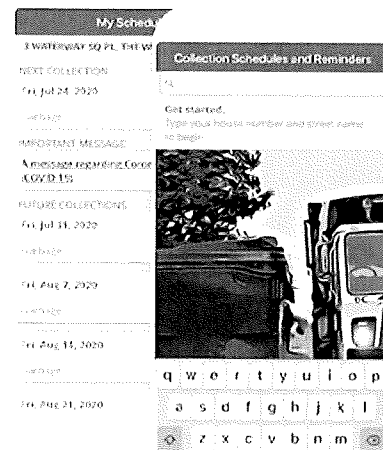
2. Additional Copies for the City:

- ACE Solid Waste will provide the City of Roseville with enough additional brochures. This ensures that the City can accommodate the needs of new residents and individuals seeking more information about the trash and recycling services throughout the year.

3. Coordination with City's Public Works Director:

- ACE Solid Waste will actively coordinate with the City's Public Works Director to supply all information needed to facilitate the City's efforts in educating the community about the transition. We will provide timely updates and remain responsive to feedback from the City to adjust informational strategies as required.

ACE Solid Waste is excited about the opportunity to serve the City of Roseville and is deeply committed to ensuring that all residents are thoroughly informed. Our proposed public education campaign along with our ACE Solid Waste App is designed to be thorough and effective, guaranteeing that the residents of Fair Oaks Ranch are well-informed and have every resource necessary to participate fully in the new services provided.



DISASTER RELIEF EFFORTS AND ACE SOLID WASTE BLUE TEAM RESPONSE

ACE Solid Waste recognizes the critical importance of maintaining service through emergencies like ice storms, windstorms, tornadoes, hurricanes, floods, and pandemics. Over our 60+ years, we have developed continuity plans and coordinated with communities to restore normalcy after disasters.

Our preparedness focuses on communication, facility reinforcement, and advance planning. We establish diverse contact methods, secure infrastructure, and stock emergency supplies. Our team trains for various scenarios to hone their response skills.

Natural disasters, such as storms, hurricanes, floods, and fires, can wreak havoc on communities, causing immense destruction and disrupting the lives of countless individuals. In the face of these challenging circumstances, ACE Solid Waste takes pride in its commitment to providing essential services and support to the communities it serves. With an extensive network of dedicated professionals known as the Blue Team, ACE Solid Waste is prepared to activate its resources for City of Roseville to assist in times of crisis.

COMMUNICATION WITH THE CUSTOMERS

ACE Solid Waste will provide several methods of communication:

WasteConnect™ – ACE SOLID WASTE APP that a customer can use to find current information. The customer simply enters their service address, and the APP provides all information and current events regarding their service including any delays, collection calendar and recycling information.

Call Blasts and Email Blasts – ACE Solid Waste will provide Blasts to the customers in case of the need to notify them of any delays, special events or information.

FACILITY SAFETY AND COMPLIANCE

Safety is our #1 core operating value.



It is ACE Solid Waste policy to conduct all operations in a safe and healthful manner. The safety and health of every employee is a fundamental consideration in every business decision and plan, and all reasonable precautions will be taken to protect employees from injury and illness.

ACE Solid Waste goal is to prevent the occurrence of all work-related injuries, illnesses and property losses. It is our philosophy that, by striving to eliminate unsafe conditions and actions, this goal will eventually be achieved.

All applicable safety regulations, codes, and accepted work practices will be trained upon and followed. Each employee will be informed of any hazards associated with his or her job and trained in safe work procedures, the use of personal protective equipment and other means intended to provide required protection. Training is conducted upon hire of every new employee, prior to an employee being placed in a new position, prior to conducting different work from that to which they are accustomed and monthly on required topics and as needed.

ACE Solid Waste safety program includes accident and injury improvement, safety meetings, safety committee meetings, driver/ operator management, reporting and safety assessments, route and work observations, spill response, regulatory training including lock-out/tag-out training, fire prevention training, medical and first aid training, heat and cold stress, accident prevention, defensive driving SMITH system training, PPE training, and blood-borne pathogen training.

All ACE Solid Waste facilities requiring a solid waste facility permit (SWFP) will be maintained and operated in compliance with the state minimum standards and the Local Enforcement Agency (LEA). ACE Solid Waste will have programs and plans in place to address litter control, odors and vectors, hazardous material load checking protocols and response procedures, required signage, restrictions on scavenging and salvaging, waste storage time limits and employee safety in place.

ACE Solid Waste is committed to minimizing the potential for negative air quality impacts to employees, customers and the communities by operating its collection, transfer and heavy equipment fleets to meet the Federal Air Quality District's diesel emission reduction requirements. ACE Solid Waste accomplishes this by employing natural gas-powered collection trucks and diesel engines with the latest pollution control technology.

We understand that its employees are the first line of defense in emergency situations. ACE Solid Waste provides emergency response and first aid training and conducts regular tailgate meetings and evacuation drills. We work closely with emergency responders to provide a safe working environment for employees.

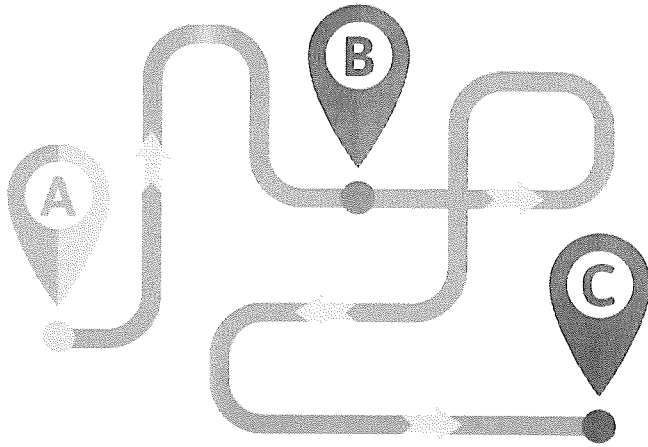
By making safety an uncompromising priority backed by significant resources, ACE Solid Waste delivers premium, reliable service while protecting our workers and communities. Our stellar safety record demonstrates that we have the expertise and diligence to operate safely anywhere. When you choose us, you can feel confident your community is in caring, prudent hands.

PERFORMANCE STANDARDS

Most, if not all, of ACE Solid Waste contracts and franchises have operational performance metric requirements. Internal standards are typically more stringent and communicated to every department, so everyone understands the base expectations. ACE Solid Waste strives to meet or exceed our internal standards on a daily basis. Weekly and monthly performance reviews are typically completed by the management teams to look at any trends and to ensure high performance.

SERVICE AND REDUCING OUR CARBON FOOTPRINT

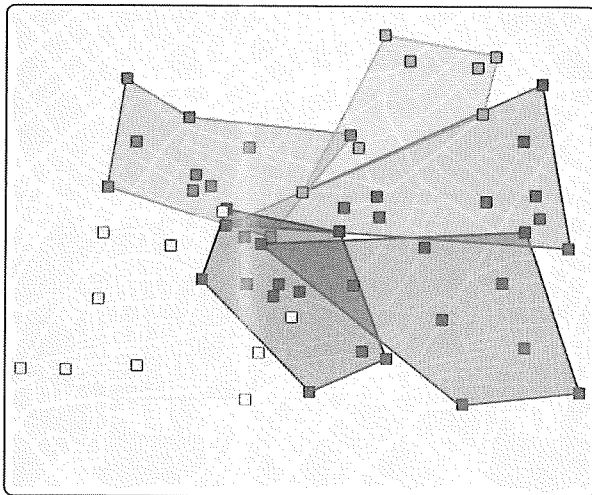
City Of Roseville depends on ACE Solid Waste to collect waste safely, efficiently, and on time, and with minimal service interruptions. As technology improves at a rapid pace, we exceed our customer expectations with the help of our state-of-the-art technology and software.



We were one of the first fleets to be equipped with onboard touch screen tablet technology that enhances real-time route management and communication between our operations and customer service teams. Through our tablets we use proprietary software to build and maintain our routes and technology to manage collection routes in real time.

ACE Solid Waste' eRouteLogistics® is the industry-leading route optimization software that supports multiple lines of business, including commercial, residential, and roll-off. It helps to reduce environmental impact by reducing miles driven, hours spent, number of vehicles required, and total disposal costs. The software also provides dynamic dispatch, real-time vehicle tracking, and planned vs. actual comparison for increased operational excellence.

eRouteLogistics® can be used to optimize routes daily or weekly. For roll-off customers, it can optimize previous day and same day tickets for various service types and container sizes while meeting depot, yard, and landfill time windows.



eRouteLogistics® has a proven track record of reducing efficiency and carbon footprints by 10-35%. As technology continues to evolve, so will the world of trash collection. In the coming years, we can expect to see even more advanced trucks and systems that make collecting and disposing of waste faster, safer, and more efficient.

One area of innovation that we are beta-testing is in the use of artificial intelligence and machine learning to optimize routes and schedules, reducing fuel consumption and

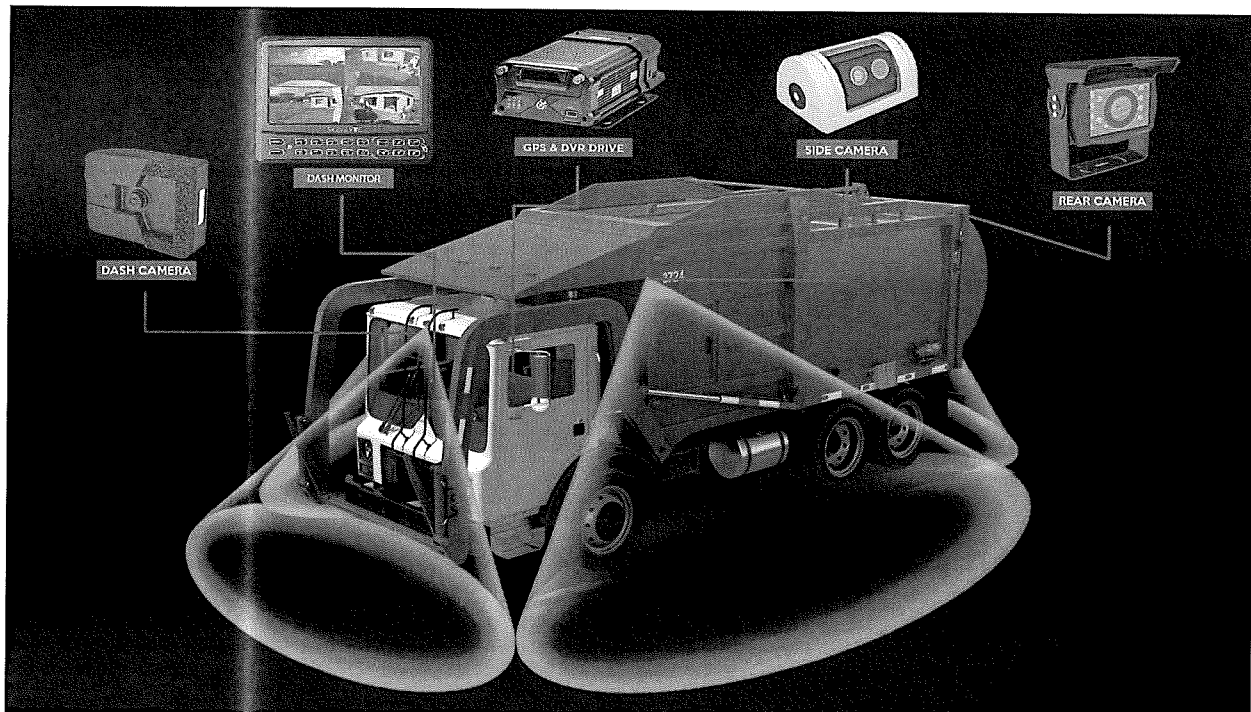
minimizing traffic congestion.

ACE Solid Waste motto is “Connect with the Future”, as an industry leader--we take that to heart!

SAFETY TECHNOLOGY

ON BOARD CAMERA SYSTEMS

At ACE Solid Waste, we are dedicated to incorporating innovative technologies that enhance the operational efficiency, customer service, and safety of our trash and recycling trucks. That's why we have equipped all our trucks with the revolutionary Lytx Camera Systems, specifically the 3rd Eye hopper and external cameras. These cutting-edge camera systems serve multiple purposes, including providing service verification to customers and governmental agencies, tracking analytics on route efficiency, and reporting any safety-related concerns for immediate coaching. With the Lytx Camera Systems, we have established the ultimate solution for tracking operational quality control, resulting in enhanced safety across our operations.



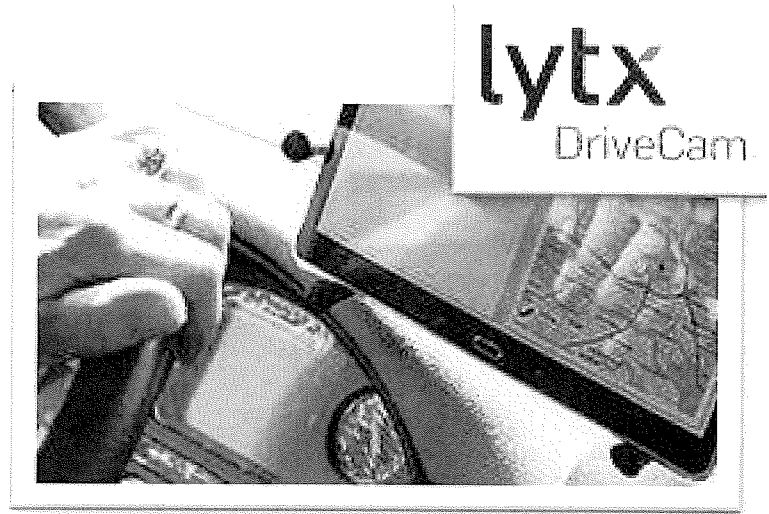
ACE Solid Waste was the first national waste and recycling company to embrace the on-board camera systems back in 2008.

MOUNTED TABLETS AND MOAB SOFTWARE

One of the key components of our truck technology is the mounted tablets and MOAB (Mobile Operational Analytics Board) software. Our trucks are equipped with on-board tablet systems that streamline the entire process, eliminating the need for paper documentation. This paperless approach allows our drivers to record completed stops and note any service issues in real-time. By doing so, our Customer Service team can

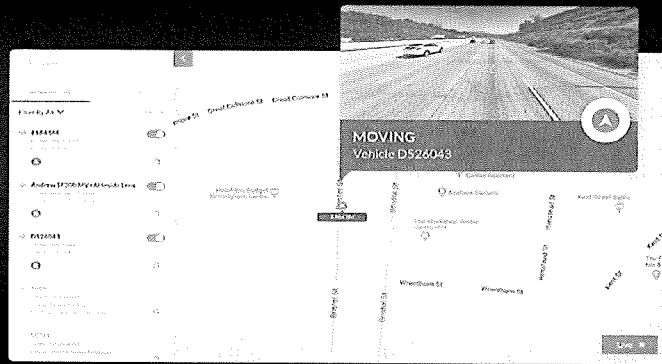
proactively reach out to customers and address service-related questions more effectively, ensuring exceptional customer satisfaction.

Furthermore, the mounted tablets and MOAB software enable our management team to easily locate drivers on their routes. This real-time tracking capability allows us to offer remote support, send work orders, and communicate efficiently with our drivers. The tablets display messages and alerts directly on the screen, providing a quick and convenient means of communication. With just two clicks, drivers can also capture a picture of a customer's container using the intuitive interface. These photos are then automatically uploaded to the customer's account in our Route Manager Online program, ensuring accurate documentation and efficient record-keeping.



The integration of the Lytex Camera Systems and mounted tablets with MOAB software represents a significant technological advancement in our operations. Not only does it provide us with valuable insights into route efficiency and safety-related concerns, but it also empowers our drivers to be more productive and responsive to customer needs. With this comprehensive technology solution, ACE Solid Waste is at the forefront of operational excellence in the waste management industry.

We are continuously exploring new technologies and investing in cutting-edge solutions to further enhance the efficiency, safety, and customer service of our operations. By embracing these advancements, we are committed to providing our customers with the highest level of service, while ensuring the well-being of our employees and the communities we serve. ACE Solid Waste remains dedicated to delivering innovative solutions that redefine industry standards and set new benchmarks for operational excellence.



FLEET TRACKING SERVICE

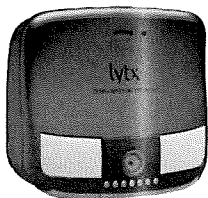
ACE Solid Waste – The First All Fleet

DriveCam® pairs machine vision with artificial intelligence to identify risks as they occur on the road and respond to the driver with real-time coaching. Mounted on the inside and outside of the truck to give a 360-degree view of what is happening in real time. We are accountable to you, your community and our managers.

We use smarter decisions to improve response times, productivity, and customer service

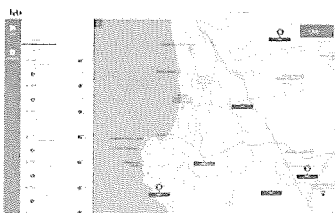
Industry-leading video and fleet tracking in one integrated solution

Built on over 20 years of innovation in fleet technology, safety, and efficiency



DRIVEN BY LYTX DRIVECAM® EVENT RECORDERS

It's more intelligent than a dashcam. Powered by built-in machine vision and artificial intelligence (MV+AI), these state-of-the-art devices help distinguish normal driving from risky behaviors to capture risk on the road when paired with our Risk Detection Service or Driver Safety Program.



FLEET MANAGEMENT MADE EASY

Efficiently operate our fleet with data at our fingertips, on the desktop, tablet, or smartphone.

- Mobile-friendly interface with color-coded view settings
- Insights to help manage our fuel usage
- Mileage data extracts by state
- Maintenance notifications to help keep our fleet in top working order

WE SEE WHAT'S HAPPENING IN AN INSTANT

With our Fleet Tracking Service, we can quickly monitor our assets in the field and access video when we need it most.

REAL-TIME FLEET STATUS WITH VIDEO ALWAYS ON HAND

Keep our trucks on schedule, improving time to service, and staying aware of unauthorized activity with timely information, such as vehicle location, closest vehicle to a destination, and more. Plus view up to 200 driving hours of continual video for a more complete picture of fleet performance.

- Live vehicle status and trip histories with route replay
- Alerts to geofencing, speeding, and idling violations
- Seamlessly link to all the features in Video Search

DOES WHAT YOU DEMAND FOR YOUR RESIDENTS AND BUSINESSES

ACE Solid Waste checks our vehicles with a powerful combination of GPS tracking and video telematics.

- Data is captured by Lytx DriveCam Event Recorders with no need for additional equipment
- Real-time vehicle location powered by Google Maps and Google Traffic

ACHIEVES EFFICIENCY THROUGH FUEL MANAGEMENT

We identify our inefficient drivers by checking driving habits, such as braking, idling, and speeding that may cause excessive fuel consumption and vehicle wear and tear.

KEEPS OUR FLEET RUNNING IN TOP CONDITION

We can identify and fix urgent problems before they become dangerous and costly with Diagnostic Trouble Code (DTC) notifications. Preventative Maintenance solutions helps us manage routine maintenance to minimize vehicle downtime.

HOW DOES THIS SOLUTION OUR COMMUNITIES?

RESPOND FASTER

Make the most of existing assets to deliver prompt customer service. Access up-to-the-minute details to minimize phone time, reduce callbacks, and complete more jobs per day.

WORK MORE EFFICIENTLY

Know where the vehicles are and when you can expect them to arrive. This way, you can make the right decisions for the most efficient routes, fuel economy, and use of resources.

GET THE BEST FROM YOUR FLEET

Supervise in real time to optimize productivity, verify service delivery, enforce company policies, and prevent unauthorized vehicle use.

At ACE Solid Waste, we are trailblazers guiding the waste collection industry to "Connect with the Future". We leverage cutting-edge technology and innovation to transform

traditional trash service into a modern, customer-centric experience. Our advanced routing systems, vehicle tech, and focus on automation not only boost efficiency but also improve communication, flexibility, and quality control. While others stick to outdated methods, we connect customers to the future with 21st century solutions. ACE Solid Waste sets the pace for the future of service through our digital capabilities and constant evolution. We are redefining expectations and leading our industry forward with both operational excellence and technological vision. The future of service is already here at ACE Solid Waste.

MOAB - MULTI OPERATION APPLICATION BACKBONE

Our proprietary MOAB system provides drivers tablet access to advanced routing, tracking, and service data capabilities. By automating tasks and route optimization, MOAB allows operators to focus on delivery quality while reducing administrative workload. Real-time updates keep customers informed of service status. MOAB epitomizes our commitment to technology that enhances customer communication, increases productivity, and enables our field personnel to maximize their skills. This innovative platform helps position ACE Solid Waste at the forefront of the Solid Waste Industry.

DRT: DYNAMIC ROUTING TOOL

DRT gives our route supervisors the ability to organize, schedule, and revise service routes on the fly based on real-time needs. With its intuitive design, supervisors can swiftly create optimal daily routes and adjust to service requests and unplanned developments. By empowering our personnel with flexible, responsive routing technology, we boost time efficiency while providing customized service. DRT demonstrates our focus on providing field teams and customers alike with smart tech-driven solutions for a seamless service experience. ACE Solid Waste pairs operational excellence with cutting-edge capabilities like DRT that connect our customers to the services of the future.



HIRING STANDARDS

ACE SOLID WASTE requires all driver applicants to be a minimum of 21 years of age and have a minimum of three years verifiable driving experience. ACE SOLID WASTE hiring standards require that only those driver applicants with zero chargeable or preventable motor vehicle accidents within the past three years will be considered for employment. Because of ACE Solid Waste' commitment to safety, the company will not consider driver applicants who fail to meet the above standard.

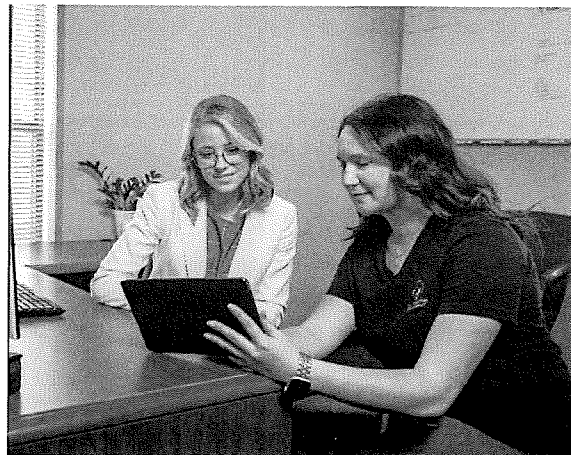
ACE SOLID WASTE's hiring standards also require that only those driver applicants with (2} or fewer violations of motor vehicle laws (other than violations involving parking only)

within the past (3) years will be considered for employment. An applicant who has incurred more violations than the above standard has demonstrated a pattern of unsafe driving behavior that ACE SOLID WASTE finds unacceptable in any prospective driver associate. ACE SOLID WASTE will not consider for employment a driver applicant convicted of any offense involving the operation of a motor vehicle while impaired by alcohol. ACE SOLID WASTE will consider for employment a driver applicant who has been convicted of an offense involving the operation of a motor vehicle while impaired by alcohol only if the applicant has had no similar incidents within the past three (3) years. ACE SOLID WASTE will not consider for employment a driver applicant who has been convicted of any careless or reckless driving of a motor vehicle offense within the past 3 years. Drivers convicted of operating a motor vehicle with willful or wanton disregard for the safety of persons or properties are unsafe by the company. This kind of behavior is unacceptable in any ACE SOLID WASTE driver. ACE SOLID WASTE will not consider any driver applicant who has been convicted of a criminal offense involving a commercial vehicle, including operating while under the influence of a controlled substance, transporting a controlled substance, or a felony involving the use of a commercial motor vehicle. Drivers will be expected to converse with other company employees, our customers, and the general public. Therefore, ACE SOLID WASTE requires all driver applicants to be able to read and speak English sufficiently to be able to perform all duties and functions of the job. Driver applicants will also be required, because of experience, training, or both, to be able to: safely operate a ACE SOLID WASTE vehicle and determine and execute proper cargo securing procedures.

TRAINING PROGRAMS

PERSONNEL TRAINING

All new personnel are trained by district, regional, and corporate training personnel using proven techniques that ensure a smooth transition. ACE SOLID WASTE has developed standardized training methods to ensure consistent training that establishes standards of practice and helps all new staff be fully prepared to “hit the ground running” at the beginning of a contract. ACE SOLID WASTE has established training programs completed by local district training personnel,



including comprehensive new-hire and new-position training as well as monthly training on various topics. Regional trainers regularly provide safety training. Corporate trainers provide servant leadership, human resources, equipment maintenance, and additional safety training.

SERVANT LEADERSHIP TRAINING FOR MANAGERS

ACE Solid Waste invests heavily in continuing leadership training for its managers and supervisors. Being a servant leader is central to our culture and we devote significant time and energy to making sure that all of our leaders have the tools and resources to lead their teams. Our philosophy is that our leaders are employed to serve the employees and provide them with the tools, training, and guidance to ensure they are successful. We have a “learning lab” at our corporate offices in The Woodlands, Texas, where we teach a series of servant leadership classes. Currently, we have nine formal week-long leadership classes for our supervisors and managers and dozens of leadership webinars.

CUSTOMER SERVICE TRAINING—CUSTOMER SERVICE REPRESENTATIVES

CSRs are initially trained by a highly experienced customer service manager. They will be specifically indoctrinated into the “ACE Solid Waste Way,” seeking first to understand then to assist the customer in the spirit of ACE SOLID WASTE’s vision and values statement



and way of life. CSRs receive written scripts to answer frequently asked questions. When a new question arises, the CSR manager will address the question and make sure that CSRs are advised of the proper response for future calls. A copy of all training materials will be provided to City staff upon request. In addition, calls are monitored for continuous

customer service improvement. ACE SOLID WASTE currently uses the services of Tooty, Inc. to help monitor and improve our customer service levels. Tooty, Inc. offers outstanding program options that have a proven track record for accuracy, developing customer service skills, and improving customer experience. Having our employees listen to themselves with a customer's ear and viewpoint is where real and lasting learning and improvement begins. All data is electronically transmitted. The customer service manager will carry the initial training of the CSRs into the “real world” by being available to act as a resource for new CSRs, as they put their training into practice.

All CSRs are required to attend a ride-along with a driver for areas serviced by ACE SOLID WASTE to have a full understanding of operational issues in specific service areas. Ongoing annual CSR training includes ACE SOLID WASTE web-based training modules and Tooty, Inc. training updates.

NEW CSR TRAINING

New customer service representatives (CSRs) are given individual training in telephone and customer service procedures for a minimum of three weeks prior to taking a call from our customers. Each CSR receives the following training:

New employee orientation—an overview of the ACE Solid Waste organization.

New CSRs ride with drivers of garbage, recycling or yard debris routes during the first month of employment. This orients each CSR to the range of services ACE SOLID WASTE provides customers. The ride along also familiarizes each CSR with truck types, container types and sizes, and cart and bin applications. Additionally, the ride along creates customer empathy as to the different scenarios that may come up with customers or drivers.

All employees who answer phones, including the CSRs go through a training series supervised by the customer service lead that covers a wide range of topics related to customer service and telephone techniques such as basic telephone skills, determining caller needs, handling irate customers, and proactive customer service. Each CSR is given a manual outlining rates and specific procedures for the services we provide in all service areas for our clients. Customers may have different service requirements including rates, container sizes, and collection frequency which must be understood prior to the CSR talking to a customer.

A new CSR spends several days one-on-one with an experienced CSR, observing, listening, and learning the mechanics of our customer service and billing system. Once familiar with the computer system the new CSR listens to conversations with customers and CSRs to better understand the types of questions asked by customers and the proper responses to give. Prior to taking customer calls by themselves, a new CSR begins answering customer calls with an experienced CSR also on the phone call, giving assistance as needed. Once a new representative is trained and comfortable with answering the phone, they take calls and meet daily with the customer service lead to review questions and provide coaching. Additionally, CSRs are provided scripts to guide them through the more common types of customer calls.

All new CSRs receive map training from the customer service lead. Large maps are displayed showing routes and borders of all service areas. Both the operations manager and the CSR Lead give general training in street naming methodology, directional distinctions, and City borders. More specific map training is conducted throughout the three-week training period. Once training is completed, CSRs are encouraged to use maps when setting up new customers on an ongoing basis.

On a monthly basis or more frequently as needed, all CSRs will meet with the customer service manager as a group to review policies and procedures. Each employee actively

participates in these meetings, listening to directives and giving feedback to the customer service manager and fellow employees.

New customer service representatives are trained to focus on providing quality service.

New representatives review our customer service manual, take a series of online trainings on the waste industry, and spend several weeks honing their skills on our billing software before they work independently with customers over the phone.

Additionally, once a new representative is working independently, a daily printout of their work is reviewed to assure that all their service changes and calls were accurately handled. We do not stress “call quantity” to new representatives, rather we stress “call quality.”

All CSRs are encouraged to communicate with one another and with management through daily e-mails or phone calls. There is an open-door policy for all employees, giving and receiving regular feedback from all departments including operations, dispatch, and accounting. It is clearly understood that all departments within ACE SOLID WASTEN are interrelated by the customers we serve and that each employee group does have an effect on the service we provide to our customers.

DRIVER CUSTOMER SERVICE TRAINING

Drivers are thoroughly trained to address all aspects of customer service, ranging from understanding and learning to read their route lists to proper container placement, access of customer properties, the use of printed materials, and courteous personal interaction with customers for education and notification about proper set-out of carts and bins, preventing contamination, etc. Following their initial training as part of implementation, drivers will receive ongoing training on customer service. ACE SOLID WASTE’s excellent driver customer satisfaction record reflects our success in the program.

DRIVER TRAINING



As safety is our number one operating value, all new hire drivers, regardless of prior experience, undergo a mandatory, minimum 23-day training program where they are trained and evaluated by a designated driver trainer and supervisor. This 23-day program emphasizes safety culture through situational training on ACE SOLID WASTE’s 5 Core Operating Values, in addition to teaching proper driving skills, fundamental safety training, regulatory compliance, and customer service expectations. No new hire drives solo

without satisfactorily completing this program. Operations supervisors and all drivers are additionally trained in the **SMITH System** driver training program. This program, in existence since 1952, is utilized by numerous commercial driving operations and is required for all ACE SOLID WASTE drivers and operations management.

On all company vehicles, ACE Solid Waste and its subsidiaries utilize **3rdEye** (an AWTI company) on-board cameras that continuously monitor driver behavior and record specific triggered events. Recorded events are used to coach drivers. Continuous improvement of driving skills, safety habits, and customer service are also achieved through monthly safety meetings, supervisor "ride-alongs," and safety and work-practice observations.

ACE SOLID WASTE's compliance with all Minnesota Department of Transportation Commercial Vehicle regulations is mandatory and actively supervised. ACE SOLID WASTE develops and utilizes specific safety and emergency training programs that include safe driving practices, and spill prevention and release response. All ACE SOLID WASTE trucks are equipped with spill containment kits, fire prevention, emergency response, personal protective equipment, and reflective triangles for roadside emergencies. All drivers are required to wear clothing that meets ANSI standards for reflectivity.

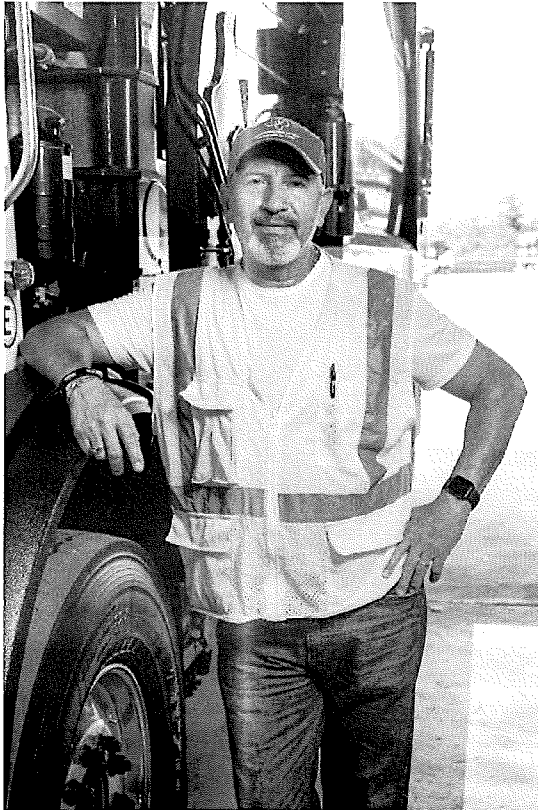
HEALTH AND SAFETY PROGRAMS AND TRAINING



It is ACE Solid Waste' policy to conduct all operations in a safe and healthy manner. The safety and health of every employee is a fundamental consideration in every business decision and plan, and all reasonable precautions will be taken to protect employees from injury and illness. Our goal is to prevent the occurrence of all work-related injuries, illnesses, and property losses. It is our philosophy that, by striving to eliminate unsafe conditions and actions, we will eventually achieve this goal. All applicable safety regulations, codes, and accepted work practices are trained upon and followed. Each employee is informed of any hazards associated with his or her job and trained in safe

work procedures, the use of personal protective equipment, and other means intended to provide required protection. Training is conducted upon the hiring of every new employee, prior to an employee being placed in a new position, prior to conducting different work from that to which they are accustomed, and monthly on required topics and as needed.

AT THE FOUNDATION OF DISTRICT OPERATIONS: OUR DRIVERS



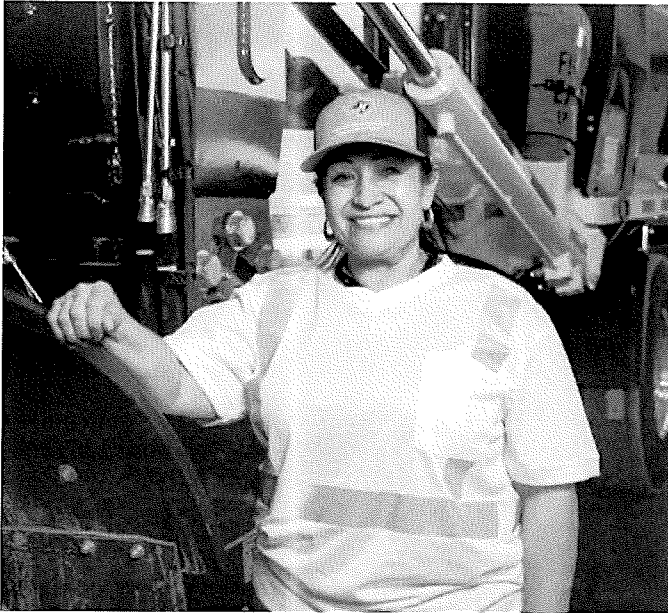
Finding dedicated drivers to consistently come in at all hours and deal with some of the most difficult situations in trash environments has become much harder today. Post COVID, many smaller companies are having challenges recruiting and maintaining drivers.

When selecting a solid waste company to provide service, consider that the real backbone of our local district is the drivers who operate the collection vehicles.

Outstanding drivers have many opportunities, but at ACE Solid Waste, we offer total benefit packages that attract and keep our drivers. Many live and work in the communities they service, and they take pride in that.

Every day, our drivers are dedicated to providing ACE Solid Waste customers and communities the best and safest service in the industry.

ACE Solid Waste drivers are required to undergo extensive safety training. They learn how to operate vehicles safely in all types of conditions, perform daily checkups and are held to high metric standards through our DriveCam and tablet programs. Learn more about our culture of safety and training:



At the heart of ACE Solid Waste, we care about our employees making it home every day safely to their families and friends. We are committed to a culture of safety, continuous training and providing stable employment to people who could be living in your neighborhood.

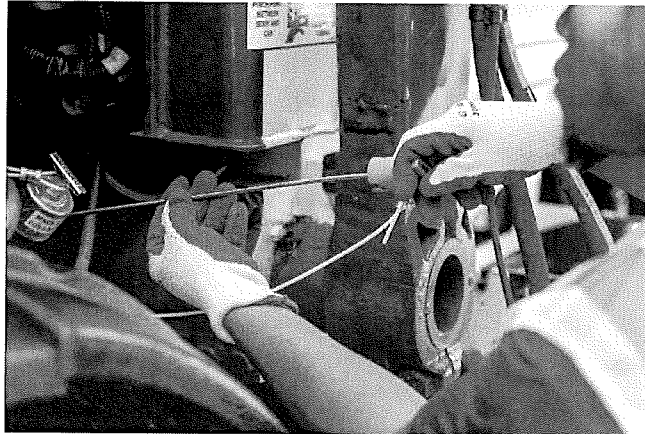
Staffing and Resource Management

ACE Solid Waste prides itself on its industry-leading approach to employee management, which is directly reflected in our staffing stability and resource availability. This section outlines how we will ensure adequate staffing and maintain equipment throughout the duration of our agreement with the City of Roseville.

Equipment Maintenance and Availability:

Enhanced Fleet Management

ACE Solid Waste employs a comprehensive and proactive approach to fleet management, ensuring our operations are both safe and efficient. Our fleet management strategy encompasses rigorous maintenance schedules, expert in-house mechanics and technicians, and a strong focus on preventative measures, all designed to provide uninterrupted service to the City Of Roseville.



Key Elements of Our Fleet Management Include:

1. Nationwide Fleet Resources:

- Our extensive fleet includes over 15,000 pieces of equipment, ranging from collection trucks, back up trucks, specialized vehicles designed by our team for various waste and recycling services depending on the location and terrain. This vast resource pool allows us to allocate vehicles efficiently across projects, ensuring robust service delivery without delays.

2. In-House Maintenance Team:

- We employ a team of highly trained mechanics and technicians at our district offices throughout the country. These professionals are dedicated to maintaining our fleet, ensuring each vehicle operates at peak performance. Importantly, we do not subcontract our fleet maintenance, which allows us to maintain stringent quality control over the services rendered.

3. Daily Equipment Checks:

- Safety and operational efficiency are our top priorities. To this end, our drivers are required to perform daily checks on their assigned equipment before beginning their routes. This routine ensures that any potential issues are identified and addressed promptly, thereby minimizing downtime and maintaining safety standards.

4. Preventative Maintenance (PM) Schedules:

- Our preventative maintenance programs are a cornerstone of our fleet management system. Regularly scheduled maintenance checks, known as PMs, are rigorously adhered to, ensuring that all equipment is not only safe for road use but also environmentally compliant. This approach significantly reduces the risk of on-road failures and potential spills, maintaining the aesthetic and environmental integrity of the communities we serve.

5. Environmental Compliance and Safety:

- Beyond functional maintenance, our PM schedules include checks and balances to ensure that all vehicles comply with environmental regulations, preventing any unintended spills or emissions. This commitment extends to keeping city roads clean and reducing our ecological footprint, reflecting our responsibility towards the communities we operate in.

Operational Benefits to the City Of Roseville:

- Reliability and Efficiency: By ensuring our fleet is in top condition, we minimize disruptions to service, maintaining a reliable collection schedule as promised.
- Safety and Compliance: Our rigorous checks and maintenance culture ensure that our operations uphold the highest safety standards, protecting both our personnel and the residents of Roseville .
- Community and Environmental Care: We take pride in our role as environmental stewards, and our fleet management practices are a testament to this commitment, ensuring clean, safe, and respectful operations within the city.

In conclusion, ACE Solid Waste' robust fleet management practices are designed to support the comprehensive waste and recycling needs of the City of Roseville. Our approach guarantees that the city benefits from services that are not only effective and reliable but also conscientiously delivered with a commitment to safety, sustainability, and community well-being.

Timeline for Staff and Resource Ramp-Up:

- Initial Training and Onboarding:
 - Immediately upon contract award, we will begin the process of onboarding and training new hires specific to the City of Roseville's operations. This includes comprehensive training in waste management practices, customer service, safety protocols, and local regulatory compliance.
- Full Operational Capacity:
 - We aim to reach full staffing and operational capacity within 45 days of contract commencement, ensuring a seamless transition and no disruption to services.

ACE Solid Waste is committed to providing the City of Roseville with a highly skilled, well-equipped, and motivated workforce, capable of meeting and exceeding the community's waste and recycling needs throughout the duration of this contract. Our track record of employee retention and satisfaction, coupled with our robust logistical capabilities, positions us uniquely to offer reliable and efficient services consistently.

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:

Ace Solid Waste

Address:

6601 McKinley St NW Ramsey MN

Telephone:

612-357-8363

Email:

mthomson@dicssanitation.com

Website:

www.acesolidwaste.com

Name of contact person:

Megan Thomson

Type of organization:

Corporation

(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.

REFERENCES

City of Champlin Julie Tembreull 763-923-7135 jtembreull@ci.champlin.mn.us
1100 Households. Municipal solid waste serviced weekly single stream recycling serviced every other week. Contract started effective 1/1/16 and goes thru 12/31/2025

City of Ham Lake Denise Webster 763-235-1680 dwebster@ci.ham-lake.mn.us
2500 Households. Municipal solid waste serviced weekly, single stream recycling serviced every other week. Contract started effective 2/1/16 and goes thru 1/31/2026

City of Ramsey Brian Hagen 763-433-9845 bhagen@cityoframsey.com
9600 Households. Single stream recycling serviced every other week. Contract started effective 1/1/13 and goes thru 12/31/2025

City of Anoka Pam Bowman 763-576-2700 pbowman@ci.anoka.mn.us
4969 Households. Single stream recycling serviced every other week. Contract started effective 4/1/21 and goes thru 3/31/2026

Qualifications Questionnaire

General Management

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

ACE is a wholly owned subsidiary of Waste Connections. Waste Connections has over a 25- year track record of success throughout the United States by allowing its managers & professionals who live & work in the community to make decisions locally.

- Our company culture promotes professionalism, dedication to customers and service to local communities.
- Our service guarantee- contact us and we'll make it right.
- Our phones are answered by real local people during business hours. Customer service representatives whose only job is to help you will answer your call promptly.
- Our people are trained and experienced. Scheduled safety training and service standards result in clean, neat and orderly collection, every time

Financial Stability and Strength

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

ACE Solid Waste has the financial stability & financial resources to carry forward the responsibilities of this RFP and back up the contractual obligations. ACE Solid Waste is a wholly owned subsidiary of Waste Connections the third largest solid waste publicly traded services company in the United States and largest in Canada with over 23,000+ employees, \$8+ billion in annual revenue, and \$19 billion in assets. We have successful partnerships/contracts with over 7,500+ city, county and joint powers agencies. Our uniquely decentralized business model provides local managers with the authority to run their business and make on the ground decisions without having to "call corporate."

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).

City of Champlin Population 22523. We have provided the contracted single stream recycling & municipal solid waste services since 01/01/2016.

City of Ham Lake Population 16799. We have provided the contracted single stream recycling & municipal solid waste services since 2/1/20216

City of Ramsey Population 28808. We have provided the contracted single steam recycling services since 1/1/2013

City of Anoka Households serviced 4969. We have provided the contracted single stream recycling services since 4/1/2021

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.).

ACE Solid Waste has been providing services to the Minnesota State Fair for the past 8 seasons including all recycling & organics services.

ACE Solid Waste provides the City of Ramsey an annual clean up

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).

We will be using a 3rd party MRF for all collected recyclables

Eureka 2828 Kennedy St NE, Minneapolis, MN 55413

Waste Management 1800 Broadway St NE, Minneapolis, MN 55413

Recycle Minnesota 8812 215th St W, Lakeville, MN 55044

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.

Vehicles are equipped with hopper cameras which capture the amount of contaminants for each pick-up. We will use cart tags to notify the residents of Roseville when contamination occurs.

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).

Our drivers have the capability to electronically mark which addresses have equipment out on day of service which is then input into our customer data base. This allows ACE Solid Waste to run a report giving us the data of how many residents participate in curbside recycling.

Recyclables Marketing Plan

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

ACE Solid Waste will be using a 3rd party MRF. We ensure that all recycling materials will be taken to a facility that will have all materials processed correctly.

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.

ACE Solid Waste shall provide dedicated trucks and drivers to serve the City of Roseville residents. In addition, Ace Solid Waste has sufficient back-up trucks and drivers in case of breakdowns to eliminate any delays in service. We have the ability and will provide a full fleet of trucks for delivery of carts if needed, and provide services as needed for special events. As detailed in this proposal, our fleet of trucks is designed to handle the volume of customers in the City of Roseville with sufficient room to grow. Our communication from Customer Service to Dispatchers and Drivers provide prompt consistent service.

Safety Plans and Records

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

Safety is our #1 core operating value.

- Ace Solid Waste is committed to providing a healthy and safe work environment. Regard for safety for our employees and the general public is of the utmost concern at all levels of our organization. It is the responsibility of every member of management to make safety and health of our employees their daily concern, by providing a safe place to work, the proper protective equipment and a work environment conducive to safe work practices and policies is a primary and major concern to management. Safety does not occur by chance. It is the result of careful attention to all company operations. Employees at all levels must accept responsibility in complying with the company's policies for maintaining safety and occupational health.
- Ace's goal is to prevent the occurrence of all work-related injuries, illnesses and property losses. It is our philosophy that, by striving to eliminate unsafe conditions and actions, this goal will eventually be achieved.
- All applicable safety regulations, codes, and accepted work practices will be trained upon and followed. Each employee will be informed of any hazards associated with his or her job and trained in safe work procedures, the use of personal protective equipment and other means intended to provide required protection. Training is conducted upon hire of every new employee, prior to an employee being placed in a new position, prior to conducting different work from that to which they are accustomed and monthly on required topics and as needed.
- Ace's safety program includes accident and injury improvement, safety meetings, safety committee meetings, driver/ operator management, reporting and safety assessments, route and work observations, spill response, regulatory training including lock-out/tag-out training, fire prevention training, medical and first aid training, heat and cold stress, accident prevention, defensive driving SMITH system training, PPE training, and blood-borne pathogen training.
- At Ace Solid Waste we actively coach our employees by utilizing the DriveCam system. This is a recording device inside each vehicle with a camera on the road ahead and the driver. The system is continuously recording, but only saves a 12 second recording when the recording system is triggered by hard breaking, or high side-to-side forces. These recordings or "events" are reviewed in depth with the driver to uncover which driving habits need correcting to ensure the safety for the employee and the general public.

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

We will be using a 3rd Party 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.

Our goal is to minimize disruption and enhance service continuity. This would include starting the new cart deliveries within the week before the contract date to ensure that all carts are in place prior to the resident's first collection day. We will handle all cart management throughout the course of the contract including but not limited to deliveries, removals, & exchanges as needed.

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.

At the time of the award of the contract we will ensure all equipment needed will be in place prior to the start date.

Ace is committed to maintaining the high level of service that the City of Roseville and its residents have come to expect. Our proposed transition plan is designed to leverage our existing infrastructure and knowledge of the community to provide a smooth changeover. All staff including our customer service & operations team will be given training on the collection for the City of Roseville.

Communication with customers will begin no less than 60 days prior to the initiation of service changes. This will include direct communications, public notices, and updates via digital platforms to ensure all stakeholders are well informed and prepared for the transition

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.).

Appliances & electronics we utilize a 3rd party recycler.

C&D metals & concrete are recycled using our SKB Landfill

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.

ACE Solid Waste will provide the collection services for the City's Zero Waste Events. Staff will be onsite during these events to help educate the public on what materials go into each container. Reports with estimated weights of each waste stream will be provided based upon industry standards. ACE Solid Waste has a recycling education trailer that would be available for use during events.

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.

Flyer is included

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

We will disperse flyers electronically. All residents will also have access to view the material on our website. ACE Solid Waste will have a designated link for the residents of Roseville.

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.

Tag is included

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

We will help to improve participation in low participation communities including MDUs thru education on recycling. All recycling containers will be clearly labeled with pictures and materials acceptable for recycling. Education will be provided electronically using our ACE App & the city designated link on our website.

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

Education will be provided electronically using our ACE App & the city designated link on our website

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

Ace has invested in various tools to promote public education including ReCollect, which is an app that sends service alerts and public education campaigns to our customers. We work closely with various counties & cities to develop consistent communication and best practices to share with our customers. There is an education resource on the app called "Waste Wizard" which is an online educational database. There are also links related to disposal guidelines & programs.

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.

Ace has invested in various tools to promote public education including ReCollect, which is an app that sends service alerts and public education campaigns to our customers. We work closely with various counties & cities to develop consistent communication and best practices to share with our customers. There is an education resource on the app called "Waste Wizard" which is an online educational database. There are also links related to disposal guidelines & programs.



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?

Recycling Instruction Flyer / Calendar – Ace Solid Waste will provide a recycling flyer as detailed below educating residents of the procedures for recycling collection including what types of materials are acceptable and what materials are not. The flyer includes a calendar detailing the week of collection.

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

ACE Solid Waste offers touch a trucks event for school and city events. This allows residents the opportunity to get an up close look at the collection vehicles

What are your plans for additional public education efforts?

ACE Solid has a recycling education trailer that can be used at public education events.





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

ACE Solid Waste would be able to identify these residents with our not out report and will partner with the City of Roseville on the best approach.

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?

Ace Solid Waste will provide links to literature in multiple languages to capture all residents 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.

The location of the Ace Solid Waste call center is at our local office 6601 McKinley St NW Ramsey, MN

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).

Our customer service representatives are available to take live calls the hours of 8:00 am-4:30pm Monday thru Friday with the exception of the 6 major holidays. Outside our call center hours residents will be able to contact us 24/7 via email or voicemail in which all inquiries will be returned within 24 hours.

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

The current call center response time is 45 seconds, on average it's 5 seconds per ring.

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

There are monthly customer service department meetings and trainings. All phone calls are recorded to use for training and coaching purposes.

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.

All customer complaints are directed to management teams

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

ACE Solid Waste will send communication to the residents & city staff of Roseville by our app, and call and email blasts in the need to notify them of any collection schedule changes due to severe weather incidents. Information will also be communicated on our website.

Payment Impacts

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

ACE trucks are equipped with an additional axel to lighten the impact on the roads.
ACE routing systems optimize our routes to minimize the number of trips made on each street.

Clean Operations

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

ACE utilizes the most updated technology provided by manufacturers of collection vehicles

Quiet Operations

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

ACE Solid Waste utilizes compressed natural gas (CNG) trucks in our fleet. The benefits with CNG as it burns cleaner, the noise pollution is greatly reduced, & the amount of greenhouse gases are substantially less. Operations would not start in the City of Roseville prior to 7:00am.

Local Markets

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

We will be using a 3rd Party MRF

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.

We will be using a 3rd Party MRF

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.

DIVERSITY AND INCLUSION

At Waste Connections, we are committed to building and developing diverse teams that function in an environment of mutual respect, where employees feel empowered to contribute. Operating across hundreds of markets in the United States and Canada, we recognize the benefits of diversity and the importance of ensuring that employees feel respected and included, encouraged to bring their unique perspectives, ideas and best skills to work each day.

Does your organization have its own DEI action plan?

☒ Yes ☐ No If yes, please briefly summarize its DEI action plan.

In keeping with our efforts to support and encourage diversity and inclusion, we have undertaken several initiatives. Those efforts include the introduction of a formal Diversity Policy for our Board of Directors and Senior Management with aspirational targets for female Board representation – a target we achieved in November 2022 with the addition of Andrea E. Bertone to our Board. We also provided additional disclosure on workforce composition such as our Equal Employment Opportunity report (EEO-1) that we are providing in conjunction with our 2023 Sustainability Report. We also incorporated diversity and inclusion topics into Servant Leadership training and annual manager assessments in order to ensure that all employees are valued, feel empowered to contribute and are positioned for advancement opportunities. Additionally, we have enhanced recruiting practices to

ensure the broadest candidate pools, offered monthly diversity and inclusion training modules, established financial commitments to organizations that focus on racial inequities and that support women and children at risk. We also supported the development of resource groups including our Women's Network and Veterans' S.E.R.V.E. group.

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.

We will be using a 3rd party MRF

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.

We will be using a 3rd party MRF

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.

Unlike some trash companies that are funded and or controlled by private equity/hedge funds, ACE Solid Waste is a publicly traded company in for the long-haul. By choosing ACE Solid Waste, the City Of Roseville will be ensured a steadfast relationship throughout the term of this agreement.

Our company culture is driven by a "Servant Leadership" management philosophy which promotes respect, encouragement, accountability, teamwork and colleagues who truly care for each other. We don't operate from a "top down" principle but from a "bottom up" perspective. Our company cherishes our employees, expects the highest moral standards from our leadership team, and seeks to give back to the local communities in which we operate.

In the current climate of hiring and retaining quality drivers, the heartbeat of our company, our robust financial health allows ACE Solid Waste to offer solid wages and comprehensive benefits. This not only attracts top talent across the service and maintenance platforms—but also enhances job satisfaction and employee retention. The

City Of Roseville benefits from a dedicated and experienced workforce committed to delivering exceptional service consistently and reliably even in the most demanding job markets

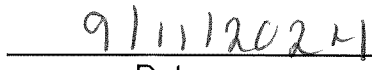
Signature of person duly authorized to sign submittal on behalf of the Proposer:



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, Marcus Cooksey
(Name of Authorized Officer)

District Manager of ACE Solid Waste, Inc.
(Title) (Proposer Firm name)

9/6/24
(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 Marcus Cooksey

Authorized Signature [Signature]

Date 9/6/24

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	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a

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	n/a	n/a	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a	n/a	n/a

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	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a

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	\$4.49	\$4.65	\$4.81	\$4.98	\$5.15
WEEKLY	n/a	n/a	n/a	n/a	n/a

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	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a

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	n/a	n/a	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a	n/a	n/a

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	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a

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	\$4.49	\$4.65	\$4.81	\$4.98	\$5.15
WEEKLY	n/a	n/a	n/a	n/a	n/a

***PRICING IS PER UNIT PER MDU**

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	n/a	n/a	n/a
On the parks trails	n/a	n/a	n/a

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	n/a	n/a	n/a	n/a	n/a
On the parks trails	n/a	n/a	n/a	n/a	n/a

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	n/a	n/a	n/a
On the parks trails	n/a	n/a	n/a

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	\$22.00	\$22.77	\$23.57	\$24.39	\$25.24
On the parks trails	\$10.00	\$10.35	\$10.71	\$11.08	\$11.47

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	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a

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	n/a	n/a	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a	n/a	n/a

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	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a

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	\$4.49	\$4.65	\$4.81	\$4.98	\$5.15
WEEKLY	n/a	n/a	n/a	n/a	n/a

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: ACE Solid Waste Inc.

Contact person: Marcus Cooksey

Title: District Manager

Address: 6601 McKinley St NW Ramsey MN 55303

Phone: 763-427-3110

E-mail: marcus.cooksey@wasteconnections.com

Signature of Authorized Representative:



(Signature)

Marcus Cooksey

(Printed Name)

Date: 9/6/24

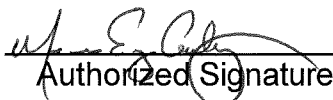
Form F: Itemized Listing of Trucks and Other Collection Equipment
Technical Description of Collection Equipment and Routes

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
Peterbilt	520	2018		30	CNG	Owned
Peterbilt	520	2018		30	CNG	Owned

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


 Authorized Signature

MARCUS COOKSEY
 Printed Name

9/5/24
 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.

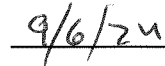
Signature of person duly authorized to sign submittal on behalf of the respondent:



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 _____

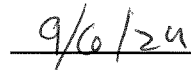
Signature of person duly authorized to sign submittal on behalf of the Proposer:



Authorized Signature



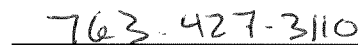
Printed Name



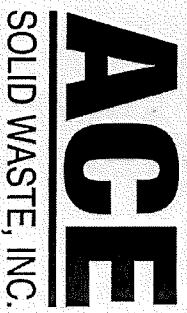
Date



Email Address



Telephone



IMPORTANT NOTICE

Your service has been put on stop status, but as a courtesy, it has been collected today. Please contact the office before your next pick-up to avoid any service interruption.

Thank you!

**763-427-3110 or
1-800-964-4281**

**service@acesolidwaste.com
www.acesolidwaste.com**



Dear Valued Customer,

We were ☐ **able** ☐ **unable** to service your
☐ **Trash** ☐ **Yard Waste** today. Please correct
the item(s) marked below and we will continue
service on your next scheduled pickup day.

☐ **Contamination and/or Hazardous Material**

Comments: _____

☐ **Cart Placement** (Carts must be curbside by
6:30 a.m., at least 3 feet apart, clear of any obstruction,
with lid opening facing the street)

☐ **Weight Restriction** (Must weigh less than 100 lbs.)

☐ **Extra Items** (Lid must close completely.
Additional items on the side of cart will be left,
unless called in prior to pick up.)

☐ **Other** _____

Questions or Comments? Call our office at

763-427-3110 or 1-800-964-4281

Service @acesolidwaste.com

Thank you for choosing ACE Solid Waste

Customer Relations Team



Dear Valued Customer,

We were ☐ **able** ☐ **unable** to service your recycling today. Please correct the item(s) marked below and we will continue service on your next scheduled pickup day.

☐ **Contamination (Place all recyclables in container loose or in paper bags)**

- Items **NOT** accepted in **curbside recycling** include, but are not limited to:
 - Plastic Bags & Plastic Wrap
 - Shredded Paper
 - Tanglers (hoses, holiday lights, etc.)
 - Diapers & Pet Waste
 - Hazardous & Medical Waste
 - Styrofoam & Packing Material
 - Scrap Metal
 - Tires
 - Batteries
 - Propane Tanks
 - Electronics
 - Compost
 - Wood & Construction Material

Other: _____

☐ **Cart Placement** (Carts must be curbside by 6:30 a.m., at least 3 feet apart, clear of any obstruction, with lid opening facing the street)

☐ **Cardboard** (Must be flattened & tied into bundles 3x3 or smaller)

☐ **Other** _____

Questions or Comments? Call our office at 763-427-3110 or 1-800-964-4281

Service @acesolidwaste.com

Thank you for choosing ACE Solid Waste

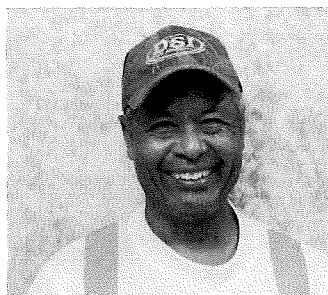
Customer Relations Team

– Welcome to the Spring 2024 newsletter, please see important information below.

SPRING 2024

Meet Your Drivers

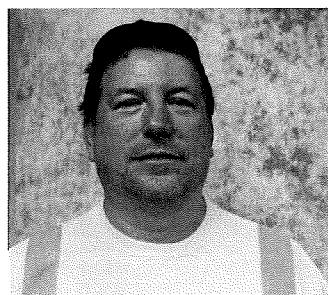
TRASH DRIVERS



LOM.

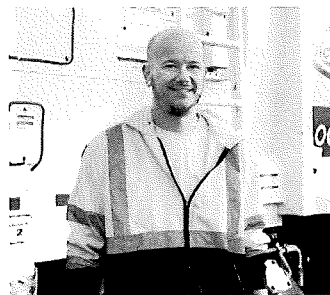


DOOGLES!



SCOTT

RECYCLE DRIVERS



ADAM



DAVID

RECYCLE WELL

KEEP IT LOOSE – DON'T BAG YOUR RECYCLABLES

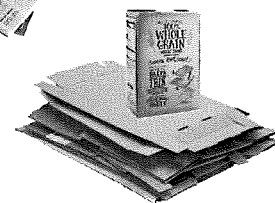
Paper

- Newspapers and inserts
- Magazines and catalogs
- Mail and office papers



Cardboard & Boxes

- Corrugated cardboard
- Paperboard boxes (e.g. cracker boxes)



Cartons

- Milk, soup, broth and wine cartons
- Juice boxes



Plastic

- Containers numbered 
- Soda, juice and water bottles
- Milk and juice jugs
- Margarine, cottage cheese, cream cheese and other tubs and lids
- Laundry detergent bottles and jugs
- Clear berry and produce containers



Metal Cans

- Aluminum, tin and steel cans



Glass Jars & Bottles

- Empty, rinse and replace cap



For
more
information
scan



NOT ACCEPTED!



No Bagged Recyclables
No Garbage



No Plastic Bagged
Recyclables
(no curbside)



No Flammable Liquid
(no paint, oil, etc.)



No Hangers
(no clothes, wires,
cables, etc.)



No Sharps



No Batteries

Yard Waste Service Options



SEASONAL YARD WASTE SERVICE

- Includes a 65-gallon cart (must weigh less than 100 lbs) + 5 brown compostable bags or bundles per week
- Seasonal service runs from mid-April to mid-November, weather permitting.

ON CALL YARD WASTE SERVICE

- \$3.86 per compostable bag up to 5 bags per week.
- On Call Yard Waste Service runs from mid-April to mid-November, weather permitting.

SMSC ORGANICS RECYCLING FACILITY

- Shakopee residents and businesses can dispose of yard waste and organic food waste at the Shakopee Mdewakanton Sioux Community (SMSC) Organics Recycling Facility for a disposal fee.
- Acceptable waste includes leaves, grass clippings, brush, branches, logs (less than 10 feet in length), stumps and other compostable material.

SHAKOPEE MDEWAKANTON SIOUX COMMUNITY ORGANICS RECYCLING FACILITY

1905 Mystic Lake Drive S. • Shakopee, MN 55379

Hours (April 1 to day before Thanksgiving):

7 a.m. to 7 p.m. Monday - Thursday

7 a.m. to 5 p.m. Fridays

8 a.m. to 2 p.m. Saturdays

Hours (First business day after Thanksgiving to March 31):

8 a.m. to 3 p.m. Monday - Friday

Phone: 952-233-9191

www.smscorf.com

2024 Spring Clean Up Day

Saturday, April 27 • 7:30 to 11:30 a.m.

This drop-off recycling event allows residents to recycle old appliances, electronics, yard waste, tires, car batteries, scrap metal and more.

Residents will be charged a flat fee based on the type of vehicle hauling. Additional fees may apply as noted on the city website.

This is a first-come, first-served event.

The line to enter may be cut off prior to 11:30 a.m. to ensure vehicles already in line are processed.

Clean Up Day is for residents of Shakopee, Jackson Township and Louisville Township (IDs are required) and is funded in part through grants received from Scott County and Shakopee's Recycling Rebate Program.

Visit www.ShakopeeMN.gov/cleanupday for a list of accepted items.

Battery Disposal

INCORRECT BATTERY DISPOSAL CAN CAUSE FIRES

Common household items seem harmless, however, the batteries in them pose risks when disposed into regular garbage or recycling containers because of their highly flammable nature.



Remove the Batteries

Check the electronic devices you need to dispose of. If possible, remove the batteries. If not, bring the whole device to the drop off location.

Store Batteries in a Safe Place

Store batteries in non-metallic containers (plastic, cardboard or glass) that do not conduct electricity if there is a spark.

YOUR LOCAL BATTERY DROP OFF

Scott County Household Hazardous Waste Facility

588 Country Trail E • Jordan, MN 55352 • 952-496-8787

Hours

Wednesday: 12 p.m. – 6 p.m. • Thursday: 12 p.m. – 4 p.m.

Saturday: 8 a.m. – 12 p.m.

The Waste Management Act requires that all haulers disclose the destination of your trash. Pursuant to Minnesota Statute 115A9302, Lakeville/Dick's Sanitation hereby discloses that mixed municipal solid waste collected will be delivered to one of the following facilities during the time period January through December. If an additional facility becomes either a primary facility or an alternative facility during this period, the hauler is required to provide you with update information within 30 days. In addition, the Minnesota Legislature requires Minnesota haulers to make the following disclosure to their customers:

You may be responsible for any liability that results from contamination at a facility where your waste has been deposited. Minnesota believes that its waste management system provides substantially more financial and environmental protection than depositing waste in landfills in other states. Managing your waste in Minnesota 'may minimize your potential liability.

DAKOTA AND SCOTT COUNTY CUSTOMERS DESTINATIONS

Primary Facility: Burnsville Landfill • 1020 W Cliff Road • Burnsville, MN 55337 • Sanitary Landfill MPCA #SW-56

Secondary Facility: Hennepin Energy Resource Company • 506 6th Avenue N • Minneapolis, MN 55405 • Mass-Burn Waste-to-Energy MPCA #SW-396

A. 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	n/a	n/a	n/a
WEEKLY	n/a	n/a	n/a

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	\$4.49	\$4.65	\$4.81	\$4.98	\$5.15
WEEKLY	\$4.85	\$5.02	\$5.20	\$5.38	\$5.57

***PRICING IS PER UNIT PER MDU * WEEKLY PRICING INCLUDES DUMPSTER SERVICES ONLY**



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

Proud to be an Equal Opportunity and Affirmative Action Employer

Mr. Ryan Johnson, Environmental Manager
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

9/9/2024

RE: Recycling Collection & Processing RFP

Dear Mr. Johnson:

Eureka Recycling is pleased to submit this proposal in response to the RFP for Recycling Collection Services for the City of Roseville.

As a Twin Cities-based 501(c)(3) nonprofit social enterprise, Eureka Recycling is strongly committed to fostering a healthy and thriving local community and economy. With our position as a local leader in zero waste and recycling, we are uniquely equipped to provide comprehensive and effective recycling services to the City of Roseville, offering numerous benefits to the City and its residents.

Reinvestment in our community – As a local nonprofit without obligations to shareholders, all our proceeds are reinvested directly into our community. This includes providing competitive compensation to our local workforce with living wages and benefits for our 120+ employees. We also engage in advocacy and policy work to support and protect the community and environment. Furthermore, we actively collaborate with local vendors and businesses, and by selling 85% of our sorted materials within the Midwest region, including 75% to businesses in Minnesota, we contribute to a thriving local economy.

Innovative and dynamic leadership – Eureka Recycling is led by two prominent thought leaders in the recycling and zero waste space, Co-Presidents Miriam Holsinger and Katie Drews, who together possess more than 20 years of experience in Zero Waste and recycling within the Twin Cities. As a zero-waste lab, we continuously explore, pilot, and demonstrate innovative strategies, tools, and technologies, such as AI visioning systems, robotics, and partnerships, like our collaboration with Xcel Energy to pilot Minnesota's first electric vehicle collections truck.

Strong, collaborative, and transparent partner – Because we are mission-driven, Eureka Recycling provides access to accurate data, resources, and education to help the City of Roseville and its residents understand and improve recycling efforts.

The solutions proposed in the attached response affirm our ability to provide reliable recycling services to the City of Roseville and lay out our plan for the work. The changes in the labor market, supply chain, fuel prices, and insurance rates in recent years have been substantial, which you will see reflected in our bid. Please be assured that we have provided the City of Roseville with the most realistic and cost-effective proposal we can. We welcome any opportunity to address questions or discuss the details of our proposal. Please reach out to me directly, as I will continue to be your main point of contact throughout the RFP process.

Regards,

Kristin Poffenberger, Executive Vice President
Eureka Recycling
612-532-1502 | kristinp@eurekarecycling.org

www.eurekarecycling.org

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

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

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: Eureka Recycling

Address: 2828 Kennedy St. NE, Minneapolis, MN 55413

Telephone: 612-669-2783

Email: recycling@eurekarecycling.org

Website: www.eurekarecycling.org

Name of contact person: Kristin Poffenberger

Type of Organization: Non-Profit 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.

See Attachment A: Municipal References for Eureka Recycling- Roseville

Qualifications Questionnaire

General Management

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

Eureka Recycling is driven by two dynamic and visionary leaders in recycling and zero waste spaces, Co-Presidents Miriam Holsinger and Katie Drews have a combined 20+ years of experience in recycling leadership in the Twin Cities community. Holsinger and Drews are also supported by a local, strategic, and dynamic executive leadership team:

Kris Foner, Executive Vice President

Kristin Poffenberger, Executive Vice President

As well as a local, highly skilled, and robust director team:

Paul Peterson*: Director of Fleet Operations

Cori Lee Skelly: Director of Finance

Jerry Byrne: Director of MRF Operations

Joanna Stone*: Director of Customer Relations

Lucy Mullany: Director of Policy and Advocacy

**Key account members with direct responsibilities to provide strategic leadership and with whom the City will have a direct line of access.*

Financial Stability and Strength

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

See Attachment B: Eureka Recycling Audited Financial Reports

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).

See also: Attachment C: History of Municipal Contracts

With more than 20 years of experience providing comprehensive recycling services in the Twin Cities, Eureka Recycling has extensive expertise in residential recycling education, collections, and processing for single-unit and multi-unit dwellings. Eureka is the current service provider for the collection and processing of recycling for the City of Roseville but also holds the two largest recycling contracts for the state of Minnesota. Our experience has allowed us to optimize and scale our operations, resulting in efficient collections, effective processing, and impactful education. This allows residents to have reliable access to essential recycling services which improves their communities by creating a healthier and cleaner environment and a thriving local/regional economy.

Additionally, we understand the unique challenges that can arise in multi-unit dwellings due to high turnover rates and shared recycling containers. Our years of experience have enabled us to develop effective outreach and education programs for property managers and residents. Through proactive communication and tailored solutions, we work closely with multi-unit dwelling communities to ensure successful recycling programs.

Throughout our years of service in the Twin Cities, we have continuously refined and optimized our operations to make it easier, better, and more effective for residents to recycle.

Special Events

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

Eureka is broadly experienced in providing recycling services at special events, including community clean-up events and other community gatherings. We have a track record of successful partnerships with cities like Roseville, where we have been actively involved in planning and managing multiple events such as Taste of Rosefest, Wild Rice Fest, and many other events. Our role encompasses the entire event process, from planning to on-site staffing, billing, and reporting. Throughout the years, we have collaborated closely with the City to enhance the program, aligning it with the city's objectives. Notably, we've supported Roseville's journey toward zero waste by using compostable service ware, reusable fabric tablecloths, and diverting up to 98% of event waste to composting and recycling.

Prior to our partnership with Roseville, we had a significant role in managing the cleanup program for the City of Saint Paul from 2002 to 2013. This included creating a comprehensive resource guide to promote recycling and reuse at annual cleanups, assisting neighborhoods in event planning, and providing guidance on proper report filing. We successfully managed between two and four cleanups each year, benefiting 5,000 to 10,000 households per event. This endeavor significantly contributed to building community and city staff capacity to independently manage clean-up initiatives.

Additionally, Eureka Recycling pioneered one of the first Zero Waste Events programs in the Twin Cities. Over the past two decades, we have supported numerous events in achieving their zero-waste objectives. Our services involve meticulous planning, on-site support, and managing recycling, compostables, and trash generated during the event. By closely collaborating with event planners and employing dedicated planning efforts, we have achieved impressive diversion rates, with events reaching 95% or higher material recycling and composting.

Within the past few years, Eureka has strategically shifted away from event management and services to focus on larger systems change initiatives through policy and advocacy work.

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).

All recyclable material collected by Eureka is processed at our MRF, along with other cities' recyclables processed but not collected by Eureka, as well as additional materials received by third-party haulers. The municipalities that have composition studies conducted; we have seen a steady increase in residual rates for two reasons. The first is we see an overall composition change due to a change in consumer purchasing habits (less newspapers and magazines) as well as due a change in manufacturing packaging choices (less glass and more plastic instead) the residual becomes a larger percentage of the total material. The other reason we see an increase in residual is that as recycling has switched to being collected in a large cart instead of an open bin, it is much harder to identify and leave non-recyclable materials. The below numbers are approximate ranges for the residual rates across several urban and suburban communities within the Twin Cities area.

- 2023 – 9.5-12%
- 2022 – 8.7-12%
- 2021 – 8.4 -13%

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.

Eureka has developed a well-defined and systematic plan for measuring the frequency and type of contaminants found in recycling carts from single-unit dwellings. Our approach combines real-time reporting from our drivers, onboard camera systems, and annual composition studies to effectively monitor and address contamination issues.

1. **Real-time Contamination Reporting:** Our drivers play a vital role in identifying and reporting contamination during their collection routes. Using automated side-load trucks equipped with onboard computer systems and hopper-mounted cameras, our drivers can monitor the contents of each cart as it is lifted and tipped into the truck. If any contamination, such as plastic bags, is observed during this process, the driver reports that in the computer system. Additionally, if the driver notices contamination before tipping the cart, such as plastic bags sticking out, they will leave the cart behind and attach an educational tag to inform the resident about the issue.
2. **Customer Service Team Communication:** The data collected by the onboard computer system is seamlessly connected to our customer service software. This integration allows our customer service representatives to access real-time information on reported contamination issues. This proactive approach enables our team to address resident inquiries promptly and provide educational support whenever needed.
3. **Annual Composition Study:** To calculate the contamination rate, we conduct an annual composition study in collaboration with the City. During this study, we hold all the collected recycling materials for one week and run them through our Material Recovery Facility (MRF) separately from other materials. We carefully weigh and sort the different categories, including contamination. The study also identifies common contamination issues, which helps tailor our future education efforts to address specific problem areas and educate residents about proper recycling practices.
4. **Education and Outreach:** Based on the findings from the annual composition study and real-time reports from drivers, we develop targeted education and outreach programs to address contamination trends. Our goal is to continuously improve recycling behaviors by providing residents with clear and accessible information about what can and cannot be recycled in their carts.

By combining the data collection and other efforts of our drivers, the education and communication from our customer service team, and data compiled during our annual composition studies, we can effectively measure and address the frequency and type of contaminants in recycling carts. Our data-driven approach and ongoing educational initiatives ensure that we maintain high recycling standards and promote better recycling practices within the community.

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).

Eureka measures the participation rates of curbside recycling customers through an annual participation study. This study spans a six-week observation period and offers invaluable insights into the recycling behaviors of Roseville residents.

During the study, we focus on two key metrics to assess recycling participation:

1. **Set-Out Rate:** The set-out rate is the average percentage of households that set out recyclable materials for collection on a given day during the study period. We understand that not every household sets out recycling each week, and various factors may influence their set-out behavior, such as travel plans or the amount of recyclables they have accumulated. Therefore, we consider the average percentage of households that participate in recycling on a weekly basis during the

observation period. This metric provides valuable insights into the regularity of recycling set-outs by residents.

2. **Participation Rate:** The participation rate is a more comprehensive indicator of overall recycling participation. It considers the number of households that set out recyclable materials at least once during the entire six-week study period. This approach recognizes that not all households set out recycling every collection day but focuses on capturing all households that engage in recycling at least once over the course of the study. The participation rate provides a more accurate reflection of the total number of households participating in the recycling program.

Throughout the six-week study period, we diligently record every collection when the truck tips a recycling cart at a specific address. This data allows us to analyze the set-out rates for each collection day and calculate the average set-out rate over the study period.

Additionally, to arrive at the participation rate for the city, we sort the recorded data by address and remove duplicates for households that set out recycling more than once during the study period. The remaining list of addresses represents all households that participated in recycling at least once during the study, thus providing a comprehensive view of the overall participation rate.

This data-driven approach allows us to continuously assess and enhance our recycling programs, identify areas for improvement, and develop tailored strategies to promote higher participation rates and greater environmental impact.

Recyclables Marketing Plan

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

Because of Eureka's zero waste mission and triple bottom line approach; in our more than 20 years of operating, we have built long-term relationships with markets that balance the highest and best use of the material, price and regional location where possible.

We actively work with a range of markets for the sale of the material commodities we sort and have a balance of contracts, long-term arrangements, and relationships for spot marketing to ensure the highest and best use with competitive pricing and sale to markets in the US and Canada.

In 2023, about 70% of the material we sorted remained in Minnesota, going to local markets where it was manufactured into new products. 95% stayed within the upper Midwest, and over 99% was processed in North America. A small portion of cardboard was sent to India for recycling into new products, which became necessary after the closure of WestRock's cardboard mill.

We understand the challenges posed by fluctuating market prices for recyclables. As a responsible and experienced recycling organization, we have developed a strategic plan to address these market fluctuations and support the continued success of our facility.

Our approach involves setting processing fees that cover the full cost of recycling processing. We acknowledge that relying solely on the value of recyclables may not consistently cover these costs. Therefore, when the revenue generated from commodities falls below the cost of processing, we take proactive measures to maintain the financial stability of our operations.

For our municipal partners, we offer two options to accommodate their budgeting needs:

1. **Advance Charging and Reconciliation:** We provide customers with the option to pay in advance, similar to escrow accounts. By charging in advance, we ensure a smoother budgeting process for our customers, allowing them to plan their expenses accordingly. At the end of each year, we reconcile the actual costs and revenues, making necessary adjustments to set the budget for the following year accurately.

2. Higher Per Household Rate: Alternatively, we offer a higher per household rate, allowing Eureka Recycling to absorb the risk of fluctuating markets. By assuming this risk, we ensure stability for our customers, providing them with a consistent rate that does not fluctuate with market conditions.

By adopting these proactive approaches, we aim to maintain the financial sustainability of our recycling operations while providing our customers with flexible billing options that align with their budgeting needs. Our commitment to transparency and financial accountability ensures that our customers are well informed and empowered to make informed decisions regarding their recycling services.

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.

As with any recycling company, Eureka may become involved in litigation matters that are incidental to the operation of its recycling business. During the past 5 years, Eureka has been subject to one lawsuit alleging wrongful termination of employment, which settled.

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.

Overview of Key Elements of Our Proposed Recycling Services Operations:

1. **Collection Services:** Our recycling collection services for the City of Roseville will encompass both single-unit dwellings and multi-unit dwellings, ensuring comprehensive coverage for all residents. We will utilize automated side-load trucks equipped with a hopper-mounted camera to monitor and identify any contamination in the recycling carts. This advanced technology will enable us to

efficiently address and educate residents about proper recycling practices, ultimately enhancing recycling participation rates.

2. If the city moves forward with owning its own carts, this proposal does not include the cost of removing current carts. It would be Eureka's goal to work with the city to create a smooth transition for both residents, the City of Roseville, and Eureka Recycling.
3. **Emphasis on Education and Outreach:** Education is fundamental to our approach. We will implement an annual participation study to measure set-out and participation rates, allowing us to continually optimize our outreach efforts and tailor education materials to specific neighborhoods and demographics. Our dedicated customer service team will be available through multiple communication channels to provide support, answer queries, and guide residents in making informed recycling choices.
4. **Special Event Support:** Building on our successful track record, we will continue to manage and support the requested events for Roseville. Our experience in managing these events and past collaboration with the City of Roseville (and other cities within the Twin Cities metro area) for events demonstrate our expertise in effectively coordinating. The enclosed bid is not inclusive of supplies such as compostables for which Eureka would invoice for re-imbusement, as is the current process.
5. **Local Markets for Recyclable Materials:** Eureka Recycling has longstanding partnerships with local end markets, such as WestRock for paper and cardboard, local HDPE markets for plastic containers, and SMI for glass. Our commitment to prioritizing local markets whenever feasible supports sustainability and promotes economic growth within the community.

Safety Plans and Records

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

- Eureka has a robustly detailed Safety Policy. All policies are reviewed with drivers annually. If a driver violates a Safety policy they are disciplined, up to termination. We also conduct annual MVRs (Motor Vehicle Reports) and Clearinghouse queries on all our employees driving company-owned vehicles.
- At Eureka, Safety is our priority. To keep our drivers safe, every morning we hold a safety briefing with our drivers, discussing a variety of safety items. We also encourage our drivers to report any unsafe behavior that is observed while out in the communities.
- Before any driver is on the road by themselves, Eureka has put together a Driver Training Program that ranges from 2-6 months depending on the experience level of the driver. A new driver must complete the program to its entirety before driving on any public roads by themselves.
- We utilize the technology that we have on board to help drive awareness and to review any Accident, Incident, or Near-Miss. We use this information for training our team, discipline, and to prevent any future mishaps. All Accidents, Incidents, and Near-Misses are reviewed weekly by the Fleet team and Monthly within our organization's Safety Committee. Depending on the severity of the incident, we also require retraining for our drivers with a supervisor. We use the onboard technology to coach and train our drivers for Hard Braking, Over Speeding, and long Idling events.
- Our newest collection trucks have these safety features:
 - a. Front Camera w/wider view, Front Camera w/alarms (EV)
 - b. Lane Change assistance / Alarm
 - c. Left side pedestrian alarm (blind spot)
 - d. Cameras all around the vehicle – Front, L side, R side, Back
 - e. Automatic braking for following distance
 - f. Many other features to keep the community and our drivers safe.

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

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

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

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

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

Have you had any OSHA – reportable accidents within the past three years in Minnesota? ☐ 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.

Our commitment to making recycling as easy and accessible to residents as possible drives our approach to managing the Recycling Carts. We understand that a well-organized cart management process is crucial to providing essential Recycling services to the City and its residents. Our Fleet Management team oversees the recycling equipment management, ensuring that carts and dumpsters are organized, prepared, and available for delivery as well as managing the delivery schedule and all warrantee work.

- **Cart Inventory:** At present, all recycling carts are stored on-site at Eureka Recycling's facility. To ensure proper management and accountability, we commit to conducting a monthly count of all carts. Within the first week of each month, we will promptly send an inventory report to the City, providing you with up-to-date information on cart quantities.
- **Size Swaps:** We recognize the importance of providing residents with the appropriate cart size to meet their recycling needs. In cases where residents request a different size or our Collections Drivers report cart damage that necessitates a swap, we will take quick action. On a date scheduled with the resident, , we will replace the existing cart with the correct size required. Furthermore, any carts that are swapped will undergo a thorough inspection for damage and potential warranty coverage, and whenever possible, will be appropriately cleaned and prepared for reuse.
- **Repairs/Maintenance:** Ensuring the optimal functionality of recycling carts is a priority for us, as it creates a more efficient collection of the material. Therefore, any carts requiring maintenance will be addressed promptly on the residents' day of service. This includes performing necessary repairs or replacements such as wheel and axle replacements, lid replacements, and label replacement.
- **Warranty:** Our team will regularly conduct inspections of both the carts stored in the warehouse and those placed at residential dwellings while on route. When a cart is found to be damaged and covered under warranty, we will adhere to the warranty process set forth by the cart manufacturer. This ensures that we make the most of the warranty coverage and maintain the carts in excellent working condition.

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.

As the current contract holder and service provider, no transition time will be needed. Our existing capabilities, knowledge of the routes, and familiarity with the city allow us to seamlessly continue the services outlined within the contract without any impact to residents.

- **Truck Acquisition (if needed):** Since we already possess a well-maintained fleet of trucks that are fully operational, there is no requirement for additional truck acquisition. Our current fleet is equipped to handle the recycling collection demands without interruption. Throughout the length of this contract, Eureka does intend to purchase new trucks, but that will not impact the services provided.
- **Personnel Training:** Our collection and customer service call center staff are well-trained and experienced, having been successfully managing these roles throughout our service tenure. As a result, no additional training is necessary for the transition. Our team is ready and fully capable of providing excellent service from day one.
- **Public Notices:** We understand the importance of keeping the public informed during any changes in service. Should there be any need, we will proactively communicate with the City and residents, reiterating our commitment to continuing the high-quality recycling collection services they have come to expect. We will work closely with the City to determine the most effective channels for public notices, with timely updates provided as needed.
- **If the City chooses to transition to owning the carts,** we recommend a 6-month to 1-year transition plan (or collaborating to create a shorter timeline for the change). Removing our vendor-owned carts can be costly, and we aim to avoid passing those costs onto Roseville or its residents. A collaborative approach, working closely with the City and the cart vendor, will help keep costs down and minimize any impact on residents.

Given our existing expertise, infrastructure, and workforce, we are fully prepared to seamlessly continue the recycling collection services without any disruption. Our well-equipped team, combined with our familiarity with the city's routes, allows us to ensure a smooth and efficient transition into the new Contract operations.

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.).

Eureka Recycling operates its own Material Recovery Facility (MRF) located at:

2828 Kennedy Street NE Minneapolis, MN 55413

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

In 2014, we transitioned our operations to process single-stream commingled recyclables and completed two additional upgrades in 2016 – adding a scalping screen and second eddy current and replacing our old eddy current – and in 2019 – adding a second PET optic – that increased our processing speed to 40-50 tons per hour while improving the quality of our material. In early 2020, Eureka installed equipment to increase paper quality – three robotic arms connected to a camera with artificial intelligence. The AI camera identifies items that should not be in the paper stream and instructs the arms to remove this material.

The facility's overall processing capacity is more than 150,000 tons/year. In the past 18 years, Eureka Recycling has processed and sold more than 1,077,000 tons of recyclable commodities and is recognized as an industry leader for the high quality of processed materials.

Through our recycling education work and an innovative mix of automated, mechanical, and manual processes, Eureka is able to maintain an overall residual rate (percentage of total material that is collected but cannot be recycled) of 10%, compared to an industry average of around 15-20%. We are also committed to maintaining the highest quality of end product and work to understand the composition of the residual further refine our processes and strategies.

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.

As Eureka already supports Roseville in hosting Zero Waste events, we are highly experienced and well-prepared to continue this work seamlessly. Our established expertise allows us to hit the ground running, while continually optimizing and improving our services based on our extensive experience. In support of the City's Zero Waste Events, we propose a comprehensive service package designed to ensure optimal waste diversion through recycling, composting, and reuse strategies. Our operations will include providing appropriate bins for recycling, compost, and landfill waste with clear signage to facilitate proper sorting by attendees. We will also offer staff or volunteers onsite to educate and assist event-goers in using the bins correctly, maximizing diversion rates.

If needed, we are prepared to subcontract for specialized services, such as reusable dishware rentals or enhanced recycling capabilities, ensuring a full range of services to meet Zero Waste goals. Additionally, we encourage enhanced reuse programs for leftover event materials, to further reduce the event's environmental footprint.

Throughout the event process, we'll work closely with the City to ensure compliance with all requirements, and provide post-event reports on waste diversion success and improvement opportunities.

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.

Please see Attachment D – Sample Multifamily Education Poster

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

Our Customer Service team will collaborate with property managers to distribute new educational materials, either through hand delivery or by mail, as needed. We'll also coordinate with on-site management to identify the necessary languages for each property. By partnering with translation services and local printers, we ensure that customized resources are created to meet the specific needs of each location.

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

Please see Attachment E – Sample Education Tag

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.

To enhance resident education and accessibility in our recycling program, we will implement a comprehensive approach to ensure clear communication and understanding. This includes:

1. **Multilingual Recycling Information:** We recognize the importance of providing recycling information in residents' native and/or preferred languages. Our efforts will focus on in-mold labels on carts, labels on dumpsters, and appropriate signage inside buildings and outdoors. We will prioritize the four most common non-English languages in Ramsey County, offering recycling program information in Spanish, Somali, Hmong, and Karen. We are also open to including additional languages should there be a need in the City of Roseville.
2. **Live Interpretation Service:** To cater to the diverse needs of our residents, we have established a contract with a live interpretation service. When residents call our customer service line, they can easily request to converse with us in up to 170 different languages. This service ensures that language barriers do not hinder residents from accessing essential recycling information and seeking assistance.

3. **Community Outreach, Engagement, and Education:** We will actively engage with communities to ensure they are well-informed about recycling initiatives. Conducting onsite and virtual facility tours, supporting local events – such as Touch-a-Truck events, and distributing informational materials will be a part of our outreach efforts. By partnering with community organizations and local leaders, we aim to create an inclusive and informed recycling program.
4. **Digital Resources:** In addition to traditional materials, we will leverage digital resources to disseminate recycling information. This includes interactive online guides, educational videos, and informative content on our website, ReCollect app, and social media platforms. These digital tools will further facilitate understanding and engagement among residents.
5. **Collaboration with Local Partners:** We also welcome the opportunity to collaborate with local organizations and community leaders to ensure that recycling information reaches all segments of the population. These partnerships will help us tailor our outreach efforts to specific contexts and effectively communicate the benefits of recycling.

By integrating these strategies, we are confident in our ability to create an inclusive and well-informed recycling program that caters to the diverse needs of Roseville residents. We look forward to making recycling accessible and engaging for all, promoting a sustainable and environmentally conscious community.

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

We recognize Roseville's commendable track record with an impressive participation rate of 96% in the curbside recycling program. To address households that may not be actively participating in recycling, we propose a multifaceted approach with a specific focus on multi-unit building education and outreach.

We understand that multi-unit dwellings present unique challenges due to high turnover rates and shared recycling containers. Nevertheless, we are committed to collaborating with property managers to provide them with the necessary resources to establish successful recycling programs within their buildings. Our goal is to empower residents in multifamily properties to actively engage in recycling and remove any barriers that may hinder their participation.

To ensure accessibility and inclusivity, our education initiatives are designed to be friendly and approachable. Our annual recycling guide serves as a comprehensive resource, presenting clear and easy-to-follow instructions on what are acceptable materials and how to prepare them for collection. This guide is made available in multiple languages, including English, Spanish, Somali, Karen, and Hmong. Moreover, our customer service team is equipped with the ability to engage third-party interpreters, enabling us to effectively communicate with residents in any language over the phone.

Through proactive outreach efforts, educational workshops, and informative materials, we aim to foster a culture of recycling within multifamily communities. We firmly believe that with the right guidance and support, residents will be motivated to participate actively in the city's recycling program.

Additionally, we are open to exploring innovative approaches to engage and educate residents, including digital resources, interactive sessions, and partnerships with community organizations. Our commitment to continuous improvement and sustainable practices will remain at the forefront of all our endeavors.

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

As part of our comprehensive approach to educate Roseville residents and businesses about recycling, we

propose the utilization of various electronic communication and public education methods. Currently, we successfully employ the ReCollect app for all the communities we serve, including Roseville. The app offers residents the flexibility to access its features via their preferred platform.

The ReCollect app encompasses the following interactive features in both its web and mobile versions:

1. **Collection Schedule and Alerts:** Through an interactive calendar, residents can conveniently view their collection schedule and choose to receive alerts through various channels, such as text messages, emails, pop-up notifications, or automated phone calls. For residents without internet access, our customer service team can assist in setting up reminder calls to ensure no one misses their recycling collection day.
2. **"Can I Recycle This?" Tool:** To assist residents in making informed recycling choices, the app includes a user-friendly tool that allows them to look up specific items and find out if they can be recycled in their program. This feature promotes better recycling practices and reduces contamination in the recycling stream.

In addition to the ReCollect app, we will leverage our website to provide comprehensive recycling information and resources. The website will offer educational materials, recycling guides, frequently asked questions, and updates on recycling initiatives in Roseville.

Furthermore, we will engage with the community through our very active social media platforms, sharing informative content, recycling tips, and success stories. These channels will serve as interactive spaces for residents and businesses to stay informed and ask questions related to recycling.

Additionally, we are open to exploring other electronic communication methods, such as email newsletters, online webinars, and virtual workshops, to effectively engage residents and businesses in recycling education.

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.

As the current contractor, we are already utilizing the ReCollect app with all the routes and resident information populated as well as the recycling education and information. We will continue to build out the content and usability of this app for our residents.

What other (non-electronic) public education efforts have you used successfully in the past that are directly relevant to scope of service described in this RFP?

We currently utilize several non-electronic education tactics.

1. Onsite facility tours: We welcome members of the community, whether they be residents of the services we provide, municipal partners, manufacturers/producers/businesses, policymakers, advocates and supporters of recycling, schools, etc. to tour our Material Recovery Facility (MRF) to see how recycling is processed and sorted and to instill trust in recycling. These interactive tours allow us to address specific concerns and questions while showing the impact and importance of recycling to support a clean, healthy, and vibrant local economy and community.
2. Educational Materials and Tags: We have created and distributed educational materials, such as the annual recycling guide and educational cart tags that highlight key recycling guidelines, acceptable materials, and best practices. The recycling guides are mailed directly to residents and the educational tags are left on carts to address a placement or other issue concerning their cart/recycling set out.
3. We have also attended community events, like the aforementioned Touch-a-Truck events and National Night Out gatherings, when staffing permits.
4. Demonstrations: During community events, we have organized demonstrations to showcase proper recycling practices. These demonstrations include sorting stations and informative displays that encourage active participation and learning.

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

Throughout our experience, Eureka has implemented a range of successful education and outreach programs that directly align with the scope of service outlined in this RFP. Some of the public education efforts we can offer include:

1. Virtual and Onsite Tours with Q&A Sessions: Our staff can conduct tours to present and educate residents about recycling practices and sorting processes. These interactive sessions allow for real-time Q&A, ensuring residents receive personalized attention and have their questions addressed.
2. Games and Displays at Community Events: We have conducted engaging games and informative displays at community events to create a fun learning experience. These interactive elements generate interest and promote active participation among attendees.
3. Resources and Support for Multifamily Property Managers: Recognizing the unique challenges of multifamily recycling, we offer ongoing resources and support to property managers. This includes

educational materials, training sessions, and personalized guidance to establish and maintain successful recycling programs in multifamily buildings.

4. **Customized Education Programs:** Understanding that different communities may have varying needs, we can customize education programs to suit specific demographics and neighborhoods. This tailored approach ensures that our outreach efforts resonate with residents and yield maximum impact.

Our commitment to delivering effective public education and outreach extends beyond the contractual obligations. We strive to cultivate a culture of environmental consciousness, empowering residents to actively participate in the recycling program and make informed decisions about waste diversion.

What are your plans for additional public education efforts?

As stated above, education is a big part of our strategy.

1. **Facility Tours:** We will offer three free facility tours annually for Roseville, which can be used for city officials and staff to deepen their understanding of recycling processes or to invite residents for first-hand education.
2. **Newsletter Development:** We are working on creating a regular newsletter that will provide valuable resources, tips, and updates on recycling and zero waste.
3. **Social Media Engagement:** We're actively expanding our social media presence to share recycling news, zero waste tips, and other educational resources with the community.
4. **Collaboration with Roseville:** We are open and eager to collaborate with the city to develop additional educational tools and activities that meet Roseville's needs and goals.

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

Again, Roseville should be exceedingly proud of the high participation rate of recycling among its residents. To further increase those rates, we would work with the City to develop a work plan to address non-participation. Possible elements of that work plan could include (if additional costs are incurred due to this work plan, Eureka would work with the City to determine a plan to address the costs):

1. **Data Analysis and Segmentation:** We'd begin by analyzing the data collected from the recycling program, including participation rates and demographics. This data analysis will enable us to segment the population and identify households that are not participating in curbside recycling.
2. **Customized Messaging:** With the segmented data in hand, we will develop customized messaging tailored to address the specific concerns and barriers that may be hindering recycling participation among different groups of residents. The messaging will be designed to resonate with each target audience, fostering a sense of ownership and responsibility toward recycling.
3. **Additional Education in City Publications:** We will work with the city to incorporate targeted recycling education materials in city publications, such as newsletters, community bulletins, and other relevant communication channels.
4. **Utility Bill Stuffers:** Leveraging utility bill stuffers, we can deliver informative recycling materials directly to residents' homes, ensuring wide-reaching and cost-effective communication.
5. **Direct Mailings:** Personalized direct mailings to households in low-participation areas will offer a tailored and impactful approach to educate residents about the benefits of recycling and the importance of proper waste diversion.

Throughout the implementation of the work-plan, we will continuously assess the effectiveness of our outreach and education initiatives, making data-driven adjustments to optimize their impact. Our aim is to create meaningful and lasting change in recycling participation rates, ensuring a more sustainable and environmentally conscious community.

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? Our recycling information is available in Spanish, Somali, Hmong and Karen. In addition, we have a contract with a live interpretation service so any caller to our zero waste/customer service hotline can ask to speak with us in up to 170 different languages.

Customer Service and Other Community Relations Services

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

Location of the call center.

Eureka Recycling is a local Twin Cities organization, and as such, all aspects of the operations, including the MRF, customer service, administration, and leadership are located in Minneapolis, MN at the following address:

2828 Kennedy Street NE
Minneapolis, MN 55413

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).

Our customer service line operates from 8 a.m. to 5 p.m., Monday to Friday. Any voicemails received outside of these hours will be promptly responded to on the following business day. In addition, we offer web chat support on our website during business hours to provide real-time and multiple options for assistance.

To further cater to residents' needs, we actively monitor our customer service email account and inquiries received through our customer service app. This user-friendly app is available for free download on mobile devices and can also be accessed directly from our website.

The app offers residents a host of valuable features, including reminders about their collection day, the convenience of looking up specific items to check if they can be recycled, and a direct channel to contact us regarding any issues or inquiries they may have.

With our comprehensive customer service approach, we ensure that our residents receive timely assistance and have multiple channels available to communicate with us effectively. We remain committed to providing exceptional service and support to enhance the overall recycling experience for our valued customers.

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

Our dedicated customer service team ensures that all live calls are promptly answered, providing personalized assistance to each caller. To accommodate higher call volumes during peak periods, such as the beginning of new contracts, inclement weather, or weeks with holiday collection delays, we maintain ample staffing resources and provide multiple ways to connect – as mentioned above.

Our commitment to efficiency and responsiveness is reflected in our wait time, which typically ranges between 1 to 5 minutes, even during our busiest moments. We continuously strive to minimize wait times while ensuring that every caller receives the attention and support they deserve.

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

We employ a dedicated and highly skilled customer service team, with an average tenure at Eureka Recycling of 6.4 years. When it comes to supporting our customer service representatives in training them on Roseville-specific service elements and Contract standards, we follow a comprehensive and proactive approach.

Whenever we renew or secure a new recycling contract with a city, we take the opportunity to update and refine our procedures and resources for our Customer Relations Team. This process ensures that our team members are well-versed in the specific elements of the new contract, allowing them to provide excellent customer service right from the first day of the new contract. We also have a robust training program for our new hires that provides in-depth recycling education training as well as contract-specific trainings.

Additionally, we prioritize ongoing development and improvement for our customer service team. Regular team meetings and training opportunities are scheduled to facilitate continuous learning and growth. During these sessions, we focus on enhancing existing procedures and processes, discuss topics related to our Zero Waste mission, and address any questions or issues that may arise. By staying informed and updated, our team remains fully prepared and equipped to handle the demands of any new contract.

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

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

Please see Attachment F – Sample FAQ for Hotline Staff

Methods to link customer complaints to improved route services.

We have implemented an integrated system that links our routing system to our customer service system, enabling us to access accurate information about recycling schedules, communicate seamlessly with our drivers, and track all Roseville routes and resident interactions.

When a resident reaches out to report any issue, our customer service team can look up the address in our system to identify any potential issues. Our drivers have the capability to flag an address and report any problems in real time, and this information is instantly accessible to our customer service staff.

To ensure effective communication and understanding, our drivers can even use the safety cameras on their trucks to capture images of the set-out. This valuable visual information helps our customer service staff gain insights into any challenges that may have prevented regular collection, enabling them to communicate these details to the resident and/or driver to prevent future issues.

If it is determined that the cart was properly set out and missed by the driver, we take immediate action to rectify the situation. A driver is promptly dispatched to complete the missed collection, and this incident becomes part of our ongoing route analysis and driver training process. By continuously monitoring and analyzing these occurrences, we identify trends and areas for improvement to enhance our route services and ensure consistent and reliable collection for all residents.

In the very rare cases where more serious complaints arise, we escalate the matter to our fleet management team. Fleet management addresses these issues by making necessary route adjustments and providing additional training for the drivers involved. This proactive approach ensures that our team is equipped with the necessary skills and knowledge to handle any situation appropriately.

By closely linking customer complaints to route analysis, driver training, and management actions, we

prioritize customer feedback as a valuable source of improvement. Our commitment to continuous improvement and proactive measures ensures that we deliver efficient and reliable recycling collection services to the residents of Roseville.

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

Our approach to communicating changes in collection schedules under severe weather incidents is rooted in prioritizing safety and efficient communication with residents and City staff. We monitor weather conditions to assess any potential impact on the safety of our employees, residents, and the public, as well as our ability to complete collection routes.

In the event of severe weather, we understand that each situation is unique and may necessitate different responses for the safety of all parties involved. Depending on the severity and timing of the weather event, we may implement various measures, such as starting routes a few hours late, bringing trucks in before routes are complete, or even delaying routes for an entire collection day. Additionally, if necessary, we may adjust the entire collection schedule, shifting all collection days back by one day and operating on a Saturday, or we may "catch up" the day after the severe weather event if only a smaller number of homes are impacted.

To ensure swift and accurate communication with residents and City staff, we have established a streamlined system. As soon as we determine a need to change the collection schedule, we promptly inform our city partners of the impact on their specific routes.

For residents who have opted to receive service alerts through our customer service app, we send out notices tailored to their specific location. Residents can choose their preferred method of communication, including text messages, email, automated phone calls, or mobile app alerts. The app's flexibility allows us to target specific messages to the entire city, specific collection routes for a given day, or even individual blocks or groups of blocks, ensuring that all residents receive accurate and relevant information about their service.

In addition to the app notifications, we provide more general messages on our website, social media platforms, and as a recorded message on our main customer service phone line. These messages offer basic information about route delays and direct residents to use the app for more address-specific details. Even if a resident has never used our app before, they can quickly download it or access the web-based version and instantly receive the weather delay message that applies to their specific service.

Through this comprehensive communication approach, we strive to maintain transparency and keep residents and City staff informed during severe weather incidents. Our top priority is ensuring the safety of all involved while providing reliable and accurate information to help residents adjust to any changes in collection schedules.

Payment Impacts

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

Eureka Recycling minimizes the impacts on street pavements within Roseville through the use of well-maintained equipment and carefully planned operations.

While our trucks are plated at 51k lbs., we ensure that the typical weight of each vehicle throughout the day does not exceed 45k lbs. By adhering to this weight limit, we significantly reduce the stress placed on residential streets, minimizing potential damage to the pavement.

Furthermore, our larger vehicles are equipped with tandem axles, which evenly distribute the weight across eight tires in the rear. This design feature further mitigates the impact on road surfaces, ensuring more even pressure distribution and reducing wear and tear on the pavements.

To uphold the integrity of our fleet and minimize the risk of hydraulic leaks or fuel leaks that could potentially cause damage to the pavement, we maintain a strong maintenance team. Regular inspections and prompt repairs are conducted to address any issues proactively, ensuring our vehicles are in optimal condition while operating on Roseville's streets.

If fluid should leak or spill, our response time is swift and effective, helping to minimize any potential seepage or damage to the roads our trucks drive on. Our vehicles are equipped with onboard fluid/spill containment kits, enabling our collections drivers to take immediate action and contain any spills to prevent further impact on the pavement.

Clean Operations

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

One of our primary focuses is on maintaining a strong maintenance team that diligently ensures our trucks are in optimal condition every day. By proactively addressing any potential breakdowns or fluid leaks, we aim to prevent any accidental spillage that could contribute to litter on the streets.

Our trucks are equipped with a top door feature, which effectively contains all materials within the truck at all times. This design ensures that no debris or recyclable materials escape onto the streets during collection, thus significantly reducing litter and promoting a cleaner environment for the community.

To further enhance our environmental efforts, we are investing in new trucks with larger receiving hoppers. This upgrade allows for more efficient and effective collection, reducing the time spent in the area and minimizing emissions. By optimizing our collection processes and reducing the duration of our trucks on the streets, we contribute to reducing emissions in Roseville, supporting the community's overall sustainability goals.

Moreover, our vehicles are outfitted with a diesel after-treatment system that works to minimize emissions as much as possible. This technology is part of our commitment to environmentally friendly operations, ensuring that our fleet operates with the utmost consideration for air quality.

Through our comprehensive approach, we strive to go beyond compliance and actively contribute to the well-being of Roseville's neighborhoods. By minimizing litter and debris, optimizing collection operations, and reducing emissions, we aim to create a cleaner, healthier, and more sustainable environment for all residents.

Quiet Operations

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

At Eureka Recycling, our equipment and operations are carefully designed to effectively and efficiently collect all recyclable materials possible while also attempting to minimize noise within Roseville, prioritizing the well-being of the community and the environment. We are dedicated to incorporating sustainable practices and innovative technologies that significantly reduce noise pollution in the neighborhoods we serve.

1. **Newer Vehicles with Reduced Noise:** As part of our commitment to minimizing noise, we are investing in newer vehicles that feature enhanced design elements. These vehicles have more cab covering the engine, effectively dampening engine noise and reducing overall operational noise levels. By upgrading our fleet to include these quieter vehicles, we aim to create a more peaceful and harmonious environment for Roseville residents. Please note that while our intent is to purchase some new trucks, supply chain disruptions along with demand have created significant challenges and long wait times.
2. **Piloting Electric Vehicles (EVs):** In pursuit of our sustainability goals, we have recently purchased the first electric vehicle (EV) collection truck in Minnesota. EVs are known for their quiet operation,

producing minimal noise compared to traditional collection trucks. The lower operating decibel of EVs ensures a smoother, quieter collection process that is less intrusive to the community.

3. **Lower Emissions Fleet:** At Eureka Recycling, we are committed to always advancing our environmental efforts. One notable practice is the use of B-20 biodiesel in our fleet of collection trucks. B-20 biodiesel is a cleaner alternative to traditional diesel fuel, comprising a blend of 20% biodiesel derived from renewable resources and 80% conventional diesel. By incorporating B-20 biodiesel, we are reducing greenhouse gas emissions and minimizing our carbon footprint. Biodiesel also reduces the harmful particulate matter that comes from fossil fuel-based diesel. All of which contribute to cleaner air and a healthier environment for the community. We will continue to explore, pilot, and utilize a variety of clean and green technologies in our pursuit of lower emissions and cleaner, healthier, and more sustainable operations.

Our holistic approach to noise reduction goes hand-in-hand with our dedication to environmental stewardship. We are aware of the impact that noise can have on the quality of life for residents, and we remain proactive in adopting measures that prioritize a quieter and cleaner collection process.

Local Markets

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

At Eureka Recycling, we firmly believe that recycling should provide the most environmental and economic benefit possible. We know that the further away materials are shipped the more those environmental and economic benefits decrease, so we strive to develop and strengthen local/regional end-market partnerships while also considering the highest and best use of the material to deter extraction of resources and reduce the landfilling and incineration of materials – essentially, receiving all the intended benefits that recycling aims to provide.

1. **Long-Term Supply Agreement:** Our long-term supply agreement with WestRock is a testament to our commitment to utilizing local end markets. Through this partnership, a significant portion of our paper and cardboard materials are directed to WestRock, a local market within minutes of our Minneapolis facility. By leveraging local partnerships, we reduce transportation distances and associated emissions, contributing to a more environmentally friendly recycling process.
2. **Local HDPE Markets:** We also collaborate with local HDPE markets in Minnesota that transform plastic bottles into decking, lawn furniture, and garden fences. These partnerships not only support local businesses but provide solutions for certain materials that due to their coloring and other factors have less value/demand.
3. **Evaluation of End Markets:** Our materials marketing plans include a thorough evaluation of potential end markets based on various factors. We consider proximity to our facility to minimize transportation impact and associated carbon emissions. Additionally, we assess the prices offered by different markets and the end products that the materials will be turned into. By prioritizing local markets when possible, we contribute to the local economy while reducing the overall environmental footprint of our recycling operations.
4. **Diversified Market Approach:** While maximizing the use of local end markets is a priority, we also recognize the importance of maintaining multiple markets for our materials. Diversification in our materials marketing approach ensures resilience and adaptability in the face of market fluctuations and changes.

In summary, our proposed operations and materials marketing plans demonstrate a strong commitment to utilizing local end markets whenever possible. By forging strategic partnerships and evaluating end markets based on environmental, economic, and social factors, we aim to contribute to a sustainable and thriving recycling ecosystem within the community.

Please describe where the percentage of Recyclable materials from your operations in the Twin Cities are marketed: e.g., in Minnesota; in the Midwestern Region of the U.S., in North America, and to export markets abroad.

In 2023:

- 70% stays in Minnesota
- 95% stays within the Upper Midwest
- 99% stays within North America

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.

Please see Attachment G – Eureka Recycling- DEI Policy Statement

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

If yes, please briefly summarize its DEI action plan.

Eureka is currently in the process of creating an impactful DEI action plan. Upon completion, we will be happy and excited to share it.

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.

At Eureka Recycling, our commitment to diversity, equity, and inclusion extends to every aspect of our organization, including our recruitment efforts. We strive to eliminate discrimination, attract high-quality candidates, remove barriers, and create opportunities for underrepresented groups, particularly women and minorities.

To ensure our job announcements reach a broad and diverse audience, we utilize a multi-faceted approach. We distribute position announcements through various online platforms, community media publications, and community groups. We also leverage personal contacts to expand our reach. Attending job fairs and community events, whenever feasible, allows us to connect directly with potential candidates from diverse backgrounds. We continually educate our managers and supervisors about recruitment strategies and engage them in our organization's diversity and inclusion goals.

Building relationships with organizations representing under-supported populations is also a key component of our recruitment efforts. We have established partnerships with organizations such as Twin Cities Rise, Clues, Repowered, Ujama, Takoda Works, and Urban Village to engage with a diversity of qualified candidates.

In our operations positions, we have made significant strides in hiring racially diverse candidates. However, we recognize the need to increase representation of women in certain roles, such as Collections Drivers. To address this challenge, we have created additional Non-CDL Driver positions, opening opportunities for female candidates and individuals with potential barriers to obtaining a Class B license.

We have expanded our internet postings to reach diverse candidates, including platforms such as Hispanic/Latino Professionals Association, Hispanic Today, Idealist, and Pollen, in addition to traditional job boards.

Additionally, we actively support our current employees in their career growth. When employees express interest in open positions, particularly supervisor or manager roles, our HR department works closely with them to facilitate their application process through our online system. This approach eliminates barriers for

employees who may have limited computer skills or lack access to computers or the internet at home. Affirmative action is a fundamental aspect of our recruitment strategy, and we prioritize the development and advancement of our staff, particularly women and minorities. Our overarching goal is to "move our mission and our people forward," and we remain dedicated to providing intentional opportunities for growth and professional development to create a diverse and empowered workforce.

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.

Uncommon in our industry, Eureka does not depend on temporary/contingent or part-time labor. More than 95% of our MRF employees are full-time, fully benefited employees earning at or above a living wage.

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

Kristin Poffenberger

Printed Name

9/9/2024

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, Kristin Poffenberger
(Name of Authorized Officer)

Executive Vice President of Eureka Recycling
(Title) (Proposer Firm name)

9/9/2024
(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 : Kristin Poffenberger

Authorized Signature: 

Date: September 9, 2024

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: Eureka Recycling

Contact person: Kristin Poffenberger

Title: Executive Vice President

Address: 2828 Kennedy Street, NE, Minneapolis, MN 55413

Phone: 612-532-1502

E-mail: kristinp@eurekarecycling.org

Signature of Authorized Representative:

(Signature) 

(Printed Name): Kristin Poffenberger

Date: September 9, 2024

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	4.99	5.16	5.35
WEEKLY	9.45	9.78	10.13

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	4.97	5.14	5.32	5.50	5.70
WEEKLY	9.41	9.73	10.08	10.43	10.79

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	5.09	5.27	5.45
WEEKLY	9.55	9.89	10.23

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	5.06	5.24	5.43	5.62	5.81
WEEKLY	9.51	9.84	10.18	10.54	10.91

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	5.04	5.21	5.39

No every other week price provided as MDU's are every week.

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	5.01	5.19	5.37	5.55	5.75

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	5.09	5.26	5.45

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	5.06	5.24	5.42	5.61	5.81

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	4.99	5.16	5.34
On the parks trails	21.32	22.07	22.84

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	4.96	5.13	5.31	5.5	5.69
On the parks trails	21.21	21.96	22.72	23.52	24.34

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	5.09	5.26	5.45
On the parks trails	21.42	22.17	22.95

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	5.06	5.24	5.42	5.61	5.81
On the parks trails	21.31	22.06	22.83	23.63	24.46

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	4.99	5.16	5.35
WEEKLY	9.45	9.78	10.13

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	4.97	5.14	5.32	5.50	5.70
WEEKLY	9.41	9.73	10.08	10.43	10.79

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	5.09	5.27	5.45
WEEKLY	9.55	9.89	10.23

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	5.06	5.24	5.43	5.62	5.81
WEEKLY	9.51	9.84	10.18	10.54	10.91

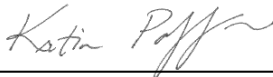
Form F: Itemized Listing of Trucks and Other Collection Equipment
Technical Description of Collection Equipment and Routes

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
Freightliner	Econic	2024	3	28	Diesel	Owned
M2106	M2106	2019/2020	1	20	Diesel	Owned
Ford	F350	2020	1	8	Diesel	Owned

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



Authorized Signature

Kristin Poffenberger
Printed Name

9/9/2024
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

Kristin Poffenberger

Printed Name

9/9/2024

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 2024 Recycling RFP: Response to Questions

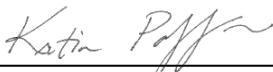
Addendum 2 _____

Addendum 3 _____

Addendum 4 _____

Addendum 5 _____

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



Authorized Signature

Kristin Poffenberger

Printed Name

9/10/2024

Date

kristinp@eurekarecycling.org

Email Address

612-532-1502

Telephone



References for Eureka Recycling

Minneapolis

Kellie Kish

Recycling Coordinator

612-673-3536

Kellie.kish@minneapolismn.gov

2635 University Ave NE, Mpls MN, 55418

Active Contract, 2016 – present

- Recycling processing only

Saint Paul

Sarah Haas

Garbage & Recycling Program Administrator

651-266-6216

sarah.haas@stpaul.gov

25 4th St. W., Floor 800, St. Paul, MN 55102

Active Contract, 2005 – present

- Recycling collection + processing
- Single-unit & multi-unit dwellings
- Every week collection
- Total single-unit dwellings: 80,915
- Total multi-unit dwellings: 7,109

White Bear Lake

Connie Taillon, P.E.

Environmental Specialist

651-429-8587

ctaillon@whitebearlake.org

4701 HWY 61, White Bear Lake, MN 55110

Active contract, 2008 – present

- Recycling Processing Only

Lauderdale

Jim Bownik

Assistant to the City Administrator

651-792-7656

Jim.Bownik@lauderdalemn.org

1891 Walnut St, Lauderdale MN 55113

Active Contract, 2005 – present

- Recycling collection + processing
- Single-unit + multi-unit dwellings
- Weekly collection
- Total single-unit dwellings: 497
- Total multi-unit dwellings: 69

www.eurekarecycling.org

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

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

Consolidated financial statements of:

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY
(A Non-Profit Corporation)

Years ended
December 31, 2023 and 2022

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Neighborhood Recycling Corporation
d/b/a Eureka Recycling and Subsidiary
Minneapolis, Minnesota

Opinion

We have audited the consolidated financial statements of The Neighborhood Recycling Corporation d/b/a Eureka Recycling and Subsidiary (the Organization), which comprise the consolidated statements of financial position as of December 31, 2023 and 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of The Neighborhood Recycling Corporation d/b/a Eureka Recycling and Subsidiary as of December 31, 2023 and 2022, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The supplementary consolidating information is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Schechter Dolkert Kantor
Andrews & Selzer Ltd.*

June 28, 2024
Minneapolis, MN

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

DECEMBER 31

	2023	2022
Assets:		
Current assets:		
Cash	\$ 979,968	\$ 2,896,863
Accounts receivable, net of allowance	3,050,516	1,560,228
Inventory	1,198,115	940,987
Prepaid expenses	685,695	157,824
Total current assets	5,914,294	5,555,902
Property, plant, equipment, and finance lease right-of-use assets, net	10,754,233	12,372,153
Operating lease right-of-use assets	4,847,251	859,984
Other assets, security deposits	115,917	148,536
Total long-term assets	15,717,401	13,380,673
Total assets	\$ 21,631,695	\$ 18,936,575
Liabilities and net assets:		
Current liabilities:		
Accounts payable	\$ 989,785	\$ 1,099,182
Accrued expenses	604,688	445,862
Line of credit	850,000	-
Notes payable, current portion	2,390,446	1,841,129
Finance lease liabilities, current portion	713,609	750,913
Operating lease liabilities, current portion	704,881	770,959
Total current liabilities	6,253,409	4,908,045
Long-term liabilities:		
Notes payable, net of current portion and debt issuance fees	4,162,625	6,120,200
Finance lease liabilities	1,291,564	1,660,212
Operating lease liabilities	4,096,671	168,155
Total long-term liabilities	9,550,860	7,948,567
Total liabilities	15,804,269	12,856,612
Net assets:		
Without donor restrictions	5,792,057	5,897,564
With donor restrictions	35,369	182,399
Total net assets	5,827,426	6,079,963
Total liabilities and net assets	\$ 21,631,695	\$ 18,936,575

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
YEARS ENDED DECEMBER 31

	2023			2022		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions	With donor restrictions	Total
Public support and revenue:						
Public support:						
Government contracts	\$ 10,847,635		\$ 10,847,635	\$ 6,389,746		\$ 6,389,746
Grants	-	\$ 621,666	621,666	155,000	\$ 711,486	866,486
Contributions	5,669		5,669	11,774		11,774
Net assets released from restrictions	768,696	(768,696)	-	581,260	(581,260)	-
Total public support	11,622,000	(147,030)	11,474,970	7,137,780	130,226	7,268,006
Revenue:						
Program service fees	9,536,830		9,536,830	16,513,010		16,513,010
Revenue/cost share	2,078,743		2,078,743	(3,337,676)		(3,337,676)
Rental income	233,336		233,336	365,000		365,000
Investment income	15,668		15,668	10,187		10,187
Miscellaneous revenue	20,938		20,938	39,345		39,345
Total revenue	11,885,515		11,885,515	13,589,866		13,589,866
Total public support and revenue	23,507,515	(147,030)	23,360,485	20,727,646	130,226	20,857,872
Cost of good sold, processing and shipping costs	(692,141)		(692,141)	(616,585)		(616,585)
Total public support and revenue less cost of goods sold	22,815,374	(147,030)	22,668,344	20,111,061	130,226	20,241,287
Expenses:						
Program services	21,625,582		21,625,582	18,119,226		18,119,226
Management and general	1,295,299		1,295,299	1,252,383		1,252,383
Total expenses	22,920,881		22,920,881	19,371,609		19,371,609
Change in net assets	(105,507)	(147,030)	(252,537)	739,452	130,226	869,678
Net assets, beginning	5,897,564	182,399	6,079,963	5,158,112	52,173	5,210,285
Net assets, ending	\$ 5,792,057	\$ 35,369	\$ 5,827,426	\$ 5,897,564	\$ 182,399	\$ 6,079,963

See notes to consolidated financial statements.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Change in net assets	\$ (252,537)	\$ 869,678
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	3,003,203	2,742,910
Accretion of debt financing costs	34,738	28,242
Loss on sale of equipment	14,088	15,833
Decrease (increase) in:		
Accounts receivable	(1,490,288)	281,825
Inventory	(257,128)	(187,288)
Prepaid expenses	(527,871)	1,507
Other assets	32,619	(72,000)
Increase (decrease) in:		
Accounts payable	(109,397)	(162,382)
Accrued expenses	158,826	5,868
Operating leases, right-of-use assets, lease liabilities	(124,829)	(62,170)
Net cash provided by operating activities	<u>481,424</u>	<u>3,462,023</u>
Cash flows used in investing activities, purchase of property and equipment	<u>(1,037,714)</u>	<u>(1,958,174)</u>
Cash flows from financing activities:		
Payments on:		
Notes payable	(2,495,709)	(1,625,758)
Finance leases	(767,609)	(727,110)
Proceeds from long-term debt	1,058,364	-
Net borrowings (repayments) under line of credit	850,000	-
Payments of debt issuance fees	(5,651)	(90,589)
Net cash used in financing activities	<u>(1,360,605)</u>	<u>(2,443,457)</u>
Net change in cash	(1,916,895)	(939,608)
Cash, beginning of year	<u>2,896,863</u>	<u>3,836,471</u>
Cash, end of year	<u>\$ 979,968</u>	<u>\$ 2,896,863</u>
Supplemental disclosure of cash flow information:		
Cash paid for interest	<u>\$ 482,702</u>	<u>\$ 425,172</u>
Supplemental disclosure of non-cash investing and financing activities:		
Note payable incurred for building purchase		<u>\$ 3,992,000</u>
Finance lease incurred for equipment	<u>\$ 361,657</u>	

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED DECEMBER 31

	2023			2022		
	Program services	Management and general	Total	Program services	Management and general	Total
Salaries	\$ 8,519,122	\$ 680,199	\$ 9,199,321	\$ 7,585,720	\$ 551,701	\$ 8,137,421
Employee benefits	1,318,825	122,036	1,440,861	991,150	86,894	1,078,044
Payroll taxes	643,917	65,738	709,655	538,255	52,667	590,922
Total salaries and related expenses	10,481,864	867,973	11,349,837	9,115,125	691,262	9,806,387
Advertising	785	-	785	2,420	-	2,420
Conferences and meetings	118,863	23,900	142,763	137,430	74,993	212,423
Contractual services	234,272	10,081	244,353	170,035	111,891	281,926
Dues and subscriptions	81,844	54,023	135,867	74,198	45,677	119,875
Equipment maintenance	1,802,414	32,990	1,835,404	1,446,561	28,680	1,475,241
Fleet maintenance	750,590	-	750,590	381,630	-	381,630
Fuel	725,782	-	725,782	853,702	-	853,702
Hauler fees	280,958	86	281,044	185,984	1,257	187,241
Grants and other assistance	252,388	700	253,088	163,311	400	163,711
Insurance	677,830	22,266	700,096	334,283	10,439	344,722
Interest expense	503,140	14,300	517,440	443,326	634	443,960
Licenses and permits	32,714	401	33,115	35,764	175	35,939
Recycling bins	2,357	-	2,357	42,667	-	42,667
Miscellaneous	311,076	62,095	373,171	132,143	57,158	189,301
Occupancy	761,752	14,310	776,062	920,585	18,348	938,933
Postage	441	600	1,041	2,889	1,537	4,426
Printing and publications	8,929	1,190	10,119	22,341	339	22,680
Professional fees	193,281	59,448	252,729	27,305	48,765	76,070
Supplies	256,024	7,166	263,190	142,406	10,648	153,054
Real estate taxes	224,651	1,569	226,220	95,605	-	95,605
Telephone and communication	61,454	11,321	72,775	63,566	8,360	71,926
Travel	52,385	1,568	53,953	39,978	646	40,624
Truck rental	390,275	-	390,275	235,684	-	235,684
Uniforms	76,011	-	76,011	67,356	-	67,356
Utilities	441,771	7,840	449,611	373,577	7,619	381,196
Total functional expenses before depreciation, amortization and cost of goods sold	18,723,851	1,193,827	19,917,678	15,509,871	1,118,828	16,628,699
Depreciation and amortization	2,901,731	101,472	3,003,203	2,609,355	133,555	2,742,910
Cost of goods sold, included with revenue on the consolidated statement of activities	692,141	-	692,141	616,585	-	616,585
Total functional expenses	22,317,723	1,295,299	23,613,022	18,735,811	1,252,383	19,988,194
Less cost of goods sold, included with revenue on the consolidated statement of activities	(692,141)	-	(692,141)	(616,585)	-	(616,585)
Total expenses included in the expense section on the consolidated statement of activities	\$ 21,625,582	\$ 1,295,299	\$ 22,920,881	\$ 18,119,226	\$ 1,252,383	\$ 19,371,609

See notes to consolidated financial statements.

1. Summary of significant accounting policies:

Nature of business:

Eureka Recycling and Subsidiary (Eureka) was incorporated under the laws of the State of Minnesota in November 2001, as a 501(c)(3) non-profit organization, classified as a public charity. Eureka Recycling's mission is to demonstrate that waste is preventable, not inevitable. Eureka is a zero-waste organization located in the Twin Cities of Minneapolis and Saint Paul with a wide range of initiatives focusing on reusing, recycling, composting, waste reduction, producer responsibility and more.

Additionally, Eureka is the sole member of a newly formed LLC called Keep it in the Ground, LLC (the LLC). In 2022, the LLC was formed to hold Eureka's land and certain building assets. The LLC received initial funding from Eureka and receives rental income from the renters located at the purchased property.

Description of programs:

Eureka Recycling's services, program, and policy work present solutions to the social, environmental, and health problems caused by wasting.

Perhaps most well-known for its recycling operations, the Organization has provided curbside and apartment recycling services, education, and advocacy since 2001. The Organization operates a material recovery facility, opened in 2004, where collected recyclables are sorted into different commodity categories and then marketed to different markets to be turned into new products. Eureka researches, develops and promotes best practices around sorting recycling to achieve environmental highest and best use and shares these practices nationally. Eureka provides hundreds of tours of the facility to educate the community and businesses on recycling and zero waste and does educational events for schools and community organizations.

Eureka Recycling has a wide range of initiatives designed to prevent the needless wasting of our discards through reuse, recycling, composting, waste reduction, proper responsibility and more. These initiatives provide over a hundred jobs for individuals who demonstrate their mission every day in the work that they do. Eureka Recycling provides consulting to events in the community on how to be zero waste and manages the waste discards for several events in the Twin Cities. Eureka Recycling collaborates with individuals and organizations to move our community towards zero waste. Eureka Recycling also examines how waste can be prevented before we turn to recycling and composting and calls for accountability from the producers of packaging and products to better design their goods.

By its efforts in programs, services and advocacy, Eureka Recycling aspires to help individuals, organizations, and communities understand the significance of zero waste and to achieve their own zero-waste goals.

Principles of consolidation:

The consolidated financial statements include the LLC. All significant intercompany accounts and transactions have been eliminated in consolidation. Unless otherwise noted, these consolidated entities are hereinafter referred to as the Organization.

1. Summary of significant accounting policies (continued):

Income tax:

The Organization is exempt, as a public charity, from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state income tax laws.

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability if the Organization has taken an uncertain tax position that more likely than not would not be sustained upon examination by taxing authorities. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance.

Accounting for net assets:

The Organization's financial statements are segregated into classes of net assets according to the use of related resources. These classes of net assets are summarized as follows:

Net assets without donor restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net assets with donor restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Organization did not have any restrictions that were held in perpetuity as of December 31, 2023 and 2022. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Change in accounting principle:

The FASB issued Accounting Standards Update (ASU) No. 2016-13, Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments, which the Organization adopted on January 1, 2023. The guidance replaces the incurred loss methodology and creates a new "current expected credit loss" (CECL) model applicable to trade accounts receivable and allowance for credit losses. Under the CECL model, the allowance for credit losses reflects the entity's current estimate of the contractual cash flows not expected to be collected, based on its assessment of credit risk as of the reporting date. Based on management's assessment, there were no changes to the net allowance for credit losses on trade accounts receivable as a result of the adoption of this standard. There was no effect on the Organization's financial statements related to the adoption of this standard apart from expanded disclosures.

Revenue recognition:

Government contracts:

Government contracts relate to collections of unprocessed recyclable materials for the recycling program. Revenues are recognized over time as collections are completed and in accordance with each city contract. Cities are located in the Twin Cities metro area.

1. Summary of significant accounting policies (continued):

Revenue recognition (continued):

Revenue/cost share:

Revenue share is related to government and private contracts that agree to share the revenue earned from the sale of a city's recyclable materials. Revenue is earned over time as recycling material is processed. In these contracts, the net revenue earned from the sale of processed recycled material is shared with the city and therefore results in a cost to the Organization. Similarly, if the cost to process the recyclable material is more than the processed material can be sold for, a city will reimburse the organization for the excess cost to process their recyclable material which, therefore, results in income to the Organization. In 2022, this process yielded a cost to the Organization shown as an expense on the consolidated statement of activities.

Program service fees:

Program service fees primarily relate to the sale of processed recyclable materials to manufacturers across the U.S. Revenues are recognized at the time of sale of the material, which can be at the shipping point or destination based on the contract and are based on tonnage sold.

Grants and contributions:

Grants and contributions received are recorded as with or without donor restrictions depending on the existence and/or nature of any donor restrictions. All grants and contributions are considered without donor restrictions unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or restricted purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions.

Rental income:

Rental income is an exchange transaction and is recorded as revenue each month as rents become due each month. The lease arrangement between the LLC and the lessee was less than 12 months and expired February 2023.

Use of estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Inventory is considered a significant estimate.

1. Summary of significant accounting policies (continued):

Accounts receivable:

Accounts receivable are stated at the amount management expects to collect from outstanding balances. The Organization maintains allowances for credit losses for estimated losses resulting from the inability of its customers to make required payments. Management considers the following factors when determining the collectability of specific customer accounts: customer creditworthiness, past transaction history with the customer, current economic industry trends, and changes in customer payment terms. Past due balances over 90 days and other higher risk amounts are reviewed individually for collectability. If the financial condition of the Organization's customers were to deteriorate, adversely affecting their ability to make payments, additional allowances would be required. Based on management's assessment, the Organization provides for estimated uncollectible amounts through a charge to earnings and a credit to a valuation allowance. Balances that remain outstanding after the Organization has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for credit losses was \$0 and \$6,622 at December 31, 2023 and 2022, respectively.

Opening and closing balances for contract assets, and accounts receivable arising from contracts with customers include:

	<u>December 31,</u> <u>2023</u>	<u>December 31,</u> <u>2022</u>	<u>January 1,</u> <u>2022</u>
Accounts receivable, net	<u>\$ 3,050,516</u>	<u>\$ 1,560,228</u>	<u>\$ 1,842,053</u>

Inventory:

Recycling inventory is composed of processed and unprocessed recyclable materials collected through curbside pick-up or from third party haulers. Since inventory is not purchased, inventory is stated at the lower of cost or net realizable value. Costs consist of processing and shipping. Net realizable value is based upon commodity prices at the consolidated statement of financial position date. The Organization's processing and shipping fees are included in cost of sales on the consolidated statements of activities and functional expenses.

Inventory for truck and machine parts is maintained on a periodic system and is stated at cost. Inventory is generally recorded as expenditures/expenses when consumed.

Property and equipment and depreciation:

Equipment is stated at cost or fair market value on the date of acquisition or donation. Depreciation is provided using the straight-line method over the estimated useful lives. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to expense as incurred, whereas significant betterments greater than \$5,000 are capitalized.

Other assets, security deposits:

The Organization paid security deposits in accordance with the terms of its lease agreements.

1. Summary of significant accounting policies (continued):

Collective bargaining agreement:

The Organization has two collective bargaining agreements that expire on November 6, 2027 and September 1, 2025, respectively. At December 31, 2023 and 2022, approximately 36% and 33%, respectively, of the Organization's employees were covered by the agreements.

Finance and Operating Lease Obligations:

The Organization records leases in accordance with Accounting Standards Update No. 2016-02, Leases (Topic 842). The Organization's leases with terms of more than twelve months are recognized as assets and liabilities. Because the Organization's operating leases do not provide an implicit rate of return, the Organization has elected the option to use the risk-free rate using a period comparable to the lease terms. The Organization uses the five-year and ten-year U.S. Treasury Note rates respective to the life of the leases based on the information available at commencement date in determining the present value of lease payments.

The Organization elected the short-term lease exemption for certain qualifying leases with lease terms of twelve months or less. These leases with initial terms of less than twelve months are recorded directly to occupancy expense on a straight-line basis over the term of the lease. Rent expense is recognized on a straight-line basis for operating leases over the lease term.

Functional allocation of expenses:

The costs of providing the various programs operated by the Organization have been presented on a functional basis. The Organization budgets and tracks expenses by department, and departments are assigned to program or management and general expenses. Additionally, certain costs (ex. occupancy, and utilities) have been allocated among the departments, and therefore the programs and supporting services benefited.

The fundraising expenses of the Organization are insignificant and have been included with management and general expenses.

Reclassifications:

Certain reclassifications have been made to the 2022 financial statements to conform to the 2023 presentation.

Subsequent events:

The Organization evaluated for subsequent events through June 28, 2024, the date the financial statements were available for issuance.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2023 AND 2022

2. Liquidity and availability:

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<u>2023</u>	<u>2022</u>
Financial assets at year-end:		
Cash	\$ 979,968	\$ 2,896,863
Accounts receivable, net of allowance	<u>3,050,516</u>	<u>1,560,228</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 4,030,484</u>	<u>\$ 4,457,091</u>

While the Organization has net assets with donor restrictions as to purpose as of December 31, 2023 and 2022, these assets are expected to be spent within one year. The Organization's liquidity goal is to have approximately \$350,000 in cash.

The Organization also has a line of credit available to meet short-term needs. See Note 5 for information regarding the line of credit. The Organization has certain debt covenants with which the Organization must comply related to the Organization's line of credit and notes payable as described in Note 5 and 6.

3. Cash in excess of insured limits:

The Organization maintains cash deposits with financial institutions in amounts that, from time to time, may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit. No losses have been incurred with respect to such deposits.

4. Property, plant, equipment, and finance lease right-of-use assets:

Property, plant, equipment, and finance lease right-of-use assets consist of the following at December 31:

	<u>2023</u>	<u>2022</u>
Land	\$ 1,908,112	\$ 1,908,112
Building	2,975,505	2,975,505
Vehicles	5,049,536	4,630,698
Equipment	726,161	350,218
Recycling carts	1,012,459	1,012,459
Processing equipment	10,935,236	10,391,241
Leasehold improvements	1,097,212	1,009,717
Finance lease right-of-use assets	4,638,671	4,344,527
Construction in process - equipment	<u>113,717</u>	<u>554,719</u>
	28,456,609	27,177,196
Less accumulated depreciation	<u>(17,702,376)</u>	<u>(14,805,043)</u>
Net property and equipment, and finance lease right-of-use assets	<u>\$ 10,754,233</u>	<u>\$ 12,372,153</u>

Depreciation expense was \$3,003,203 and \$2,742,910 in 2023 and 2022, respectively.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2023 AND 2022

5. Line of credit:

During the year ended December 31, 2022 the Organization entered into a line of credit agreement up to \$1,000,000, expiring February 11, 2025 with an interest rate of 8.5%. The line of credit is collateralized by substantially all business assets of the Organization and includes various covenants, including a certain financial ratio, with which the Organization must comply.

6. Notes payable, net of debt issuance fees:

	<u>2023</u>	<u>2022</u>
Notes payable, due in varying amounts through May 2027, with interest varying between 3.25% and 4.50%. The notes are secured by business assets, including recycling trucks and equipment.	\$ 6,644,609	\$ 8,039,601
Less debt issuance fees, net	<u>(91,538)</u>	<u>(78,272)</u>
Total notes payable, net of debt issuance fees	6,553,071	7,961,329
Less current portion	<u>(2,390,446)</u>	<u>(1,841,129)</u>
Total notes payable, net of current portion and debt issuance fees	<u>\$ 4,162,625</u>	<u>\$ 6,120,200</u>

Future minimum debt payments are as follows:

2024	\$ 2,390,446
2025	425,521
2026	110,676
2027	<u>3,717,966</u>
Total notes payable	<u>\$ 6,644,609</u>

	<u>2023</u>	<u>2022</u>
Debt issuance fees	\$ 142,999	\$ 94,995
Less accretion of debt financing costs	<u>(51,461)</u>	<u>(16,723)</u>
Debt issuance fees, net	<u>\$ 91,538</u>	<u>\$ 78,272</u>

Accretion of debt financing costs for the years ended December 31, 2023 and 2022 was \$36,883 and \$28,242, respectively, and is included in interest expense.

Estimated accretion of debt financing costs is as follows for the next five years and thereafter: \$35,473 in 2024, \$28,700 in 2025, \$16,645 in 2026, \$7,034 in 2027, \$3,686 in 2028.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2023 AND 2022

7. Net assets with donor restrictions:

Net assets with donor restrictions are restricted for the following:

	<u>2023</u>	<u>2022</u>
Net assets with donor restrictions subject to expenditure for:		
Passage of time	\$ 1,717	\$ 155,000
Specified purpose, support the creation of an association of mission based recyclers	<u>33,652</u>	<u>27,399</u>
Total net assets with donor restrictions	<u>\$ 35,369</u>	<u>\$ 182,399</u>
Net assets released from donor restrictions subject to expenditure for specified purposes:		
Support the work of Alliance of Mission Based Recyclers from Schmidt Foundation and Plastics Solutions Fund	\$ 323,747	\$ 393,174
Schmidt	153,283	-
Green cost shares	-	50,000
Department of Energy electric truck grant	251,666	41,891
Schwab strategic planning grant	20,000	-
TRP grant	20,000	80,000
Minnesota dual training	<u>-</u>	<u>16,195</u>
Total net assets released from restrictions	<u>\$ 768,696</u>	<u>\$ 581,260</u>

8. Finance Leases:

The Organization has several finance leases with interest ranging from 0% to 7.20% and monthly principal and interest payments ranging from \$956 to \$10,388 with maturity dates through April 2030. The balance is secured by vehicles and equipment.

The cost and accumulated amortization related to assets that were held under finance leases are as follows:

	<u>2023</u>	<u>2022</u>
Cost	\$ 4,673,694	\$ 4,344,527
Less accumulated amortization	<u>(2,890,542)</u>	<u>(2,125,793)</u>
Net book value	<u>\$ 1,783,152</u>	<u>\$ 2,218,734</u>

8. Finance Leases (continued):

Amortization expense relating to the finance leases, which is included in depreciation expense, was \$797,239 and \$770,557 for 2023 and 2022, respectively.

Future principal and interest payments under all finance leases as of December 31, 2023, are as follows:

<u>Year ending</u> <u>December 31</u>	<u>Amount</u>
2024	\$ 810,471
2025	625,035
2026	537,402
2027	93,428
2028	62,404
Thereafter	<u>75,424</u>
Total minimum finance lease payments	2,204,164
Less amount representing interest	<u>(198,991)</u>
Present value of net minimum finance lease payments	<u>\$ 2,005,173</u>

The weighted-average remaining lease term is 3.15 years (or 37.77 months) and 3.4 years (or 40.6 months) for finance leases, as of December 31, 2023 and 2022, respectively. The weighted-average discount rate is 4.89% and 4.78% for finance leases, as of December 31, 2023 and 2022, respectively.

Subsequent to year end, the Organization entered into equipment finance agreements with monthly payments ranging from \$5,962 - \$6,029 until June 2031.

The future minimum payments relating to these agreements are as follows:

<u>Year ending</u> <u>December 31</u>	<u>Amount</u>
2024	\$ 192,299
2025	288,888
2026	288,888
2027	217,344
2028	217,344
Thereafter	<u>531,277</u>
Total future payments	<u>\$ 1,736,040</u>

9. Operating Leases:

The Organization maintains operating lease agreements for an office building, operating facility, and office equipment. The agreements expire at various dates through February 2030. The Organization must also pay a certain proportionate share of operating expenses including utilities and real estate taxes.

Total rental and operating lease expense was \$777,381 and \$784,562 for the years ended December 31, 2023 and 2022, respectively.

The future minimum lease payments for operating lease liabilities as of December 31, 2023, are as follows:

<u>Year ending December 31</u>	<u>Amount</u>
2024	\$ 851,754
2025	870,316
2026	880,185
2027	905,242
2028	885,162
2029	864,234
Thereafter	<u>144,884</u>
	5,401,777
Less amount representing interest	<u>(600,225)</u>
Total operating lease liabilities	<u>\$ 4,801,552</u>

The weighted-average remaining lease term is 6.07 years (or 72.8 months) and 1.2 years (or 14.5 months) for operating leases, as of December 31, 2023 and 2022, respectively. The weighted-average discount rate is 4.45% and 2.44% for operating leases, as of December 31, 2023 and 2022, respectively.

10. Pension plan:

The Organization sponsors a defined contribution pension plan whereby it contributes a discretionary percentage of an employee's gross salary to a 403(b) Retirement Plan. All employees are eligible to participate in this plan after being employed for one year.

10. Pension plan (continued):

Beginning on July 16, 2021 all employees, including those covered under the collective bargaining agreement, received a 2% employer contribution made in the year ended December 31, 2023. The two collective bargaining agreements require the Organization to contribute 1% and 2% of the gross wages for employees covered under the collective bargaining agreements, respectively. Employer contributions over the amount required by the collective bargaining agreement, and for employees not covered by the agreement, were discretionary. Effective May 1, 2023, the Organization, on behalf of employees covered under one of the collective bargaining agreements, contributes \$4.38 to the benefit plan for each hour worked as defined by the agreement up to a maximum of 40 hours per week. The Organization contributed \$135,064 and \$140,220 to the plan during the years ended December 31, 2023 and 2022 respectively.

11. Concentrations:

The Organization has a five-year contract to provide recycling services for the City of St. Paul, which had an initial expiration of April 2022. The parties went through the renewal process and operated under similar terms until a new contract was signed with an effective date of May 1, 2023 and an expiration date of October 31, 2024. The revenue earned under this contract, included in government contracts, for the years ended December 31, 2023 and 2022, was \$9,397,193 and \$4,987,340, respectively, representing 42% and 25% of total public support and revenue, respectively.

The Organization sold recyclable materials to one major customer in 2023 and 2022. Sales to this customer, included in program fees, for the years ended December 31, 2023 and 2022, were \$2,107,791 and \$5,667,316, respectively, representing 9% and 29%, respectively, of the total public support and revenue.

At December 31, 2023 and 2022, one customer accounted for approximately 64% and 29% of the accounts receivable balances, respectively.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATING STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2023

	Eureka	Keep It In the Ground, LLC	Eliminations	Total
Assets:				
Current assets:				
Cash	\$ 842,001	\$ 137,967	\$ -	\$ 979,968
Accounts receivable, net of allowance	3,050,516	-	-	3,050,516
Inventory	1,198,115	-	-	1,198,115
Prepaid expenses	685,695	-	-	685,695
Total current assets	5,776,327	137,967	-	5,914,294
Property, plant, equipment, and finance lease right-of-use assets, net	5,986,029	4,768,204	-	10,754,233
Operating lease right-of-use assets, net	4,847,251	-	-	4,847,251
Other assets, security deposits	40,000	75,917	-	115,917
Total long-term assets	10,873,280	4,844,121	-	15,717,401
Total assets	\$ 16,649,607	\$ 4,982,088	\$ -	\$ 21,631,695
Liabilities and net assets:				
Current liabilities:				
Accounts payable	\$ 952,788	\$ 36,997	\$ -	\$ 989,785
Accrued expenses	604,688	-	-	604,688
Line of credit	850,000	-	-	850,000
Notes payable, current portion	2,390,446	-	-	2,390,446
Finance lease liabilities, current portion	713,609	-	-	713,609
Operating lease liabilities, current portion	704,881	-	-	704,881
Total current liabilities	6,216,412	36,997	-	6,253,409
Long-term liabilities:				
Notes payable, net of current portion and debt issuance fees	275,322	3,887,303	-	4,162,625
Finance lease liabilities	1,291,564	-	-	1,291,564
Operating lease liabilities	4,096,671	-	-	4,096,671
Total long-term liabilities	5,663,557	3,887,303	-	9,550,860
Total liabilities	11,879,969	3,924,300	-	15,804,269
Net assets:				
Without donor restrictions	4,734,269	1,057,788	-	5,792,057
With donor restrictions	35,369	-	-	35,369
Total net assets	4,769,638	1,057,788	-	5,827,426
Total liabilities and net assets	\$ 16,649,607	\$ 4,982,088	\$ -	\$ 21,631,695

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2023

	Eureka			Keep It In the Ground, LLC		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions Total	Eliminations	Total
Public support and revenue:						
Public support:						
Government contracts	\$ 10,847,635	\$ -	\$ 10,847,635	\$ -	\$ -	\$ 10,847,635
Grants	-	621,666	621,666	-	-	621,666
Contributions	5,669	-	5,669	-	-	5,669
Net assets released from restrictions	768,696	(768,696)	-	-	-	-
Total public support	11,622,000	(147,030)	11,474,970	-	-	11,474,970
Revenue:						
Program service fees	9,536,830	-	9,536,830	-	-	9,536,830
Revenue/cost share	2,078,743	-	2,078,743	-	-	2,078,743
Rental income	-	-	-	383,336	(150,000)	233,336
Investment income	15,213	-	15,213	455	-	15,668
Miscellaneous revenue	20,938	-	20,938	-	-	20,938
Total revenue	11,651,724	-	11,651,724	383,791	(150,000)	11,885,515
Total public support and revenue	23,273,724	(147,030)	23,126,694	383,791	(150,000)	23,360,485
Cost of good sold, processing and shipping costs	(692,141)	-	(692,141)	-	-	(692,141)
Total public support and revenue less cost of goods sold	22,581,583	(147,030)	22,434,553	383,791	(150,000)	22,668,344
Expenses:						
Program services	21,321,125	-	21,321,125	454,457	(150,000)	21,625,582
Management and general	1,295,299	-	1,295,299	-	-	1,295,299
Total expenses	22,616,424	-	22,616,424	454,457	(150,000)	22,920,881
Change in net assets	(34,841)	(147,030)	(181,871)	(70,666)	-	(252,537)
Net assets, beginning	4,769,110	182,399	4,951,509	1,128,454	-	6,079,963
Net assets, ending	\$ 4,734,269	\$ 35,369	\$ 4,769,638	\$ 1,057,788	\$ -	\$ 5,827,426

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATING STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2023

	Eureka	Keep It In the Ground, LLC	Eliminations	Total
Cash flows from operating activities:				
Change in net assets	\$ (181,871)	\$ (70,666)	\$ -	\$ (252,537)
Adjustments to reconcile change in net assets to net cash provided by operating activities:				
Depreciation and amortization	2,926,855	76,348		3,003,203
Accretion of debt financing costs	38,952	(4,214)		34,738
Loss on sale of equipment	14,088	-		14,088
Decrease (increase) in:				
Accounts receivable	(1,490,288)	-		(1,490,288)
Inventory	(257,128)	-		(257,128)
Prepaid expenses	(527,871)	-		(527,871)
Other assets	36,536	(3,917)		32,619
Increase (decrease) in:				
Accounts payable	(142,772)	33,375		(109,397)
Accrued expenses	158,826	-		158,826
Operating leases, right-of-use assets, lease liabilities	(124,829)	-		(124,829)
Net cash provided by operating activities	450,498	30,926		481,424
Cash flows used in investing activities, purchase of property and equipment	(1,025,916)	(11,798)		(1,037,714)
Cash flows from financing activities:				
Payments on:				
Notes payable	(2,453,709)	(42,000)		(2,495,709)
Finance leases	(767,609)	-		(767,609)
Proceeds on long-term debt	1,058,364			1,058,364
Net borrowings (repayments) under line of credit	850,000	-		850,000
Payments of debt issuance fees	(5,651)	-		(5,651)
Net cash used in financing activities	(1,318,605)	(42,000)		(1,360,605)
Net change in cash	(1,894,023)	(22,872)		(1,916,895)
Cash, beginning of year	2,736,024	160,839		2,896,863
Cash, end of year	\$ 842,001	\$ 137,967		\$ 979,968
Supplemental disclosure of cash flow information:				
Cash paid for interest	\$ 327,040	\$ 155,662	\$ -	\$ 482,702
Non-cash investing and financing activity:				
Finance lease incurred for equipment	\$ 361,657			

Financial statements of:

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING
(A Non-Profit Corporation)

Years ended
December 31, 2021 and 2020

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Neighborhood Recycling Corporation
d/b/a Eureka Recycling
Minneapolis, Minnesota

Opinion

We have audited the financial statements of The Neighborhood Recycling Corporation d/b/a Eureka Recycling (the Organization), which comprise the statements of financial position as of December 31, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of December 31, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

*Schechter Doherty Kauter
Andrew & Allen & Co.*

April 29, 2022

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING

STATEMENTS OF FINANCIAL POSITION
DECEMBER 31

	<u>2021</u>	<u>2020</u>
Assets:		
Current assets:		
Cash	\$ 3,836,471	\$ 2,177,269
Accounts receivable, net of allowance in 2021	1,842,053	1,432,584
Inventory	753,699	545,270
Prepaid expenses	159,331	355,552
	<u>6,591,554</u>	<u>4,510,675</u>
Total current assets		
Property, plant and equipment, net	9,180,722	9,930,531
Restricted cash, funds held for others	-	11,059
Other assets, security deposits	76,536	76,536
	<u>9,257,258</u>	<u>10,018,126</u>
Total long-term assets		
Total assets	<u>\$ 15,848,812</u>	<u>\$ 14,528,801</u>
Liabilities and net assets:		
Current liabilities:		
Accounts payable	\$ 1,261,564	\$ 502,536
Accrued expenses	439,994	410,309
Notes payable, current portion	1,658,722	1,690,259
Capital leases, current portion	702,362	533,341
	<u>4,062,642</u>	<u>3,136,445</u>
Total current liabilities		
Long-term liabilities:		
Notes payable, net of current portion and debt issuance fees	4,058,191	7,070,977
Capital leases, net of current portion	2,376,394	2,267,718
Deferred rent	141,300	185,900
	<u>6,575,885</u>	<u>9,524,595</u>
Total long-term liabilities		
Total liabilities	<u>10,638,527</u>	<u>12,661,040</u>
Net assets:		
With donor restrictions	52,173	336,625
Without donor restrictions	5,158,112	1,531,136
	<u>5,210,285</u>	<u>1,867,761</u>
Total net assets		
Total liabilities and net assets	<u>\$ 15,848,812</u>	<u>\$ 14,528,801</u>

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
YEARS ENDED DECEMBER 31

	2021			2020		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions	With donor restrictions	Total
Public support and revenue:						
Public support:						
Government contracts	\$ 5,973,732		\$ 5,973,732	\$ 5,801,701		\$ 5,801,701
Grants		\$ 332,640	332,640	-	\$ 458,379	458,379
Contributions	3,249		3,249	13,077		13,077
Net assets released from restrictions	617,092	(617,092)	-	223,138	(223,138)	-
Total public support	6,594,073	(284,452)	6,309,621	6,037,916	235,241	6,273,157
Revenue:						
Program service fees	17,501,827		17,501,827	8,961,676		8,961,676
Revenue/cost share	(4,262,491)		(4,262,491)	1,630,306		1,630,306
Investment income	5,484		5,484	2,558		2,558
Paycheck protection program loan forgiveness	1,373,900		1,373,900	-		-
Miscellaneous revenue	125,667		125,667	8,081		8,081
Total revenue	14,744,387		14,744,387	10,602,621		10,602,621
Total public support and revenue	21,338,460	(284,452)	21,054,008	16,640,537	235,241	16,875,778
Cost of good sold, processing and shipping costs	(560,895)		(560,895)	(528,056)		(528,056)
Total public support and revenue less cost of goods sold	20,777,565	(284,452)	20,493,113	16,112,481	235,241	16,347,722
Expenses:						
Program services	15,926,672		15,926,672	14,589,155		14,589,155
Management and general	1,223,917		1,223,917	774,975		774,975
Total expenses	17,150,589		17,150,589	15,364,130		15,364,130
Change in net assets	3,626,976	(284,452)	3,342,524	748,351	235,241	983,592
Net assets, beginning	1,531,136	336,625	1,867,761	782,785	101,384	884,169
Net assets, ending	\$ 5,158,112	\$ 52,173	\$ 5,210,285	\$ 1,531,136	\$ 336,625	\$ 1,867,761

See notes to financial statements.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING

STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31

	2021	2020
Cash flows from operating activities:		
Change in net assets	\$ 3,342,524	\$ 983,592
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	2,508,068	2,522,417
Accretion of debt financing costs	23,662	12,818
Loss on sale of equipment	7,361	64,699
Paycheck protection program loan forgiveness	(1,373,900)	
Decrease (increase) in:		
Accounts receivable	(409,469)	1,611
Inventory	(208,429)	(226,135)
Prepaid expenses	196,221	(243,449)
Increase (decrease) in:		
Accounts payable	759,028	(118,191)
Accrued expenses	29,685	9,200
Deferred rent	(44,600)	(12,000)
Net cash provided by operating activities	4,830,151	2,994,562
Cash flows from investing activities		
Purchase of property and equipment	(863,164)	(701,513)
Proceeds on sale of equipment	-	717,146
Net cash (used in) provided by investing activities	(863,164)	15,633
Cash flows from financing activities:		
Net payments on line of credit	-	(500,000)
Payments on:		
Long-term debt	(1,692,058)	(1,877,655)
Capital leases	(624,759)	(413,056)
Proceeds from long-term debt	-	1,733,865
Payments for debt issuance fees	(2,027)	(2,430)
Net cash used in financing activities	(2,318,844)	(1,059,276)
Net change in cash and restricted cash	1,648,143	1,950,919
Cash and restricted cash, beginning of year	2,188,328	237,409
Cash and restricted cash, end of year	\$ 3,836,471	\$ 2,188,328
Supplemental disclosure of cash flow information:		
Cash paid for interest	\$ 610,755	\$ 636,365
Supplemental disclosure of non-cash investing and financing activities:		
Capital lease obligations incurred for equipment	\$ 902,456	\$ 1,155,286

See notes to financial statements.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING

STATEMENTS OF FUNCTIONAL EXPENSES
YEARS ENDED DECEMBER 31

	2021			2020		
	Program services	Management and general	Total	Program services	Management and general	Total
Salaries	\$ 6,510,732	\$ 540,088	\$ 7,050,820	\$ 6,302,806	\$ 389,827	\$ 6,692,633
Employee benefits	767,770	69,398	837,168	672,185	19,220	691,405
Payroll taxes	426,166	38,804	464,970	390,824	36,702	427,526
Total salaries and related expenses	7,704,668	648,290	8,352,958	7,365,815	445,749	7,811,564
Advertising	3,693	-	3,693	559	-	559
Bad debt expense	42,526	-	42,526	-	-	-
Conferences and meetings	51,222	47,949	99,171	32,835	26,595	59,430
Contractual services	121,328	136,550	257,878	136,245	104,716	240,961
Covid-19 supplies	-	-	-	28,184	3,132	31,316
Dues and subscriptions	72,032	54,798	126,830	42,190	27,336	69,526
Equipment and computer maintenance	1,137,423	42,787	1,180,210	681,205	3,283	684,488
Fleet maintenance	539,588	-	539,588	539,875	-	539,875
Fuel	584,320	-	584,320	417,441	-	417,441
Hauler fees	119,629	179	119,808	79,558	132	79,690
Grants and other assistance	394,064	-	394,064	-	-	-
Insurance	316,583	15,758	332,341	412,889	19,021	431,910
Interest expense	571,685	138	571,823	635,360	1,005	636,365
Licenses and permits	31,128	-	31,128	30,604	870	31,474
Materials	3,443	-	3,443	1,941	-	1,941
Miscellaneous	209,098	64,465	273,563	207,202	22,538	229,740
Occupancy	973,503	18,613	992,116	948,621	10,934	959,555
Postage	6,379	1,066	7,445	1,974	817	2,791
Printing and publications	13,907	933	14,840	10,260	518	10,778
Professional fees	14,358	36,753	51,111	31,717	50,068	81,785
Retirement administration	-	1,250	1,250	-	1,567	1,567
Supplies	141,736	10,868	152,604	117,799	2,848	120,647
Telephone and communication	55,664	13,615	69,279	50,981	12,259	63,240
Travel	48,436	112	48,548	8,308	-	8,308
Uniforms	59,258	49	59,307	57,256	-	57,256
Utilities	320,879	11,798	332,677	265,935	3,571	269,506
Total functional expenses before depreciation, amortization and cost of goods sold	13,536,550	1,105,971	14,642,521	12,104,754	736,959	12,841,713
Depreciation and amortization	2,390,122	117,946	2,508,068	2,484,401	38,016	2,522,417
Cost of goods sold, included with revenue on the statement of activities	560,895		560,895	528,056		528,056
Total functional expenses	16,487,567	1,223,917	17,711,484	15,117,211	774,975	15,892,186
Less cost of goods sold, included with revenue on the statement of activities	(560,895)		(560,895)	(528,056)		(528,056)
Total expenses included in the expense section on the statement of activities	\$ 15,926,672	\$ 1,223,917	\$ 17,150,589	\$ 14,589,155	\$ 774,975	\$ 15,364,130

See notes to financial statements.

1. Summary of significant accounting policies:

Nature of business:

Eureka Recycling (the Organization) was incorporated under the laws of the State of Minnesota in November 2001, as a non-profit organization. Eureka is a zero-waste organization located in the Twin Cities of Minneapolis and Saint Paul with a wide range of initiatives focusing on reusing, recycling, composting, waste reduction, producer responsibility and more.

Description of programs:

Eureka Recycling's services, program, and policy work present solutions to the social, environmental, and health problems caused by wasting. A 501(c)(3) nonprofit organization, based in the Twin Cities of Saint Paul and Minneapolis, Eureka Recycling's mission is to demonstrate that waste is preventable, not inevitable.

Perhaps most well-known for its recycling operations, the Organization has provided curbside and apartment recycling services, education, and advocacy since 2001. The Organization operates a material recovery facility, opened in 2004, where collected recyclables are sorted into different commodity categories and then marketed to different markets to be turned into new products. Eureka researches, develops and promotes best practices around sorting recycling to achieve environmental highest and best use and shares these practices nationally. Eureka provides hundreds of tours of the facility to educate the community and businesses on recycling and zero waste and does educational events for schools and community organizations.

Eureka Recycling has a wide range of initiatives designed to prevent the needless wasting of our discards through reuse, recycling, composting, waste reduction, proper responsibility and more. These initiatives provide over a hundred jobs for individuals who demonstrate their mission every day in the work that they do. Eureka Recycling provides consulting to events in the community on how to be zero waste and manages the waste discards for several events in the Twin Cities. Eureka Recycling collaborates with individuals and organizations to move our community towards zero waste. Eureka Recycling also examines how waste can be prevented before we turn to recycling and composting and calls for accountability from the producers of packaging and products to better design their goods.

By its efforts in programs, services and advocacy, Eureka Recycling aspires to help individuals, organizations, and communities understand the significance of zero waste and to achieve their own zero-waste goals.

Income tax:

The Organization is exempt, as a public charity, from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state income tax laws.

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability if the Organization has taken an uncertain tax position that more likely than not would not be sustained upon examination by taxing authorities. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance.

1. Summary of significant accounting policies (continued):

Accounting for net assets:

The Organization's financial statements are segregated into classes of net assets according to the use of related resources. These classes of net assets are summarized as follows:

Net assets without donor restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net assets with donor restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Organization did not have any restrictions that were perpetual in nature as of December 31, 2021 and 2020. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue recognition:

Government contracts:

Government contracts relate to collections of unprocessed recyclable materials for the recycling program. Revenues are recognized over time as collections are completed and in accordance with each city contract. Cities are located in the Twin Cities metro area.

Revenue/cost share:

Revenue share is related to government and private contracts that agree to share the revenue earned from the sale of a city's recyclable materials. Revenue is earned over time as recycling material is processed. In these contracts, the net revenue earned from the sale of processed recycled material is shared with the city and therefore results in a cost to the Organization. Similarly, if the cost to process the recyclable material is more than the processed material can be sold for, a city will reimburse the organization for the excess cost to process their recyclable material which, therefore, results in income to the Organization. In 2021, this process yielded a cost to the Organization shown as an expense on the statement of activities. In 2020, this process yielded a reimbursement to the Organization shown in revenue on the statement of activities.

Program service fees:

Program service fees primarily relate to the sale of processed recyclable materials to manufacturers across the U.S. Revenues are recognized at the time of sale of the material, which can be at the shipping point or destination based on the contract and are based on tonnage sold.

1. Summary of significant accounting policies (continued):

Revenue recognition (continued):

Grants and contributions:

Grants and contributions received are recorded as with or without donor restrictions depending on the existence and/or nature of any donor restrictions. All grants and contributions are considered without donor restrictions unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or restricted purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Use of estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Inventory is considered a significant estimate.

Accounts receivable:

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management reviews outstanding balances and provides an allowance against those that are deemed to be uncollectible. After management has used exhaustive collection efforts, accounts receivable balances are written off against the allowance. At December 31, 2021 an allowance of \$6,622 was recorded. Accounts receivable at December 31, 2020 were deemed collectible; therefore no allowance was recorded.

Inventory:

Recycling inventory is composed of processed and unprocessed recyclable materials collected through curbside pick-up or from third party haulers. Since inventory is not purchased, inventory is stated at the lower of cost or net realizable value. Costs consist of processing and shipping. Net realizable value is based upon commodity prices at the statement of financial position date. The Organization's processing and shipping fees are included in cost of sales on the statements of activities and functional expenses.

Inventory for truck and machine parts is maintained on a periodic system and is stated at cost. Inventory is generally recorded as expenditures/expenses when consumed.

Property and equipment and depreciation:

Equipment is stated at cost or fair market value on the date of acquisition or donation. Depreciation is provided using the straight-line method over the estimated useful lives. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to expense as incurred, whereas significant betterments greater than \$5,000 are capitalized.

1. Summary of significant accounting policies (continued):

Other assets, security deposits:

The Organization paid security deposits in accordance with the terms of its lease agreements.

Collective bargaining agreement:

The Organization has two collective bargaining agreements that expire on November 5, 2022 and September 1, 2025, respectively. At December 31, 2021 and 2020, approximately 33% of the Organization's employees were covered by the agreements.

Functional allocation of expenses:

The costs of providing the various programs operated by the Organization have been presented on a functional basis. The Organization budgets and tracks expenses by department, and departments are assigned to program or management and general expenses. Additionally, certain costs (ex. occupancy, and utilities) have been allocated among the departments, and therefore the programs and supporting services benefited.

The fundraising expenses of the Organization are insignificant and have been included with management and general expenses.

COVID-19 pandemic and PPP loan:

On March 11, 2020, the World Health Organization ("WHO") recognized COVID-19 as a global pandemic, prompting many national, regional and local governments to implement preventative or protective measures, such as travel and business restrictions, temporary store closures and wide-sweeping quarantines and stay-at-home orders. As a result, COVID-19 and the related restrictive measures have had a significant adverse impact upon many sectors of the economy. The Organization continued to provide services to its community during this time.

During 2020, the Organization received a Paycheck Protection Program loan (PPP loan) from the Small Business Administration for \$1,373,900 on April 15, 2020. Under the program the loan can be forgiven if the funds are spent on eligible expenses. As of December 31, 2020, the funds were recorded as a loan with a maturity date of April 15, 2022 and an interest rate of 1% per annum. The loan amount was included in notes payable in the statement of financial position at year end December 31, 2020. The Organization applied for forgiveness, and on February 24, 2021, the PPP loan was forgiven in full; loan forgiveness income was recognized in February 2021.

Reclassifications:

Certain reclassifications have been made to the 2020 financial statements to conform to the 2021 presentation.

Subsequent events:

The Organization evaluated for subsequent events through April 29, 2022, the date the financial statements were available for issuance.

2. Liquidity and availability:

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<u>2021</u>	<u>2020</u>
Financial assets at year-end:		
Cash	\$ 3,836,471	\$ 2,177,269
Accounts receivable, net of allowance	<u>1,842,053</u>	<u>1,432,584</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 5,678,524</u>	<u>\$ 3,609,853</u>

While the Organization has net assets with donor restrictions as to purpose as of December 31, 2021 and 2020, these assets are expected to be spent within one year. The Organization's liquidity goal is to have approximately \$350,000 in cash.

The Organization also has a line of credit available to meet short-term needs. See Note 5 for information regarding the line of credit.

The Organization has certain debt covenants with which the Organization must comply related to the Organization's line of credit and notes payable as described in Note 5 and 6.

3. Cash in excess of insured limits:

The Organization maintains cash deposits with financial institutions in amounts that, from time to time, may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit. No losses have been incurred with respect to such deposits.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING

NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2021 AND 2020

4. Property and equipment:

Property and equipment consist of the following at December 31:

	<u>2021</u>	<u>2020</u>
Vehicles	\$ 8,070,007	\$ 8,057,397
Equipment	506,238	442,538
Recycling carts	926,596	852,667
Processing equipment	11,283,583	10,344,779
Leasehold improvements	981,867	715,846
Construction in process - equipment	<u>353,146</u>	<u>197,736</u>
	22,121,707	20,610,963
Less accumulated depreciation	<u>(12,940,985)</u>	<u>(10,680,432)</u>
Net property and equipment	<u>\$ 9,180,722</u>	<u>\$ 9,930,531</u>

Depreciation expense was \$2,508,068 and \$2,522,417 in 2021 and 2020, respectively.

5. Line of credit:

During the year ended December 31, 2020, the Organization had a line of credit agreement with an unrelated non-profit organization providing up to \$500,000, which expired on May 20, 2021. This agreement charged interest at 1% above the prime rate as established by the non-profit lender. The non-profit lender's prime rate was 5% at December 31, 2020. Therefore, the Organization's effective interest rate at December 31, 2020, was 6%. The line of credit was collateralized by substantially all business assets of the Organization and includes various covenants, including a certain financial ratio, with which the Organization did comply. At December 31, 2020 there was no outstanding balance on the line of credit.

Subsequent to the 2021 year end, the Organization entered into a line of credit agreement up to \$1,000,000, expiring February 11, 2023 with an interest rate of 3.5%. The line of credit is collateralized by substantially all business assets of the Organization and includes various covenants, including a certain financial ratio, with which the Organization must comply.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING

NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2021 AND 2020

6. Notes payable, net of debt issuance fees:

	<u>2021</u>	<u>2020</u>
Notes payable, due in varying amounts through March 2026, with interest varying between 1.6% and 6.25%. The notes are secured by business assets, including recycling trucks and equipment.	\$ 5,732,838	\$ 7,424,896
PPP Loan, with interest of 1%, unsecured, forgiven in 2021 (see Note 1)	-	1,373,900
Less debt issuance fees, net	<u>(15,925)</u>	<u>(37,560)</u>
Total notes payable, net of debt issuance fees	5,716,913	8,761,236
Less current portion	<u>(1,658,722)</u>	<u>(1,690,259)</u>
Total notes payable, net of current portion and debt issuance fees	<u>\$ 4,058,191</u>	<u>\$ 7,070,977</u>

Subsequent to year end, on February 11, 2022 the Organization entered into two notes payable for \$3,255,536 and \$1,700,000. The loans have a rate of interest of 3.25%, and mature on February 11, 2025. The loans are secured by essentially all of the Organization's assets. These loans contain certain covenants with which the Organization must comply.

Subsequent to year end, on February 11, 2022 the Organization entered into a note payable for \$521,085. The loan has a rate of interest of 3.75%, and matures on February 11, 2025. The loan is secured by essentially all of the Organization's assets. The loans contain certain covenants with which the Organization must comply.

Included in the above notes payable is a revolving equipment loan where advances can be drawn up to \$1,650,000 through December 20, 2025. The Organization had an outstanding balance of \$1,097,000 as of December 31, 2021 and \$1,330,000 as of December 31, 2020.

Future minimum debt payments are as follows:

2022	\$ 1,658,722
2023	1,864,473
2024	1,892,463
2025	315,408
2026	<u>1,772</u>
Total notes payable	<u>\$ 5,732,838</u>

	<u>2021</u>	<u>2020</u>
Debt issuance fees	\$ 104,780	\$ 102,753
Less accretion of debt financing costs	<u>(88,855)</u>	<u>(65,193)</u>
Debt issuance fees, net	<u>\$ 15,925</u>	<u>\$ 37,560</u>

6. Notes payable, net of debt issuance fees (continued):

Accretion of debt financing costs for the years ended December 31, 2021 and 2020 was \$11,048 and \$12,818, respectively, and is included in interest expense.

Estimated accretion of debt financing costs is as follows for the next five years and thereafter: \$5,747 for the year 2022, \$5,341 in 2023, and \$3,359 in 2024 and 2025, and \$101 in 2026.

7. Net assets with donor restrictions:

Net assets with donor restrictions are restricted for the following purpose:

	<u>2021</u>	<u>2020</u>
Net assets with donor restrictions subject to expenditure for specified purpose, support the creation of an association of mission based recyclers	<u>\$ 52,173</u>	<u>\$ 336,625</u>
	<u>2021</u>	<u>2020</u>
Net assets released from donor restrictions subject to expenditure for specified purpose,		
Support the creation of an association of mission based recyclers	\$ 558,502	\$ 45,309
Schmidt AMP	50,000	-
Research recycling waste textiles	-	59,964
Vehicle updates	-	80,000
COVID-19 supplies	-	10,000
MN dual training	8,590	2,865
Vision based MRF intelligence	<u>-</u>	<u>25,000</u>
Total net assets released from restrictions	<u>\$ 617,092</u>	<u>\$ 223,138</u>

8. Conditional grants:

The Organization had two conditional grants totaling approximately \$300,000 as of December 31, 2021, and the Organization expects to meet the conditions and recognize revenue of \$300,000 in the year ending December 31, 2022.

9. Commitments:

Operating leases:

The Organization maintains operating lease agreements for office space and office equipment. The leases require base monthly rents approximately ranging between \$701 and \$53,333 including escalating payments, and as a result, deferred rent has been recorded for the office space. The agreements expire at various dates through February 2024. The Organization must also pay a certain proportionate share of operating expenses including utilities and real estate taxes.

Minimum future base rental payments under all operating leases as of December 31, 2021, are as follows:

<u>Year ending</u> <u>December 31,</u>	<u>Amount</u>
2022	\$ 811,094
2023	733,105
2024	<u>122,605</u>
	<u>\$ 1,666,804</u>

Total rent expense for the years ended December 31, 2021 and 2020, was \$992,116 and \$959,555, respectively.

Capital leases:

During 2021 the Organization had 18 capital leases for vehicles with interest rates ranging from 0.0% to 7.2% and monthly principal and interest payments ranging between \$990 and \$9,853. The agreements expire at various dates through April 2027. The outstanding balances are secured by vehicles.

The cost and accumulated amortization related to assets that were held under capital leases are as follows:

	<u>2021</u>	<u>2020</u>
Cost	\$ 4,042,627	\$ 3,435,836
Less accumulated amortization	<u>(1,269,688)</u>	<u>(723,983)</u>
Net book value	<u>\$ 2,772,939</u>	<u>\$ 2,711,853</u>

Amortization expense relating to the capital leases, which is included in depreciation expense, was approximately \$645,000 and \$473,000 for the years ended December 31, 2021 and 2020, respectively.

9. Commitments (continued): _____

Capital leases (continued):

Future amortization expense under capital leases as of December 31, 2021, is approximately as follows:

<u>Year ending December 31,</u>	<u>Amount</u>
2022	\$ 707,110
2023	684,773
2024	574,133
2025	443,091
2026	307,175
Thereafter	<u>56,657</u>
Total future amortization	<u>\$ 2,772,939</u>

Future principal and interest payments under capital leases as of December 31, 2021, are as follows:

<u>Year ending December 31,</u>	<u>Amount</u>
2022	\$ 852,557
2023	835,802
2024	759,091
2025	580,867
2026	410,099
Thereafter	<u>30,393</u>
Total minimum capital lease payments	3,468,808
Less amount representing interest	<u>(390,052)</u>
Present value of net minimum capital lease payments	<u>\$ 3,078,756</u>

10. Pension plan:

The Organization sponsors a defined contribution pension plan whereby it contributes a discretionary percentage of an employee's gross salary to a 403(b) Retirement Plan. All employees are eligible to participate in this plan after being employed for one year.

Beginning on July 16, 2021 all employees, including those covered under the collective bargaining agreement, received a 2% employer contribution made in the year ended December 31, 2021. The two collective bargaining agreements require the Organization to contribute 1% and 2% of the gross wages for employees covered under the collective bargaining agreements, respectively. Employer contributions over the amount required by the collective bargaining agreement, and for employees not covered by the agreement, were discretionary. There was no discretionary employer contribution made in the year ended December 31, 2020. The Organization contributed \$67,650 and \$22,737 to the plan during the years ended December 31, 2021 and 2020 respectively.

11. Concentrations:

The Organization has a five-year contract to provide recycling services for the City of St. Paul, which had an initial expiration of April 2022, and is in the process of being renewed. The revenue earned under this contract, included in government contracts, for the years ended December 31, 2021 and 2020, was \$4,888,762 and \$4,805,392, respectively, representing 24% and 29% of total public support and revenue, respectively.

The Organization sold recyclable materials to one major customer in 2021 and 2020. Sales to this customer, included in program fees, for the years ended December 31, 2021 and 2020, were \$6,127,234 and \$3,394,518, respectively, representing 30% and 21%, respectively, of the total public support and revenue.

At December 31, 2021 and 2020, one customer accounted for approximately 12% and 43% of the accounts receivable balances, respectively.

12. Pending accounting standard:

The Financial Accounting Standards Board (FASB) has issued a new lease accounting standard that has not yet been implemented by the Organization but is expected to impact future financial statements. This lease standard will be effective for the Organization beginning with its year ended December 31, 2022. Under this new standard, the Organization's leases with terms of more than twelve months will be required to be recognized as assets and liabilities. The Organization is currently assessing the impact of this new lease standard on its financial statements.

Consolidated financial statements of:

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY
(A Non-Profit Corporation)

Years ended
December 31, 2022 and 2021

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Neighborhood Recycling Corporation
d/b/a Eureka Recycling and Subsidiary
Minneapolis, Minnesota

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the consolidated financial statements of The Neighborhood Recycling Corporation d/b/a Eureka Recycling and Subsidiary (the Organization), which comprise the consolidated statements of financial position as of December 31, 2022 and 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of The Neighborhood Recycling Corporation d/b/a Eureka Recycling and Subsidiary as of December 31, 2022 and 2021, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The supplementary consolidating information is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Emphasis of Matter – Adoption of New Accounting Standard

As discussed in Note 1 to the consolidated financial statements, on January 1, 2022, the Organization adopted new accounting guidance, Accounting Standards Update No. 2016-02, Leases (Topic 842). As a result of the adoption of the new lease accounting guidance, lease liabilities and right-of-use assets were recorded on the consolidated statement of financial position (see Note 8 and 9). Our opinion is not modified with respect to this matter.

*Schechter Dobkin Kantor
Andrew E. Scheraga*

June 2, 2023
Minneapolis, MN

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
DECEMBER 31

	2022	2021
Assets:		
Current assets:		
Cash	\$ 2,896,863	\$ 3,836,471
Accounts receivable, net of allowance	1,560,228	1,842,053
Inventory	940,987	753,699
Prepaid expenses	157,824	159,331
Total current assets	5,555,902	6,591,554
Property, plant, equipment, and finance lease right-of-use assets, net	12,372,153	9,180,722
Operating lease right-of-use assets	859,984	-
Other assets, security deposits	148,536	76,536
Total long-term assets	13,380,673	9,257,258
Total assets	\$ 18,936,575	\$ 15,848,812
Liabilities and net assets:		
Current liabilities:		
Accounts payable	\$ 1,099,182	\$ 1,261,564
Accrued expenses	445,862	439,994
Notes payable, current portion	1,841,129	1,658,722
Finance lease liabilities, current portion	750,913	702,362
Operating lease liabilities, current portion	770,959	-
Total current liabilities	4,908,045	4,062,642
Long-term liabilities:		
Notes payable, net of current portion and debt issuance fees	6,120,200	3,998,712
Finance lease liabilities	1,660,212	2,435,873
Operating lease liabilities	168,155	-
Deferred rent	-	141,300
Total long-term liabilities	7,948,567	6,575,885
Total liabilities	12,856,612	10,638,527
Net assets:		
Without donor restrictions	5,897,564	5,158,112
With donor restrictions	182,399	52,173
Total net assets	6,079,963	5,210,285
Total liabilities and net assets	\$ 18,936,575	\$ 15,848,812

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
YEARS ENDED DECEMBER 31

	2022			2021		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions	With donor restrictions	Total
Public support and revenue:						
Public support:						
Government contracts	\$ 6,389,746		\$ 6,389,746	\$ 5,973,732		\$ 5,973,732
Grants	155,000	\$ 711,486	866,486	-	\$ 332,640	332,640
Contributions	11,774		11,774	3,249		3,249
Net assets released from restrictions	581,260	(581,260)	-	617,092	(617,092)	-
Total public support	7,137,780	130,226	7,268,006	6,594,073	(284,452)	6,309,621
Revenue:						
Program service fees	16,513,010		16,513,010	17,501,827		17,501,827
Revenue/cost share	(3,337,676)		(3,337,676)	(4,262,491)		(4,262,491)
Rental income	365,000		365,000			
Investment income	10,187		10,187	5,484		5,484
Paycheck protection program loan forgiveness	-		-	1,373,900		1,373,900
Miscellaneous revenue	39,345		39,345	125,667		125,667
Total revenue	13,589,866		13,589,866	14,744,387		14,744,387
Total public support and revenue	20,727,646	130,226	20,857,872	21,338,460	(284,452)	21,054,008
Cost of good sold, processing and shipping costs	(616,585)		(616,585)	(560,895)		(560,895)
Total public support and revenue less cost of goods sold	20,111,061	130,226	20,241,287	20,777,565	(284,452)	20,493,113
Expenses:						
Program services	18,119,226		18,119,226	15,926,672		15,926,672
Management and general	1,252,383		1,252,383	1,223,917		1,223,917
Total expenses	19,371,609		19,371,609	17,150,589		17,150,589
Change in net assets	739,452	130,226	869,678	3,626,976	(284,452)	3,342,524
Net assets, beginning	5,158,112	52,173	5,210,285	1,531,136	336,625	1,867,761
Net assets, ending	\$ 5,897,564	\$ 182,399	\$ 6,079,963	\$ 5,158,112	\$ 52,173	\$ 5,210,285

See notes to consolidated financial statements.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Change in net assets	\$ 869,678	\$ 3,342,524
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	2,742,910	2,508,068
Accretion of debt financing costs	28,242	23,662
Loss on sale of equipment	15,833	7,361
Paycheck protection program loan forgiveness		(1,373,900)
Decrease (increase) in:		
Accounts receivable	281,825	(409,469)
Inventory	(187,288)	(208,429)
Prepaid expenses	1,507	196,221
Other assets	(72,000)	-
Increase (decrease) in:		
Accounts payable	(162,382)	759,028
Accrued expenses	5,868	29,685
Deferred rent		(44,600)
Operating leases, right-of-use assets, lease liabilities and deferred rent	(62,170)	-
Net cash provided by operating activities	<u>3,462,023</u>	<u>4,830,151</u>
Cash flows used in investing activities, purchase of property and equipment	<u>(1,958,174)</u>	<u>(863,164)</u>
Cash flows from financing activities:		
Payments on:		
Notes payable	(1,625,758)	(1,692,058)
Capital leases	-	(624,759)
Finance leases	(727,110)	-
Payments for debt issuance fees	(90,589)	(2,027)
Net cash used in financing activities	<u>(2,443,457)</u>	<u>(2,318,844)</u>
Net change in cash	(939,608)	1,648,143
Cash, beginning of year	<u>3,836,471</u>	<u>2,188,328</u>
Cash, end of year	<u>\$ 2,896,863</u>	<u>\$ 3,836,471</u>
Supplemental disclosure of cash flow information:		
Cash paid for interest	<u>\$ 425,172</u>	<u>\$ 610,755</u>
Supplemental disclosure of non-cash investing and financing activities:		
Note payable incurred for building purchase	<u>\$ 3,992,000</u>	

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31

	2022			2021		
	Program services	Management and general	Total	Program services	Management and general	Total
Salaries	\$ 7,585,720	\$ 551,701	\$ 8,137,421	\$ 6,510,732	\$ 540,088	\$ 7,050,820
Employee benefits	991,150	86,894	1,078,044	767,770	69,398	837,168
Payroll taxes	538,255	52,667	590,922	426,166	38,804	464,970
Total salaries and related expenses	9,115,125	691,262	9,806,387	7,704,668	648,290	8,352,958
Advertising	2,420	-	2,420	3,693	-	3,693
Bad debt expense	-	-	-	42,526	-	42,526
Conferences and meetings	137,430	74,993	212,423	51,222	47,949	99,171
Contractual services	170,035	111,891	281,926	121,328	136,550	257,878
Dues and subscriptions	74,198	45,677	119,875	72,032	54,798	126,830
Equipment maintenance	1,446,561	28,680	1,475,241	1,137,423	42,787	1,180,210
Fleet maintenance	381,630	-	381,630	539,588	-	539,588
Fuel	853,702	-	853,702	584,320	-	584,320
Hauler fees	185,984	1,257	187,241	119,629	179	119,808
Grants and other assistance	163,311	400	163,711	394,064	-	394,064
Insurance	334,283	10,439	344,722	316,583	15,758	332,341
Interest expense	443,326	634	443,960	571,685	138	571,823
Licenses and permits	35,764	175	35,939	31,128	-	31,128
Recycling bins	42,667	-	42,667	3,443	-	3,443
Miscellaneous	132,143	57,158	189,301	209,098	64,465	273,563
Occupancy	920,585	18,348	938,933	973,503	18,613	992,116
Postage	2,889	1,537	4,426	6,379	1,066	7,445
Printing and publications	22,341	339	22,680	13,907	933	14,840
Professional fees	27,305	48,765	76,070	14,358	38,003	52,361
Supplies	142,406	10,648	153,054	141,736	10,868	152,604
Real estate taxes	95,605	-	95,605	-	-	-
Telephone and communication	63,566	8,360	71,926	55,664	13,615	69,279
Travel	39,978	646	40,624	15,559	112	15,671
Truck rental	235,684	-	235,684	32,877	-	32,877
Uniforms	67,356	-	67,356	59,258	49	59,307
Utilities	373,577	7,619	381,196	320,879	11,798	332,677
Total functional expenses before depreciation, amortization and cost of goods sold	15,509,871	1,118,828	16,628,699	13,536,550	1,105,971	14,642,521
Depreciation and amortization	2,609,355	133,555	2,742,910	2,390,122	117,946	2,508,068
Cost of goods sold, included with revenue on the consolidated statement of activities	616,585	-	616,585	560,895	-	560,895
Total functional expenses	18,735,811	1,252,383	19,988,194	16,487,567	1,223,917	17,711,484
Less cost of goods sold, included with revenue on the consolidated statement of activities	(616,585)	-	(616,585)	(560,895)	-	(560,895)
Total expenses included in the expense section on the consolidated statement of activities	\$ 18,119,226	\$ 1,252,383	\$ 19,371,609	\$ 15,926,672	\$ 1,223,917	\$ 17,150,589

See notes to consolidated financial statements.

1. Summary of significant accounting policies:

Nature of business:

Eureka Recycling and Subsidiary (Eureka) was incorporated under the laws of the State of Minnesota in November 2001, as a 501(c)(3) non-profit organization, classified as a public charity. Eureka Recycling's mission is to demonstrate that waste is preventable, not inevitable. Eureka is a zero-waste organization located in the Twin Cities of Minneapolis and Saint Paul with a wide range of initiatives focusing on reusing, recycling, composting, waste reduction, producer responsibility and more.

Additionally, Eureka is the sole member of a newly formed LLC called Keep it in the Ground, LLC (the LLC). In 2022, the LLC was formed to hold Eureka's land and certain building assets. The LLC received initial funding from Eureka and receives rental income from the renters located at the purchased property.

Description of programs:

Eureka Recycling's services, program, and policy work present solutions to the social, environmental, and health problems caused by wasting.

Perhaps most well-known for its recycling operations, the Organization has provided curbside and apartment recycling services, education, and advocacy since 2001. The Organization operates a material recovery facility, opened in 2004, where collected recyclables are sorted into different commodity categories and then marketed to different markets to be turned into new products. Eureka researches, develops and promotes best practices around sorting recycling to achieve environmental highest and best use and shares these practices nationally. Eureka provides hundreds of tours of the facility to educate the community and businesses on recycling and zero waste and does educational events for schools and community organizations.

Eureka Recycling has a wide range of initiatives designed to prevent the needless wasting of our discards through reuse, recycling, composting, waste reduction, proper responsibility and more. These initiatives provide over a hundred jobs for individuals who demonstrate their mission every day in the work that they do. Eureka Recycling provides consulting to events in the community on how to be zero waste and manages the waste discards for several events in the Twin Cities. Eureka Recycling collaborates with individuals and organizations to move our community towards zero waste. Eureka Recycling also examines how waste can be prevented before we turn to recycling and composting and calls for accountability from the producers of packaging and products to better design their goods.

By its efforts in programs, services and advocacy, Eureka Recycling aspires to help individuals, organizations, and communities understand the significance of zero waste and to achieve their own zero-waste goals.

Principles of consolidation:

The consolidated financial statements include the LLC. All significant intercompany accounts and transactions have been eliminated in consolidation. Unless otherwise noted, these consolidated entities are hereinafter referred to as the Organization.

1. Summary of significant accounting policies (continued):

Income tax:

The Organization is exempt, as a public charity, from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state income tax laws.

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability if the Organization has taken an uncertain tax position that more likely than not would not be sustained upon examination by taxing authorities. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance.

Accounting for net assets:

The Organization's financial statements are segregated into classes of net assets according to the use of related resources. These classes of net assets are summarized as follows:

Net assets without donor restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net assets with donor restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Organization did not have any restrictions that were held in perpetuity as of December 31, 2022 and 2021. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Adoption of new lease standard:

As of January 1, 2022, the Organization adopted ASU 2016-12 – Leases (Topic 842) under the modified retrospective approach and has chosen the transition method of not adjusting comparative periods. Under this standard, the Organization determines if an arrangement is a lease at inception.

The Organization leases a building and certain equipment. These qualify as operating leases and are included in operating lease right-of-use ("ROU") assets, current portion of operating lease liabilities and long-term portion of operating lease liabilities in its consolidated statement of financial position (see Note 9). Operating lease ROU assets and operating lease liabilities are recognized based on the present value of lease payments over the lease term at the commencement date. Because one of the Organization's operating leases does not provide an implicit rate of return, the Organization has elected the option to use the risk-free rate using a period comparable to the lease term. The Organization uses the ten-year U.S. Treasury Note rate respective to the life of the lease based on the information available at commencement date in determining the present value of lease payments. Operating lease ROU assets are reduced by lease incentives received. The Organization has adopted other accounting policy elections related to this standard including election of not recognizing right-of-use assets and lease liabilities arising from short-term leases for any class of underlying assets.

Additionally, the Organization has leases that meet the finance lease criteria, which were previously recorded as capital leases in 2021 (see Note 8).

1. Summary of significant accounting policies (continued):

Revenue recognition:

Government contracts:

Government contracts relate to collections of unprocessed recyclable materials for the recycling program. Revenues are recognized over time as collections are completed and in accordance with each city contract. Cities are located in the Twin Cities metro area.

Revenue/cost share:

Revenue share is related to government and private contracts that agree to share the revenue earned from the sale of a city's recyclable materials. Revenue is earned over time as recycling material is processed. In these contracts, the net revenue earned from the sale of processed recycled material is shared with the city and therefore results in a cost to the Organization. Similarly, if the cost to process the recyclable material is more than the processed material can be sold for, a city will reimburse the organization for the excess cost to process their recyclable material which, therefore, results in income to the Organization. In 2022 and 2021, this process yielded a cost to the Organization shown as an expense on the consolidated statement of activities.

Program service fees:

Program service fees primarily relate to the sale of processed recyclable materials to manufacturers across the U.S. Revenues are recognized at the time of sale of the material, which can be at the shipping point or destination based on the contract and are based on tonnage sold.

Grants and contributions:

Grants and contributions received are recorded as with or without donor restrictions depending on the existence and/or nature of any donor restrictions. All grants and contributions are considered without donor restrictions unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or restricted purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions.

Rental income:

Rental income is an exchange transaction and is recorded as revenue each month as rents become due each month.

Use of estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Inventory is considered a significant estimate.

1. Summary of significant accounting policies (continued):

Accounts receivable:

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management reviews outstanding balances and provides an allowance against those that are deemed to be uncollectible. After management has used exhaustive collection efforts, accounts receivable balances are written off against the allowance. At December 31, 2022 and 2021 an allowance of \$6,622 was recorded.

Opening and closing balances for contract assets, and accounts receivable arising from contracts with customers include:

	<u>December 31,</u> <u>2022</u>	<u>December 31,</u> <u>2021</u>	<u>January 1,</u> <u>2021</u>
Accounts receivable, net	<u>\$ 1,560,228</u>	<u>\$ 1,842,053</u>	<u>\$ 1,432,584</u>

Inventory:

Recycling inventory is composed of processed and unprocessed recyclable materials collected through curbside pick-up or from third party haulers. Since inventory is not purchased, inventory is stated at the lower of cost or net realizable value. Costs consist of processing and shipping. Net realizable value is based upon commodity prices at the consolidated statement of financial position date. The Organization's processing and shipping fees are included in cost of sales on the consolidated statements of activities and functional expenses.

Inventory for truck and machine parts is maintained on a periodic system and is stated at cost. Inventory is generally recorded as expenditures/expenses when consumed.

Property and equipment and depreciation:

Equipment is stated at cost or fair market value on the date of acquisition or donation. Depreciation is provided using the straight-line method over the estimated useful lives. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to expense as incurred, whereas significant betterments greater than \$5,000 are capitalized.

Other assets, security deposits:

The Organization paid security deposits in accordance with the terms of its lease agreements.

Collective bargaining agreement:

The Organization has two collective bargaining agreements that expire on November 6, 2027 and September 1, 2025, respectively. At December 31, 2022 and 2021, approximately 33% of the Organization's employees were covered by the agreements.

Functional allocation of expenses:

The costs of providing the various programs operated by the Organization have been presented on a functional basis. The Organization budgets and tracks expenses by department, and departments are assigned to program or management and general expenses. Additionally, certain costs (ex. occupancy, and utilities) have been allocated among the departments, and therefore the programs and supporting services benefited.

The fundraising expenses of the Organization are insignificant and have been included with management and general expenses.

1. Summary of significant accounting policies (continued):

Reclassifications:

Certain reclassifications have been made to the 2021 financial statements to conform to the 2022 presentation.

Subsequent events:

The Organization evaluated for subsequent events through June 2, 2023, the date the financial statements were available for issuance.

2. Liquidity and availability:

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<u>2022</u>	<u>2021</u>
Financial assets at year-end:		
Cash	\$ 2,896,863	\$ 3,836,471
Accounts receivable, net of allowance	<u>1,560,228</u>	<u>1,842,053</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 4,457,091</u>	<u>\$ 5,678,524</u>

While the Organization has net assets with donor restrictions as to purpose as of December 31, 2022 and 2021, these assets are expected to be spent within one year. The Organization's liquidity goal is to have approximately \$350,000 in cash.

The Organization also has a line of credit available to meet short-term needs. See Note 5 for information regarding the line of credit. The Organization has certain debt covenants with which the Organization must comply related to the Organization's line of credit and notes payable as described in Note 5 and 6.

3. Cash in excess of insured limits:

The Organization maintains cash deposits with financial institutions in amounts that, from time to time, may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit. No losses have been incurred with respect to such deposits.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2022 AND 2021

4. Property, plant, equipment, and finance lease right-of-use assets:

Property, plant, equipment, and finance lease right-of-use assets consist of the following at December 31:

	<u>2022</u>	<u>2021</u>
Land	\$ 1,908,112	\$ -
Building	2,975,505	-
Vehicles	4,630,698	8,070,007
Equipment	350,218	506,238
Recycling carts	1,012,459	926,596
Processing equipment	10,391,241	11,283,583
Leasehold improvements	1,009,717	981,867
Finance lease right-of-use assets	4,344,527	-
Construction in process - equipment	554,719	353,146
	<u>27,177,196</u>	<u>22,121,437</u>
Less accumulated depreciation	<u>(14,805,043)</u>	<u>(12,940,715)</u>
Net property and equipment, and finance lease right-of-use assets	<u>\$ 12,372,153</u>	<u>\$ 9,180,722</u>

Depreciation expense was \$2,742,910 and \$2,508,068 in 2022 and 2021, respectively.

5. Line of credit:

During the year ended December 31, 2022 the Organization entered into a line of credit agreement up to \$1,000,000, expiring February 11, 2024 with an interest rate of 7.75%. The line of credit is collateralized by substantially all business assets of the Organization and includes various covenants, including a certain financial ratio, with which the Organization must comply. At December 31, 2022, no advances were outstanding under the line of credit agreement.

6. Notes payable, net of debt issuance fees:

	<u>2022</u>	<u>2021</u>
Notes payable, due in varying amounts through May 2027, with interest varying between 3.25% and 4.50%. The notes are secured by business assets, including recycling trucks and equipment.	\$ 8,039,601	\$ 5,673,359
Less debt issuance fees, net	<u>(78,272)</u>	<u>(15,925)</u>
Total notes payable, net of debt issuance fees	7,961,329	5,657,434
Less current portion	<u>(1,841,129)</u>	<u>(1,658,722)</u>
Total notes payable, net of current portion and debt issuance fees	<u>\$ 6,120,200</u>	<u>\$ 3,998,712</u>

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2022 AND 2021

6. Notes payable, net of debt issuance fees (continued):

Future minimum debt payments are as follows:

2023	\$ 1,841,129
2024	1,944,622
2025	425,199
2026	110,676
2027	<u>3,717,975</u>
Total notes payable	<u>\$ 8,039,601</u>

	<u>2022</u>	<u>2021</u>
Debt issuance fees	\$ 94,995	\$ 104,780
Less accretion of debt financing costs	<u>(16,723)</u>	<u>(88,855)</u>
Debt issuance fees, net	<u>\$ 78,272</u>	<u>\$ 15,925</u>

Accretion of debt financing costs for the years ended December 31, 2022 and 2021 was \$28,242 and \$23,611, respectively, and is included in interest expense.

Estimated accretion of debt financing costs is as follows for the next five years and thereafter: \$21,994 in 2023, \$21,565 in 2024, \$15,167 in 2025, \$13,097 in 2026, \$6,449 in 2027.

7. Net assets with donor restrictions:

Net assets with donor restrictions are restricted for the following purpose:

	<u>2022</u>	<u>2021</u>
Net assets with donor restrictions subject to expenditure for passage of time	\$ 155,000	\$ -
Net assets with donor restrictions subject to expenditure for specified purpose, support the creation of an association of mission based recyclers	<u>27,399</u>	<u>52,173</u>
Total net assets with donor restrictions	<u>\$ 182,399</u>	<u>\$ 52,173</u>

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2022 AND 2021

7. Net assets with donor restrictions (continued):

	<u>2022</u>	<u>2021</u>
Net assets released from donor restrictions subject to expenditure for specified purpose,		
Support the work of Alliance of Mission Based Recyclers from Schmidt Foundation and Plastics Solutions Fund	\$ 393,174	\$ 558,502
Schmidt	-	50,000
Green cost shares	50,000	-
Department of Energy electric truck grant	41,891	-
TRP grant	80,000	-
Minnesota dual training	<u>16,195</u>	<u>8,590</u>
Total net assets released from restrictions	<u>\$ 581,260</u>	<u>\$ 617,092</u>

8. Finance Leases:

The Organization has several finance leases with interest ranging from 0% to 7.20% and monthly principal and interest payments ranging from \$1,002 to \$40,082 with maturity dates through March 2027. The balance is secured by vehicles.

The cost and accumulated amortization related to assets that were held under finance leases are as follows:

	<u>2022</u>	<u>2021</u>
Cost	\$ 4,344,527	\$ 4,312,037
Less accumulated amortization	<u>(2,125,793)</u>	<u>(1,353,174)</u>
Net book value	<u>\$ 2,218,734</u>	<u>\$ 2,958,863</u>

Amortization expense relating to the finance leases, which is included in depreciation expense, was \$770,557 and \$669,879 for 2022 and 2021, respectively.

8. Finance Leases (continued):

Future principal and interest payments under all finance leases as of December 31, 2022, are as follows:

Year ending December 31	Amount
2023	\$ 861,886
2024	765,644
2025	585,816
2026	406,118
2027	<u>28,135</u>
Total minimum finance lease payments	2,647,599
Less amount representing interest	<u>236,474</u>
Present value of net minimum finance lease payments	<u>\$ 2,411,125</u>

The weighted-average remaining lease term is 3.4 years (or 40.6 months) for finance leases, as of December 31, 2022. The weighted-average discount rate is 4.78% for finance leases, as of December 31, 2022.

9. Operating Leases:

Operating leases:

The Organization maintains operating lease agreements for an office building, operating facility, and office equipment. The agreements expire at various dates through September 2026. The Organization must also pay a certain proportionate share of operating expenses including utilities and real estate taxes.

Total rental and operating lease expense was \$784,562 and \$992,116 for the years ended December 31, 2022 and 2021, respectively.

9. Operating Leases (continued):

Operating leases (continued):

The future minimum lease payments for operating lease liabilities as of December 31, 2022, are as follows:

<u>Year ending</u> <u>December 31</u>	<u>Amount</u>
2023	\$ 783,275
2024	144,367
2025	19,916
2026	<u>4,617</u>
	952,175
Less amount representing interest	<u>13,061</u>
Total operating lease liabilities	<u>\$ 939,114</u>

The weighted-average remaining lease term is 1.2 years or (14.5 months) for operating leases, as of December 31, 2022. The weighted-average discount rate is 2.44% for operating leases, as of December 31, 2022.

10. Pension plan:

The Organization sponsors a defined contribution pension plan whereby it contributes a discretionary percentage of an employee's gross salary to a 403(b) Retirement Plan. All employees are eligible to participate in this plan after being employed for one year.

Beginning on July 16, 2021 all employees, including those covered under the collective bargaining agreement, received a 2% employer contribution made in the year ended December 31, 2022. The two collective bargaining agreements require the Organization to contribute 1% and 2% of the gross wages for employees covered under the collective bargaining agreements, respectively. Employer contributions over the amount required by the collective bargaining agreement, and for employees not covered by the agreement, were discretionary. The Organization contributed \$140,220 and \$67,650 to the plan during the years ended December 31, 2022 and 2021 respectively.

Subsequent to year end, beginning May 1, 2023, the Organization will, on behalf of employees covered under one of the collective bargaining agreements, contribute \$4.38 to the benefit plan for each hour worked as defined by the agreement up to a maximum of 40 hours per week.

11. Concentrations:

The Organization has a five-year contract to provide recycling services for the City of St. Paul, which had an initial expiration of April 2022. The parties went through the renewal process and operated under similar terms until a new contract was signed with an effective date of May 1, 2023, and expiration date of October 31, 2024. The revenue earned under this contract, included in government contracts, for the years ended December 31, 2022 and 2021, was \$4,987,340 and \$4,888,762, respectively, representing 25% and 24% of total public support and revenue, respectively.

The Organization sold recyclable materials to one major customer in 2022 and 2021. Sales to this customer, included in program fees, for the years ended December 31, 2022 and 2021, were \$5,667,316 and \$6,127,234, respectively, representing 29% and 30%, respectively, of the total public support and revenue.

At December 31, 2022 and 2021, one customer accounted for approximately 29% and 12% of the accounts receivable balances, respectively.

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATING STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2022

	Eureka	Keep It In the Ground, LLC	Eliminations	Total
Assets:				
Current assets:				
Cash	\$ 2,736,024	\$ 160,839	\$ -	\$ 2,896,863
Accounts receivable, net of allowance	1,560,228	-	-	1,560,228
Inventory	940,987	-	-	940,987
Prepaid expenses	157,824	-	-	157,824
Total current assets	5,395,063	160,839	-	5,555,902
Property, plant, equipment, and finance lease right-of-use assets, net	7,539,399	4,832,754	-	12,372,153
Operating lease right-of-use assets, net	859,984	-	-	859,984
Other assets, security deposits	76,536	72,000	-	148,536
Total long-term assets	8,475,919	4,904,754	-	13,380,673
Total assets	<u>\$ 13,870,982</u>	<u>\$ 5,065,593</u>	<u>\$ -</u>	<u>\$ 18,936,575</u>
Liabilities and net assets:				
Current liabilities:				
Accounts payable	\$ 1,095,560	\$ 3,622	\$ -	\$ 1,099,182
Accrued expenses	445,862	-	-	445,862
Notes payable, current portion	1,841,129	-	-	1,841,129
Finance lease liabilities, current portion	750,913	-	-	750,913
Operating lease liabilities, current portion	770,959	-	-	770,959
Total current liabilities	4,904,423	3,622	-	4,908,045
Long-term liabilities:				
Notes payable, net of current portion and debt issuance fees	2,186,683	3,933,517	-	6,120,200
Finance lease liabilities	1,660,212	-	-	1,660,212
Operating lease liabilities	168,155	-	-	168,155
Total long-term liabilities	4,015,050	3,933,517	-	7,948,567
Total liabilities	8,919,473	3,937,139	-	12,856,612
Net assets:				
Without donor restrictions	4,769,110	1,128,454	-	5,897,564
With donor restrictions	182,399	-	-	182,399
Total net assets	4,951,509	1,128,454	-	6,079,963
Total liabilities and net assets	<u>\$ 13,870,982</u>	<u>\$ 5,065,593</u>	<u>\$ -</u>	<u>\$ 18,936,575</u>

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2022

	Eureka			Keep It In the Ground, LLC		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions Total	Eliminations	Total
Public support and revenue:						
Public support:						
Government contracts	\$ 6,389,746	\$ -	\$ 6,389,746	\$ -	\$ -	\$ 6,389,746
Grants	155,000	711,486	866,486	-	-	866,486
Contributions	11,774		11,774	1,023,143	(1,023,143)	11,774
Net assets released from restrictions	581,260	(581,260)	-	-	-	-
Total public support	7,137,780	130,226	7,268,006	1,023,143	(1,023,143)	7,268,006
Revenue:						
Program service fees	16,513,010		16,513,010	-	-	16,513,010
Revenue/cost share	(3,337,676)		(3,337,676)	-	-	(3,337,676)
Rental income	-		-	365,000	-	365,000
Investment income	10,111		10,111	76	-	10,187
Paycheck protection program loan forgiveness	-		-	-	-	-
Miscellaneous revenue	39,345		39,345	-	-	39,345
Total revenue	13,224,790		13,224,790	365,076	-	13,589,866
Total public support and revenue	20,362,570	130,226	20,492,796	1,388,219	(1,023,143)	20,857,872
Cost of good sold, processing and shipping costs	(616,585)		(616,585)	-	-	(616,585)
Total public support and revenue less cost of goods sold	19,745,985	130,226	19,876,211	1,388,219	(1,023,143)	20,241,287
Expenses:						
Program services	18,882,604		18,882,604	259,765	(1,023,143)	18,119,226
Management and general	1,252,383		1,252,383	-	-	1,252,383
Total expenses	20,134,987		20,134,987	259,765	(1,023,143)	19,371,609
Change in net assets	(389,002)	130,226	(258,776)	1,128,454	-	869,678
Net assets, beginning	5,158,112	52,173	5,210,285	-	-	5,210,285
Net assets, ending	\$ 4,769,110	\$ 182,399	\$ 4,951,509	\$ 1,128,454	\$ -	\$ 6,079,963

THE NEIGHBORHOOD RECYCLING CORPORATION
D/B/A EUREKA RECYCLING AND SUBSIDIARY

CONSOLIDATING STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2022

	Eureka	Keep It In the Ground, LLC	Eliminations	Total
Cash flows from operating activities:				
Change in net assets	\$ (258,776)	\$ 1,128,454	\$ -	\$ 869,678
Adjustments to reconcile change in net assets to net cash provided by operating activities:				
Depreciation and amortization	2,692,047	50,863		2,742,910
Accretion of debt financing costs	21,744	6,498		28,242
Loss on sale of equipment	15,833	-		15,833
Decrease (increase) in:				
Accounts receivable	281,825	-		281,825
Inventory	(187,288)	-		(187,288)
Prepaid expenses	1,507	-		1,507
Other assets	-	(72,000)		(72,000)
Increase (decrease) in:				
Accounts payable	(166,004)	3,622		(162,382)
Accrued expenses	5,868	-		5,868
Operating leases, right-of-use assets, lease liabilities and deferred rent	(62,170)	-		(62,170)
Net cash provided by operating activities	2,344,586	1,117,437		3,462,023
Cash flows from investing activities, purchase of property and equipment	(1,066,557)	(891,617)		(1,958,174)
Cash flows from financing activities:				
Payments on:				
Notes payable	(1,625,758)	-		(1,625,758)
Finance leases	(727,110)	-		(727,110)
Payments for debt issuance fees	(25,608)	(64,981)		(90,589)
Net cash (used in) provided by financing activities	(2,378,476)	(64,981)		(2,443,457)
Net change in cash and restricted cash	(1,100,447)	160,839		(939,608)
Cash, beginning of year	3,836,471	-		3,836,471
Cash, end of year	<u>\$ 2,736,024</u>	<u>\$ 160,839</u>		<u>\$ 2,896,863</u>
Supplemental disclosure of cash flow information:				
Cash paid for interest	<u>\$ 342,115</u>	<u>\$ 83,057</u>	<u>\$ -</u>	<u>\$ 425,172</u>
Non-cash investing and financing activity:				
Loan incurred for building purchase		<u>\$ 3,992,000</u>		



Attachment B: History of Municipal Contracts

Current Active Contracts

Saint Paul: 2001-present

- Recycling collection and processing
- Single-unit and multi-unit dwellings
- Weekly collection
- Total single-unit dwellings: 80,915
- Total multi-unit dwellings: 43,491

Minneapolis: 2016-present

- Recycling processing

Roseville: 2005-present

- Recycling collection and processing
- Single-unit and multi-unit dwellings
- Every-other-week collection
- Total single-unit dwellings: 9,478
- Total multi-unit dwellings: 7,109

Lauderdale: 2005-present

- Recycling collection and processing
- Single-unit and multi-unit dwellings
- Weekly collection
- Total single-unit dwellings: 497
- Total multi-unit dwellings: 69

White Bear Lake: 2008-present

- Recycling processing

Completed and Fulfilled Contracts

Shoreview: 2018-2024

- Recycling collection and processing
- Single-unit and multi-unit dwellings
- Weekly collection
- Total single-unit dwellings: 9,827
- Total multi-unit dwellings: 2,441

Arden Hills: 2008-2015

- Recycling collection and processing
- Single-unit dwellings
- Weekly collection

St Louis Park: 2008-2013

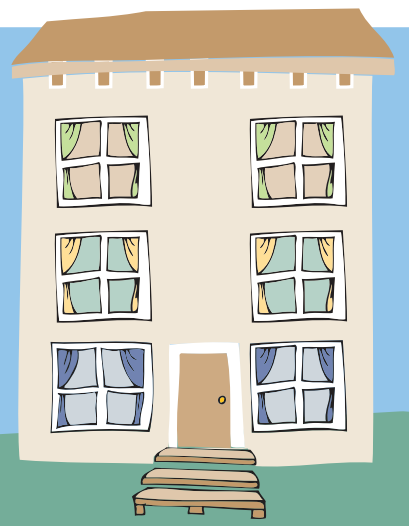
- Recycling collection and processing
- Single-unit dwellings
- Weekly collection

Maplewood: 2005-2010

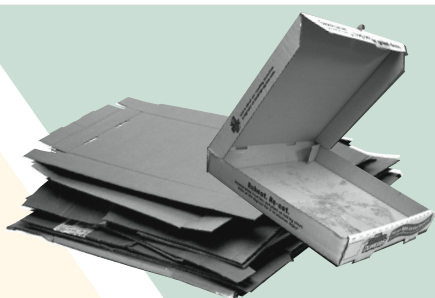
- Recycling collection and processing
- Single-unit and multi-unit dwellings
- Weekly collection

NOTE: Eureka Recycling has never been in breach of contract or had a contract canceled due to the inability to complete contractual obligations. All contracts are either currently active or have been completed and fulfilled.

RECYCLING AT YOUR BUILDING



Recycle All of These Items **TOGETHER** in Carts



Cardboard & Pizza Boxes

must be flattened and fit loosely in cart



Magazines, Mail, Phonebooks, Office Paper

please put shredded paper in a
closed (paper) bag



Newspaper

with inserts



Most Plastic Food & Beverage Containers

empty, rinse, flatten, put caps or lids back on if you can
no ♻️ or ♻️ plastics



Boxboard

pop and beer boxes, too!



Glass Bottles & Jars

rinse clean, remove caps and lids



Milk Cartons & Juice Boxes

remove caps and lids,
rinse clean, flatten

NO PLASTIC BAGS DO NOT BAG YOUR RECYCLING



- No plastic bags
- No trash
- No bottles used for home needle disposal
- No motor oil or antifreeze bottles
- No light bulbs
- No scrap metal
- No ceramics
- No window glass or mirrors
- No boxes for frozen food
- No ♻️ or ♻️ plastics
- No Styrofoam™
- No bulky items like lawn furniture, playground equipment, or anything over 3 gallons
- No disposable cups, plates, or utensils
- No plastic toys
- No plant/landscaping pots



Steel & Aluminum Cans, Foil & Trays

rinse clean, labels are OK

Simple guidelines for plastics recycling:

Generally, most food and beverage
containers are recyclable

(And some containers from your
bathroom and laundry room, too).



Bottles

(Soda, Juice, Water, Shampoo,
Laundry & Dish Soap)



Produce Containers

(Lettuce, Berries, etc.)



Yogurt, Cottage Cheese, & Butter Containers



Transparent Deli "To-Go" Containers

Place flattened extra cardboard between carts



Thank you for recycling

EUREKA!
RECYCLING

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QUESTIONS: Call Eureka Recycling's Zero-Waste Hotline
651-222-SORT (7678) • www.eurekarecycling.org

☐ Do not put these items in your cart:



☐ No Plastic Bags

☐ No Plastic Film



☐ No Household Trash

☐ No Food or Liquids



☐ No Non-recyclable rigid plastics

☐ No Styrofoam™



☐ No Hazardous Waste

☐ No Light Bulbs



☐ No Sharp Objects

☐ No Containers used for needle disposal



☐ No Fuel Tanks

☐ No Scrap Metal

☐ Other: _____

☐ You seem to have excess material.

All material must be inside your cart to be collected.

Cardboard must be flattened and small enough to fit loosely in your cart. Cardboard that is too large or has not been flattened gets stuck in the carts.

If you have excess materials:

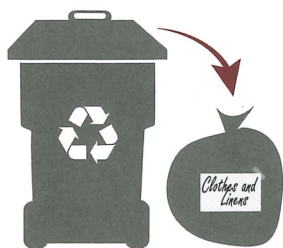
Hold on to them until your next collection day if you can. If you consistently generate extra recyclables, a larger cart size may better fit your needs. Request one by calling Eureka Recycling: 651-222-7678.

☐ Recycling clothes and linens:

All clothing must be clean and dry. Secure items in a sturdy plastic bag and label it "Clothes and Linens." Place the bag next to your recycling cart.

We accept:

- Reusable clothes and linens
- Belts and pairs of shoes/boots
- Worn and torn items
- Fabric scraps



Something is wrong with the materials you set out.

We are leaving this tag with more information so you can fix the problem.

We will be back to collect your recycling next week.

Thank you for recycling!

Questions?

Call Eureka Recycling
(651)-222-7678

Or visit stpaul.gov/recycle

Necesita esta traducción? Comuníquese con nosotros al 651-222-7678.

Xav tau qhov no txhais los? Hu rau peb ntawm 651-222-7678.

Ma u baahan tahay tarjamadaan Naga soo was 651-222-7678.

Example FAQ for Hotline Staff

Recycling Collection in Shoreview

Collection Details for Curbside Routes

- All Shoreview residents have weekly recycling collections.
- Residents can call ahead to request approval to have extra materials collected next to their cart on their next collection day. You can enter this note for the driver in Fleetmind as a “make sure”.
- Determine if the resident regularly has extra material. If so, inform them that they can have a larger or additional cart at no extra cost.
- When taking calls about service, pay attention to the virtual cart locations in Fleetmind and update them if needed- if a resident in a corner house is setting the recycling out on their side street. This helps drivers navigate their routes and report issues accurately.
- All carts must be placed at the edge of the curb by 7 a.m. on their collection day.

Carts and Cart Swap Requests

- Shoreview carts are grey with a dark grey lid and are labeled for recycling
- Three sizes are available: 96-gallon, 64-gallon, 32-gallon
- Residents can change cart size or get an additional cart by request—this does not change the cost of their service

Walk Up Accounts

- If a resident has physical challenges/barriers/limitations with properly setting out their cart at the curb, you can offer to set them up with complimentary walk-up service.
- To set the resident up with walk-up service, record their contact information and determine the placement location for their cart. This will likely be up the driveway in front of the garage, but it could also be in front of the house.

Multifamily Accounts

- Large apartment buildings are collected on separate routes on a schedule that meets the account’s needs. Rear-load routes run in Shoreview on Tuesdays and Thursdays.
- If an account calls requesting educational materials or a change in service level, gather the details of their request and enter a note in Fleetmind for the multifamily team who will make a follow-up call or arrange a site visit if needed.

Citywide Cleanup Events

- We manage and staff the Spring Cleanup Day as part of our contract.
- If residents call with questions about the event, you can answer their questions with information on the city’s website about the event, or direct them to call the city with more detailed questions. <https://www.shoreviewmn.gov/services/trash-and-recycling/events>

At Eureka Recycling, we are steadfast in our commitment to creating and fostering a diverse, equitable, and inclusive environment that centers equity and justice in all aspects of our operations. We firmly believe that embracing diversity and dismantling oppressive systems is essential for promoting equality, righting historic injustices, and creating a level playing field where all individuals can thrive.

Our policy is rooted in the fundamental principle that every person deserves equal opportunity, respect, and dignity, regardless of their race, ethnicity, gender, sexual orientation, religion, age, disability, or any other characteristic that makes them unique. We recognize that our society has historically perpetuated injustices and inequalities, and it is our responsibility to actively challenge and correct these systemic barriers.

To achieve our vision of a truly inclusive and just organization, we are dedicated to:

1. **Equity and Justice:** We commit to identifying and addressing systemic inequities within our organization and the communities we serve. Our decisions, policies, and practices will be guided by principles of fairness, impartiality, and social justice to create a more equitable and just society.
2. **Dismantling Oppressive Systems:** We will actively challenge and dismantle oppressive systems that perpetuate discrimination and marginalization. We will confront biases and prejudices within ourselves and our organization, continuously striving for growth and transformation.
3. **Equality and Human-Centered Corrections:** We value the voices and experiences of all individuals, and we are dedicated to listening, learning, and adapting to better serve the needs of our diverse community. We believe in human-centered corrections, valuing the worth and contributions of each individual, while actively seeking to correct historical imbalances.
4. **Promoting Equal Opportunity:** We are committed to promoting equal opportunity for all, ensuring that everyone has access to resources, opportunities, and support necessary to succeed. We will actively challenge barriers and create an inclusive environment that fosters growth and empowerment.
5. **Inclusive Decision-Making:** We will strive to create spaces for diverse perspectives, recognizing that inclusive decision-making leads to better outcomes. Our organization will actively seek input from all stakeholders to inform our policies and practices.
6. **Education and Accountability:** We recognize that fostering a diverse and inclusive environment requires continuous learning and accountability. We will provide ongoing education to our staff and stakeholders to deepen their understanding of justice, equity, diversity, and inclusion. We will also hold ourselves accountable to our commitments, regularly evaluating our progress and making necessary improvements.

This Diversity, Equity, and Inclusion Policy is a living document that will evolve with our organization's journey toward a more equitable and inclusive future. Together, we will work tirelessly to create a culture that celebrates diversity, upholds justice, and fosters an environment where all individuals can thrive and contribute to a brighter, collective future.

Log of Contamination Reported by Drivers in Roseville: August 2024

This is a log of addresses where drivers have reported contamination in the recycling carts in addition to tagging. Our GPS based data is accurate enough to allow us to look for trends on a neighborhood-basis, but does not always record data on precisely the correct house, depending on the relationship between where the real cart is actually placed and how close that is to the expected collection site stored in the system. It is not uncommon for data to be assigned to a neighboring house, which does not impact our customer relations team's ability to use this information to help resolve issues when residents call.

Customer Address	Time Stamp	Service Status	Driver's notes
1624 ELDRIDGE AVE	8/1/2024 12:29	NOTPU-CONTAMINATED	
2105 ROSELAWN AVE W	8/2/2024 9:09	NOTPU-CONTAMINATED	
2080 ROSEWOOD LN S	8/2/2024 9:05	NOTPU-CONTAMINATED	
1985 SKILLMAN AVE W	8/2/2024 12:02	NOTPU-CONTAMINATED	
2202 ST CROIX ST	8/2/2024 8:01	NOTPU-CONTAMINATED	
1721 MARION ST	8/2/2024 10:29	NOTPU-CONTAMINATED	
2610 SNELLING CURVE	8/2/2024 13:14	NOTPU-CONTAMINATED	
1721 MARION ST	8/2/2024 10:27	NOTPU-CONTAMINATED	
1340 BELMONT LN W	8/9/2024 7:58	NOTPU-CONTAMINATED	
2095 FRY ST	8/9/2024 9:04	NOTPU-CONTAMINATED	
1705 ROSELAWN AVE W	8/9/2024 10:05	NOTPU-CONTAMINATED	
2125 PASCAL ST	8/9/2024 16:02	NOTPU-CONTAMINATED	
1721 MARION ST	8/9/2024 11:54	NOTPU-CONTAMINATED	
3040 WILDER ST N	8/14/2024 13:00	NOTPU-CONTAMINATED	
1874 COUNTY RD D W	8/14/2024 12:19	NOTPU-CONTAMINATED	
1810 STANBRIDGE AVE	8/14/2024 10:41	NOTPU-CONTAMINATED	
1871 LEXINGTON AVE N	8/15/2024 9:22	NOTPU-CONTAMINATED	
2255 MERRILL ST	8/15/2024 13:40	NOTPU-CONTAMINATED	
1187 COUNTY RD B W	8/15/2024 13:05	NOTPU-CONTAMINATED	
1624 ELDRIDGE AVE	8/15/2024 12:01	NOTPU-CONTAMINATED	
2239 CLEVELAND AVE N	8/16/2024 7:24	NOTPU-CONTAMINATED	
2130 FAIRWAYS LN	8/16/2024 8:33	NOTPU-CONTAMINATED	
2610 SNELLING CURVE	8/16/2024 15:27	NOTPU-CONTAMINATED	
1721 MARION ST	8/16/2024 9:19	NOTPU-CONTAMINATED	
1222 ROSE VISTA CT	8/16/2024 7:50	NOTPU-CONTAMINATED	
1762 OAKCREST AVE	8/21/2024 10:52	NOTPU-CONTAMINATED	
1624 ELDRIDGE AVE	8/22/2024 10:52	NOTPU-CONTAMINATED	
2000 BEACON ST	8/23/2024 12:31	NOTPU-CONTAMINATED	
2000 HERSCHEL ST	8/23/2024 12:59	NOTPU-CONTAMINATED	
1385 ROSELAWN AVE W	8/23/2024 9:15	NOTPU-CONTAMINATED	
1721 MARION ST	8/23/2024 9:02	NOTPU-CONTAMINATED	
1222 ROSE VISTA CT	8/23/2024 8:16	NOTPU-CONTAMINATED	
593 SOUTH OWASSO BLVD W	8/26/2024 11:00	NOTPU-CONTAMINATED	
1260 WOODHILL DR	8/27/2024 9:18	NOTPU-CONTAMINATED	
1197 BURKE AVE W	8/29/2024 15:08	NOTPU-CONTAMINATED	
1924 HYTHE ST	8/30/2024 9:39	NOTPU-CONTAMINATED	
2216 LAURIE RD W	8/30/2024 7:11	NOTPU-CONTAMINATED	
1721 MARION ST	8/30/2024 7:29	NOTPU-CONTAMINATED	
1705 MARION ST	8/30/2024 7:30	NOTPU-CONTAMINATED	
1222 ROSE VISTA CT	8/30/2024 8:12	NOTPU-CONTAMINATED	

August 2024 Customer Service Calls from Roseville Residents

Date/Time	Case Reason	Address	Status	Resolution
1-Aug-24	A7: Cleanup request-MISS (before next collection day)	1083 Harriet Ln ,Roseville	Closed - Completed	ThRsvBL101/ Roselawn/ Curb/ INVESTIGATE 8/1 8/2 not collected 8/1 Dispatched to ER26 Collected 14:10 8/2
5-Aug-24	A7: Cleanup request-MISS (before next collection day)	1193 Roma Ave ,Roseville	Closed - Completed	ThRsvBL101/ Dunlap/ curb walk up SPI- Investigate 8/5 or 8/6 no p/u on 8/1 Dispatched to ER61 Collected 1533 8/5
5-Aug-24	A6 Cleanup request-INVESTIGATE (before next collection day)	2610 Snelling Curve ,Roseville	Closed - Completed	FrRsvRLA/ Rose place/ Curb/ Investigate 8/5 - 8/6 / Dispatched to ER31. Collected 1349 8/6
7-Aug-24	A7: Cleanup request-MISS (before next collection day)	2584 Herschel St ,Roseville	Closed - Completed	WeRsvGr101/ Oakcrest/ Curb/ INVESTIGATE 8/7 or 8/8 not collected 8/7 Dispatched to ER61 Collected 1822 8/8
9-Aug-24	A8: Cleanup request-COURTESY (before next collection day)	1941 Arona St ,Roseville	Closed - Completed	FrRsvGR101/ Roselawn/ Curb. Courtesy off week collection on 8/16 Late set out on 8/9. Thank You Dispatched to ER26 Collected 16:14 8/16
9-Aug-24	A8: Cleanup request-COURTESY (before next collection day)	3153 Old Highway 8 ,Roseville	Closed - Completed	ThRsvRLD/ Liberty Ln/ MultiAccess from Old Highway 8 - no collection on 8/8 due to bees The caretaker has sprayed wasp killer and everything is ready for collection. 8/9 or 8/12 Will collect 8/13 Dispatched to ER31 Collected 1528 8/13
13-Aug-24	A6 Cleanup request-INVESTIGATE (before next collection day)	1721 Marion St ,Roseville	Closed - Completed	FrRsvRLA / Larpenteur/ Curb/ Behind garbage enclosure in lot. INVESTIGATE 8/12 or 8/14 not collected 8/9 Collected 1433 8/13
13-Aug-24	A8: Cleanup request-COURTESY (before next collection day)	3087 Sandy Hook Dr ,Roseville	Closed - Completed	MoRsvBL101/ Owasso/ curb/ Courtesy off week 8/19 request/ Dispatched to ER60 Collected 14:27 8/19
15-Aug-24	A7: Cleanup request-MISS (before next collection day)	1780 County Rd C2 W ,Roseville	Closed - Completed	WeRsvBLTRN/ Wheeler/ Curb/ 8/15 no trails no collection on south side of C2 on 8/14 please collect all three carts that are still out on this block Dispatched to ER61 Collected 1252 8/15
15-Aug-24	A6 Cleanup request-INVESTIGATE (before next collection day)	1281 Josephine Rd ,Roseville	Closed - Completed	TuRsvBLTRN/ Hamline/ Curb/ 8/15 Dispatched to ER26 Collected 1503 8/16
15-Aug-24	A7: Cleanup request-MISS (before next collection day)	1801 Lydia Ave W ,Roseville	Closed - Completed	WeRsvBLTRN/ Fairview/ Curb/ 8/15 or 8/16 BLK MISS Wheeler to Fairview this side Dispatched to ER26 Collected 1512 8/16
16-Aug-24	A7: Cleanup request-MISS (before next collection day)	998 County Rd B W ,Roseville	Closed - Completed	ThRsvBL101/ oxford / curb investigate 8/16 or 8/19 Dispatched to ER60 Not out 14:06 8/19
20-Aug-24	A8: Cleanup request-COURTESY (before next collection day)	421 Rose Pl ,Roseville	Closed - Completed	MoRsvGr101/ cohannsey/ curb/ off week Courtsey 08/26 Iso last week has lots of material Dispatched to ER8 completed @ 12:43 ER8 8-26-2024
21-Aug-24	A8: Cleanup request-COURTESY (before next collection day)	2577 Pascal St N ,Roseville	Closed - Completed	WeRsvGr101/ Snelling/ Curb/ COURTESY 8/21 or 8/22 partial dump resident will loosen materials Dispatched to ER61 collected 13:08 8/22

August 2024 Customer Service Calls from Roseville Residents

Date/Time	Case Reason	Address	Status	Resolution
26-Aug-24	A6 Cleanup request- INVESTIGATE (before next collection day)	1751 Skillman Ave W ,Roseville	Closed - Completed	FrRsvGr101/ Wheeler/ Curb/ on Wheeler INVESTIGATE 8/26 or 8/27 not collected 8/22 Dispatched to ER8 Not out 12:56 8/26 pic in teams/ emailed resident
27-Aug-24	A8: Cleanup request- COURTESY (before next collection day)	601 Sandhurst Dr W ,Roseville	Closed - Completed	ThRsvGR101/ dale/ curb/ off week courtesy 08/29 Iso new resident Dispatched to ER61 Collected 1639 8/29
29-Aug-24	A6 Cleanup request- INVESTIGATE (before next collection day)	3087 Wilder St N ,Roseville	Closed - Completed	WeRsvBITRN/ County Rd D W/ Curb/ INVESTIGATE 8/29 or 8/30 not collected 8/28 assigned @ 07:51 ER19 8-30-2024 Collected 1227 8/30
30-Aug-24	A8: Cleanup request- COURTESY (before next collection day)	1210 Sherren St W ,Roseville	Closed - Completed	ThRsvBI102/ Fernwood/ Curb/ Sets on Fernwood/ off week Courtesy 9/6/ Dispatched to ER18 Collected 11:28 9/6



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

Proud to be an Equal Opportunity and Affirmative Action Employer

City of Roseville 2023 Year-End Recycling Report

Roseville's recycling program continues to be a leader in the country. Outreach and education elements of the program are an important part to ensuring good participation and helping residents understand the benefits of recycling. Participation continues to be at or among the highest in Ramsey County at 96%. Despite the continued lightening of packaging, the tons of recycling collected in Roseville in 2023 stayed steady with only a small decrease. Roseville residents demonstrate a genuine desire to support the program, understand what can truly be recycled, and recycle as much as possible.

In the current recycling climate, it is even more critical to work to keep Roseville's recycling clean and free of contamination, which is one of the reasons Eureka Recycling decided to launch a recycling app in 2018. By working with a company called ReCollect, we launched a recycling app that Roseville residents can use online at eurekarecycling.org or can download to their mobile device for free by searching for "Eureka Recycling" in their app store. The app allows residents to look up individual items to find out if they are accepted in their recycling program or not, and can also be connected to Ramsey County listings and resources for guidance in handling hard to recycle items like electronics, scrap metal, and appliances. The app also allows residents to see their recycling schedule and sign up for reminders to support their participation in Roseville's recycling program.

In 2023 we saw a continued increase in the number of Roseville residents using the app. Overall, 5,803 unique Roseville addresses have been searched through the app, and over 21,454 materials have been looked up to see if they can be recycled. There are currently 1,346 Roseville residents signed up for recycling day reminders: 60% of those residents are signed up through a mobile app and the rest are signed up for email, text, or phone call reminders. We look forward to working with the City to further promote this new app and expand on this success.

This year-end report contains information on several areas that Eureka Recycling tracks to monitor the success of Roseville's zero waste recycling program over the course of each year. As a non-profit social enterprise, we believe tracking and reporting this data is an essential way to ensure program transparency. It also gives Eureka Recycling and city staff the tools needed to successfully manage the program.

www.eurekarecycling.org

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

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

ENVIRONMENTAL BENEFITS SUMMARY

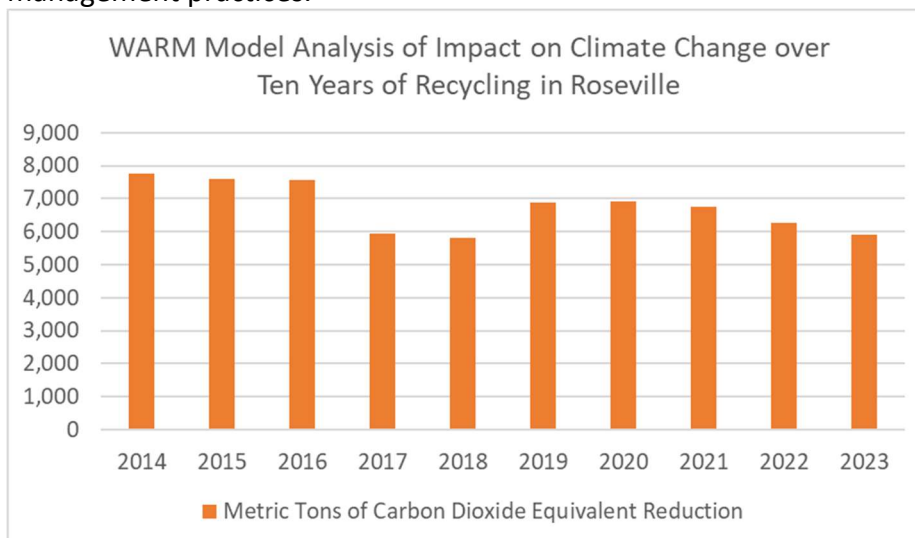
The environmental benefits of Roseville’s zero-waste recycling program are quantified transparently using a widely accepted environmental model. This ensures that all residents have a chance to see how their efforts can be measured and quantified. There are many ways to calculate the benefits of recycling. To better explain these benefits in commonly understood terms government agencies, research scientists, and economists have created several “calculators” to translate the amounts of recycled materials collected and processed into equivalent positive societal and environmental benefits.

Because of the increasing societal focus on both the causes of and the solutions to climate change, it has become imperative to measure waste reduction (and all our activities) in terms of its impact on the environment. This allows us to speak in a common language, understand the impact of our choices, and help us prioritize the personal and policy actions that we take. In addition to climate change mitigation, there are other environmental benefits to recycling, including saving energy, protecting air quality, water quality, natural resources, natural beauty, habitat, and human health.

The Environmental Protection Agency (EPA) WARM Calculator

The equations used in environmental calculations try to consider the “full life cycle” of each material—everything from off-setting the demand for more virgin materials (tree harvesting, mining, etc.) to preventing the pollution that would have occurred if that material were disposed of (burned or buried). Different calculators may include some or all the many factors that contribute to the “full life cycle” so results will vary from calculator to calculator.

While there are many models emerging to calculate greenhouse gas reductions, the most recognized, and standard model is the U.S. Environmental Protection Agency’s Waste Reduction Model (WARM). WARM was designed to help solid waste planners and organizations track and voluntarily report greenhouse gas emissions reductions from several different waste management practices.



MTCO₂E (Metric tons of carbon dioxide emissions) are figures commonly used when discussing greenhouse gas emissions.

According to the WARM model, Roseville's recycling activities in 2023 reduced greenhouse gas emissions by 5,924 MTCO₂E (metric tons of carbon dioxide equivalent).

What do all these numbers mean?

In addition to preventing pollution, an important impact of recycling is that it conserves a huge amount of energy. Making products and packaging from raw materials harvested from nature uses a much larger amount of energy than using recycled materials. Every manufactured item has the energy used to make it "embedded" into it. Recycling takes advantage of that energy, as it is easier and more energy efficient to make a glass bottle from another glass bottle than from raw materials.

The WARM model and other calculators measure the difference between recycling all these tons of materials and using them to make new products versus sending them to an incinerator and making replacement products from raw materials. This difference is expressed as the amount of CO₂ that was not produced because we did not have to make and use all the energy that would have been needed if we used raw materials.

The numbers above help municipalities calculate and track their environmental footprint. For more information about the process of measuring the environmental benefits of waste reduction, visit <https://www.epa.gov/warm>.

These numbers, however, don't have much meaning to the average person. To help recyclers understand the significance of their actions, the EPA has also developed tools to translate these numbers into equivalent examples that people can more easily understand.

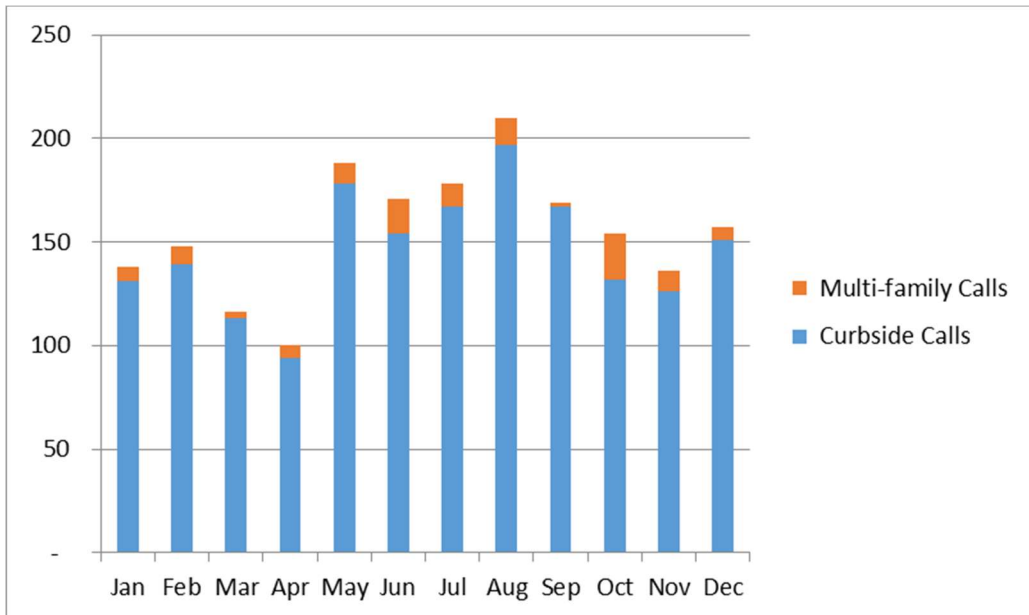
- For example, using the figures above, the EPA estimates that **Roseville would have had to remove 1,258 gasoline-powered cars from the road for one year to have had the same environmental impact in 2023 as they did by recycling.**
- Another way to look at it is that the residents of Roseville saved an amount of energy equivalent to 246,840 propane cylinders for backyard barbeques.

Although WARM is the most widely peer-reviewed and accepted model, it is considered to have several flaws. Many believe the use of this calculator is conservative, and understates the real impact of waste reduction efforts, but it offers a conservative starting place to measure our impacts and work towards our goals. Even with these conservative calculations, the impact of Roseville's recycling program proves to be quite significant.

2023 Roseville Annual Report from Eureka Recycling

Education Summary for Curbside and Multifamily Programs

ROSEVILLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Hotline Calls and Emails													
Curbside Calls	131	139	113	94	178	154	167	197	167	132	126	151	1,749
Multi-family Calls	7	9	3	6	10	17	11	13	2	22	10	6	116
Total Calls	138	148	116	100	188	171	178	210	169	154	136	157	1,865
Requests for Printed Materials	1	-	2	2	1	-	-	-	-	-	-	-	6



Total Number of Stops

Single Family Homes	9,487
Multifamily Buildings	89
Parks	23
Total Number of Stops	9,599

Total Number of Tags Left

Eureka Recycling drivers educate residents at the curb using educational tags for specific problems. In 2023, drivers left approximately 814 educational tags on recyclers' carts.

The most common reason residents received a tag in 2023 were contamination, including plastic bags, bulky plastic items, and other miscellaneous non-recyclable items.

Amount stored, by recyclable material

No recyclables have been stored at our facility longer than needed to generate quantities to ship.

The markets generally used for the sale of recyclables

Eureka Recycling continues to use the same markets for recyclables as were noted in the RFP. Eureka Recycling has always prioritized supporting local markets. In 2023, 69 percent of the material we processed stayed in Minnesota, 95 percent in the Midwest, and 99 percent stayed in the US.

Parks Recycling

We provided service to 27 Roseville Parks in 2023, with many of them being serviced as part of our regular routes collecting from multifamily or single family homes.

We separately track tonnage for the dedicated park routes providing weekly or twice weekly service for 65 carts located in Central Park Lexington and Central Park Victoria West at the pavilions, near the ballfields, and along the pathways, and also the carts at Acorn, Concordia, and Lexington Parks. We collected a total of 17,420 pounds of recycling from these parks throughout the season.

Month	Pounds of Recycling Collected
May	2840
June	3120
July	2940
August	2940
September	2640
October	2940
Total	17420

Participation Trend Study Report

Over the past few years, Eureka Recycling has transitioned away from doing participation studies by hand-counting the number of carts that are out in several 200 household areas throughout each city, and replacing that study with a citywide, digital participation study using data from our digital routing system.

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

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

There are some important things to remember when looking at this participation study data:

- For both digital and hand count data, the data is based on a "per building" or "per address" basis. If a cart is out at a duplex or a triplex, we count that address as participating on that day, and if there is not a cart out we count the address as not participating. There is no way for us to know which units are using the cart or carts that are set out. Similarly, for a single family home with two carts, we still count them as one participating address regardless of how many carts are out for collection.
- The "set out rate" is calculated by counting the number of addresses that set out a cart on each collection day, and taking the average of the number of carts set out each day during the six week study period.
- The "Participation Rate" is calculated by counting the percentage of unique addresses that participated in the program at least once during the six week study period.

Participation Trend Study Results for the Past Ten Years

Roseville	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Set Out Rate	76%	78%	77%	76%	75%	85%	77%	79%	77%	83%
Participation Rate	93%	93%	94%	93%	92%	97%	96%	98%	95%	96%

Recycling Market Outlook for 2024

Prices for recycled material reached significant lows during the summer of 2023 but we expect them to level out in 2024. This past year saw reduced demand as companies were bracing for a recession. However, in the fall, as fears of a recession eased and inflation came under control, prices began to rise.

End markets are hopeful that this increase will continue through this year – though typically during the post-holiday winter months pricing holds steady or slumps we did not see this usual trend in January. No one expects pricing to return to the highs we saw during the pandemic, but they are cautiously optimistic that the recession people feared last year has been averted.

Eureka Recycling continues to have good relationships with our end markets and was able to move all our material in 2023 except for pop and beer boxes. We have at least three markets interested in each material except for pop and beer boxes (see more details on this in the paper section) and glass. We regularly get positive comments regarding the quality of the recyclables we sell. Additionally, we continue to focus on local markets when possible – in 2023, 69 percent of the material we processed stayed in Minnesota, 95 percent in the Midwest, and 99 percent stayed in the US. These business practices have been in place for years and reflect our values around the environmental, economic, and human impacts of recycling.

Paper Markets: WestRock closing their cardboard line in the fall of 2022 deeply impacted the Minnesota and Midwest recycled paper markets during the beginning of the year. The closure of WestRock's cardboard line resulted in a lot of extra cardboard in the Midwest which contributed to a decrease in prices for this material. However, by mid-year markets had adjusted and demand has been strong, especially in Wisconsin. Some of the strong demand is due to a decrease in volume as people continue to reduce their paper usage at home and in the office and companies find ways to reduce the amount of cardboard and packaging they use.

With the closing of the WestRock cardboard line we had no place to send pop and beer boxes for many months. We did find one market in the Midwest that turns this material into construction products (so it isn't turned into paper). We are evaluating the impact of this and continue looking for other markets that accept this material. Prior to the closing of the WestRock cardboard line, we sent pop and beer boxes to this line where it could be pulped for longer. Because of the extra plastic lining on pop and beer boxes, when this material stays with the paper it isn't likely to get recycled. When we remove it and ship it separately, some cardboard mills with the right equipment can pulp it separately for longer to separate the fiber from the plastic. We don't generate a lot of this material so we are currently able to move what we have but will continue to monitor this situation throughout the year regarding whether we can continue to accept this material.

Plastics markets also had a volatile year and varied significantly by material type. Demand for PET bottles started weak and built up a bit in spring before falling dramatically in the summer – this summer dip in pricing and demand is consistent and is due to there being more bottles available in the warm summer months (when people drink more bottled beverages). Most markets believe we'll see a similar trend this year with pricing climbing a bit through the cold months but declining when it gets warmer. Eureka continues to engage with several brands directly about how to connect their corporate commitments to using recycled content with the actual supply chain to realize the flow of PET bottles back into PET bottles.

HDPE Color followed a similar trend as PET but the sale of this material is more reliant on the agriculture industry, as much of this material gets made into drainage tile and piping for farms. When there is significant uncertainty (such as due to a pandemic or concerns about ability to trade agricultural products to other countries) farmers tend not to invest in new irrigation infrastructure, which can negatively impact the HDPE Color markets. HDPE Natural is the same type of plastic as HDPE Color, but because it has no coloring added it is a more versatile product and can be turned into any type of product – most of our HDPE Natural is turned back into bottles. Both HDPE Color and Natural took a surprising dip last spring and slowly climbed back up in the fall. Many in the industry believe the reduced pricing was caused by unused petroleum being dumped on the market as many were worried about a recession and didn't want to hold on to inventory that may lose its value. Extended Producer Responsibility in the form of minimum content rules (which would require manufacturers to use a minimum amount of recycled content) would reduce this type of market fluctuation and is one type of EPR for which Eureka advocates.

The third type of plastics we sort, polypropylene (PP, #5) remained flat throughout 2023 and markets expect to hold steady in the upcoming year as well.

Metals markets strengthened slightly at the beginning of 2023 and then fell towards the end of the year. Even with the decrease aluminum has remained the most valuable material in the stream (unlike 2021 when HDPE Natural was worth more for a few months). Experts believe aluminum pricing will remain higher than other materials, although this material is especially sensitive to the impacts of tariffs and trade agreements.

Market Dynamics and Public Policy Initiatives are intertwined because how policy is designed can support or weaken end markets and recycling programs. Eureka Recycling continues to advocate for EPR and policies that strengthen recycling in our communities and minimize the environmental impact of manufacturing. The potential enactment of Extended Producer Responsibility (EPR) legislation in Minnesota holds the power to profoundly reshape the plastics markets, influencing both operational strategies and market dynamics. Under EPR, producers would be accountable for the entire life cycle of their plastic products/packaging, stimulating a fundamental shift in material and design choices. This shift puts pressure on producers to prioritize recyclable and recycled materials in their designs, creating a surge in demand for recycled plastics and a reduction in non-recyclable plastics in the marketplace.

Prioritizing recyclability in product design would present a dual benefit. As producers incorporate recycled materials into their products, the potential for heightened demand in recyclable materials emerges, which could positively influence pricing dynamics. Simultaneously, the legislation aims to mitigate the proliferation of problematic packaging that cannot be sorted at Material Recovery Facilities (MRFs), thereby diminishing residual rates and capturing a more substantial volume of recyclable material. In essence, the prospective implementation of EPR in Minnesota represents a crucial juncture to enhance recycling effectiveness, contribute to a cleaner and healthier environment, and alleviate the recycling burden and confusion experienced by residents and average consumers.



2023 Roseville Tonnage Report

Month	Percent	January	February	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Tons By Commodity
SUD Route Tons		200.08	151.11	182.35	162.08	175.49	177.30	172.76	183.56	165.71	177.64	175.27	175.93	
MUD Route Tons		41.94	37.46	45.53	38.15	40.96	42.38	35.14	41.65	39.30	37.62	39.05	39.82	479.00
Total Tons		242.02	188.57	227.88	200.23	216.45	219.68	207.90	225.21	205.01	215.26	214.32	215.75	2578.28
Single Stream Composition														
News Mix	29.76%	72.03	56.12	67.82	59.59	64.42	65.38	61.87	67.02	61.01	64.06	63.78	64.21	767.30
Cardboard	15.81%	38.26	29.81	36.03	31.66	34.22	34.73	32.87	35.61	32.41	34.03	33.88	34.11	407.63
Mixed Paper	17.37%	42.04	32.75	39.58	34.78	37.60	38.16	36.11	39.12	35.61	37.39	37.23	37.48	447.85
Aluminum Cans	2.23%	5.40	4.21	5.08	4.47	4.83	4.90	4.64	5.02	4.57	4.80	4.78	4.81	57.50
Steel Cans	1.91%	4.62	3.60	4.35	3.82	4.13	4.20	3.97	4.30	3.92	4.11	4.09	4.12	49.25
HDPE NAT	0.94%	2.27	1.77	2.14	1.88	2.03	2.06	1.95	2.12	1.93	2.02	2.01	2.03	24.24
HDPE Col	0.80%	1.92	1.50	1.81	1.59	1.72	1.75	1.65	1.79	1.63	1.71	1.70	1.72	20.50
PET	4.79%	11.58	9.02	10.91	9.58	10.36	10.51	9.95	10.78	9.81	10.30	10.26	10.33	123.39
Tubs and Lids	0.68%	1.64	1.28	1.54	1.36	1.47	1.49	1.41	1.53	1.39	1.46	1.45	1.46	17.48
Mix Glass	16.91%	40.93	31.89	38.53	33.86	36.60	37.15	35.16	38.08	34.67	36.40	36.24	36.48	435.99
Milk Cartons/Juice Boxes	0.38%	0.91	0.71	0.86	0.75	0.82	0.83	0.78	0.85	0.77	0.81	0.81	0.81	9.71
Residual	8.44%	20.41	15.91	19.22	16.89	18.26	18.53	17.54	19.00	17.29	18.16	18.08	18.20	217.48
Totals	100.00%	242.02	188.57	227.88	200.23	216.45	219.68	207.90	225.21	205.01	215.26	214.32	215.75	2578.30

Potential Revenue Share Value for Roseville, 2023

Single Stream Composition/ Value per ton per month		January	February	March	April	May	June	July	August	September	October	November	December
News Mix	29.76%	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00
Cardboard	15.81%	\$ 35.00	\$ 35.00	\$ 35.00	\$ 40.00	\$ 45.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 60.00	\$ 70.00	\$ 75.00	\$ 80.00
Mixed Paper	17.37%	\$ -	\$ -	\$ 5.00	\$ 10.00	\$ 15.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 30.00	\$ 35.00	\$ 40.00	\$ 45.00
Aluminum Cans	2.23%	\$ 1,460.00	\$ 1,550.00	\$ 1,510.00	\$ 1,450.00	\$ 1,450.00	\$ 1,410.00	\$ 1,391.67	\$ 1,350.00	\$ 1,314.00	\$ 1,260.00	\$ 1,240.00	\$ 1,247.00
Steel Cans	1.91%	\$ 178.75	\$ 210.00	\$ 237.00	\$ 280.00	\$ 271.67	\$ 243.00	\$ 226.67	\$ 205.71	\$ 200.00	\$ 200.00	\$ 200.00	\$ 205.00
HDPE NAT	0.94%	\$ 1,315.00	\$ 1,328.00	\$ 1,455.00	\$ 1,533.00	\$ 1,585.00	\$ 1,229.00	\$ 673.33	\$ 450.00	\$ 482.00	\$ 521.43	\$ 600.00	\$ 640.00
HDPE Col	0.80%	\$ 205.00	\$ 252.00	\$ 304.00	\$ 338.00	\$ 383.00	\$ 286.00	\$ 176.67	\$ 138.57	\$ 220.00	\$ 315.71	\$ 420.00	\$ 460.00
PET	4.79%	\$ 255.03	\$ 280.00	\$ 298.04	\$ 305.00	\$ 302.93	\$ 249.00	\$ 150.00	\$ 139.31	\$ 167.00	\$ 202.14	\$ 229.00	\$ 252.00
Tubs and Lids	0.68%	\$ 10.00	\$ 10.00	\$ 10.00	\$ 14.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Mix Glass	16.91%	\$ (33.89)	\$ (27.13)	\$ (26.89)	\$ (24.54)	\$ (32.80)	\$ (33.35)	\$ (33.68)	\$ (33.00)	\$ (31.59)	\$ (34.20)	\$ (33.25)	\$ (33.02)
Milk Cartons/Juice Boxes	0.38%	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50
Residual	8.44%	\$ (99.35)	\$ (99.48)	\$ (102.96)	\$ (99.30)	\$ (99.49)	\$ (99.87)	\$ (97.93)	\$ (103.32)	\$ (106.18)	\$ (105.00)	\$ (103.93)	\$ (103.57)
SubTotals	100.00%	\$ 65.57	\$ 71.00	\$ 73.71	\$ 76.92	\$ 77.86	\$ 72.05	\$ 60.61	\$ 56.02	\$ 61.40	\$ 66.60	\$ 72.41	\$ 77.67
Rev Share	80%	\$ 52.46	\$ 56.80	\$ 58.97	\$ 61.54	\$ 62.29	\$ 57.64	\$ 48.49	\$ 44.82	\$ 49.12	\$ 53.28	\$ 57.93	\$ 62.14
Processing fee	\$75												
Net value per ton		\$ (22.54)	\$ (18.20)	\$ (16.03)	\$ (13.46)	\$ (12.71)	\$ (17.36)	\$ (26.51)	\$ (30.18)	\$ (25.88)	\$ (21.72)	\$ (17.07)	\$ (12.86)

Roseville Recycling Tonnage	242.02	188.57	227.88	200.23	216.45	219.68	207.90	225.21	205.01	215.26	214.32	215.75	2,578.28
Total Potential Revenue Share	\$ (5,455.71)	\$ (3,432.13)	\$ (3,653.58)	\$ (2,695.73)	\$ (2,750.79)	\$ (3,813.58)	\$ (5,512.35)	\$ (6,797.05)	\$ (5,305.96)	\$ (4,674.92)	\$ (3,659.17)	\$ (2,775.25)	\$ (50,526.21)

2023 Estimated Tonnage by Multifamily Building

Multifamily building tonnage is estimated based on each building's service level, the volume of recycling collected at each building on a weekly basis, and the total tonnage collected from Multifamily buildings in the City of Roseville.

customer code	Business Name	civic	street	Total pounds of recycling	Units	Pounds Per Unit
MULTRSV1897	1144 Dionne Street	1144	Dionne St	3,315	23	144.13
MULTRSV1892	1363 County Road B	1363	County Rd B	1,823	11	165.75
MULTRSV1909	161 McCarrons Street	161	McCarrons St	1,326	11	120.55
MULTRSV1919	161 Minnesota Avenue	161	Minnesota Ave	3,191	6	531.79
MULTRSV1883	1614 Eldridge Apts	1614	Eldridge Ave	1,326	11	120.55
MULTRSV1886	1615 Eldridge Apts	1615	Eldridge Ave	891	11	80.99
MULTRSV1882	1624 Eldridge Apts	1624	Eldridge Ave	1,512	11	137.50
MULTRSV1885	1625 Eldridge Apts	1625	Eldridge Ave	725	11	65.92
MULTRSV1880	1634 Edlridge Apts	1634	Eldridge Ave	912	11	82.88
MULTRSV1884	1635 Eldridge Apts	1635	Eldridge Ave	684	11	62.16
MULTRSV1890	2125-2133 Pascal Street	2125	Pascal St	1,367	22	62.16
MULTRSV1876	2180 Haddington Road	2180	Haddington Rd	344	4	86.09
MULTRSV1872	2447 County Road B	2447	County Rd B	1,885	17	110.91
MULTRSV1941	2610 Snelling Curve	2610	Snelling Curve	2,279	17	134.07
MULTRSV1947	2900 Highcrest Road	2900	Highcrest Rd	3,232	11	293.84
MULTRSV1946	2950 Highcrest Road	2950	Highcrest Rd	2,022	11	183.84
MULTRSV1937	Applewood Pointe	1480	Applewood Court	56,356	94	599.53
MULTRSV2688	Applewood Pointe at Central Park	2665	Victoria St N	31,029	106	292.73
MULTRSV2191	Applewood Pointe at Langton Lake	1996	Langton Lake Dr	12,991	89	145.97
MULTRSV1978	Aquarius Apartments	2425	County Rd C2	12,183	99	123.06
MULTRSV1925	Bonaventure	3090	Lexington Ave N	4,745	30	158.16
CDLRV1912	Cedarholm Golf Course	2323	Hamline Ave N	3,149	NA	NA
MULTRSV1936	Centennial Gardens East & West	1420	Centennial Dr	10,567	190	55.61
MULTRSV2413	Cherrywood Pointe at Cleveland	2996	Cleveland Ave N	7,065	50	141.30
MULTRSV2684	Cherrywood Pointe at Lexington	2680	Lexington Ave N	7,210	115	62.70
CDLRV1930	City Hall (Roseville)	2660	Civic Center Dr	8,640	NA	NA
MULTRSV1940	Coventry Seniors Apartments	2820	Snelling Ave	10,132	196	51.69
MULTRSV1901	Dale Terrace Apartments	720	County Rd B	6,423	42	152.93
MULTRSV1893	Dellwood Condominiums	1725	Dellwood St	3,543	12	295.25
MULTRSV1981	Eagle Crest (RSV)	2925	Lincoln Dr	43,386	218	199.02
MULTRSV1948	Executive Manor Condos	3153	Old Highway 8	15,498	72	215.25
CDLRV1933	Fire Station 1 (Roseville)	2701	Lexington Ave	1,948	NA	NA
MULTRSV1877	Garley Apartments	1634	County Rd B	725	11	65.92
MULTRSV2023	Greenhouse Village	1021	Larpenteur Ave	21,797	102	213.69
MULTRSV1950	Hamline House Condos	2800	Hamline Ave	18,875	150	125.83
MULTRSV1934	Hamline Terrace	1360	Terrace Dr	17,093	102	167.58
MULTRSV1905	Heritage Place	563	County Rd B W	11,706	51	229.54
MULTRSV1918	Hillsborough Manor	2335	Woodbridge St	34,228	206	166.16
MULTRSV1914	Karie Dale Apartments	2355	Dale St N	7,728	44	175.64
MULTRSV1963	Keystone Communities (Roseville)	2750	Victoria St	11,561	106	109.07
MULTRSV1926	Lake Josephine Condominiums	3076	Lexington Ave N	4,351	23	189.18
MULTRSV1910	Lar Dale Apartments	655	Larpenteur Ave W	1,575	17	92.63
MULTRSV1900	Lexington Court	2192	Lexington Ave	5,864	52	112.76

MULTRSV1898	Lexington Twin Apartments	1890	Lexington Ave	4,185	22	190.24
MULTRSV1899	Lexlawn/Roselawn Apartments	1943	Lexington Ave	2,818	34	82.88
MULTRSV2487	McCarrons Lake Condos	185	McCarrons Blvd N	8,868	42	211.14
MULTRSV1873	Midland Grove Condos	2200	Midland Grove Rd	40,154	174	230.77
MULTRSV1939	Northwestern College Apartments	1610	Lydia Ave	3,004	40	75.11
MULTRSV1938	Northwestern College/Snelling Terrace	2906	Snelling Dr E	9,075	48	189.06
MULTRSV1954	Palisades	560	Sandhurst Dr W	40,195	330	121.80
MULTRSV1932	Parkview Estate Condominiums	2670	Oxford St	16,161	204	79.22
MULTRSV1904	Parkview Manor	2202	Dale St N	3,046	34	89.58
MULTRSV1983	Parkview Terrace Condos	2690	Oxford St	14,400	105	137.14
CDLRV1931	Public Works Garage (Roseville)	1140	Woodhill Dr	11,914	NA	NA
MULTRSV1921	Ramsey Square Condos	2710	Dale St N	32,653	192	170.07
MULTRSV1913	Riviera Apartments	925	Highway 36 W	12,452	64	194.57
MULTRSV1944	Rose 8 Apartments	3050	Old Highway 8	7,770	85	91.41
MULTRSV1903	Rose Hill Estates	591	County Rd B	5,615	51	110.10
MULTRSV1891	Rose Mall Apartments	2201	Albert St	22,128	54	409.78
MULTRSV1878	Rose Park Commons	1610	County Rd B	870	11	79.11
MULTRSV1887	Rose Park Estates	2136	Fry St	1,844	22	83.82
MULTRSV1894	Rose Vista Apartments	1222	Rose Vista Ct	9,116	175	52.09
MULTRSV1985	Rosedale Estates North	2835	Rice St	16,803	180	93.35
MULTRSV1956	Rosedale Estates South	2735	Rice St	15,332	180	85.18
MULTRSV1953	Roselawn Village	1074	Roselawn Ave	3,232	32	101.01
MULTRSV1942	Rosepointe	2545	Hamline Ave N	83,187	190	437.83
MULTRSV1879	Roseridge Estates	2086	Samuel St	3,108	18	172.66
MULTRSV1955	Rosetree Apartments	655	Highway 36	9,054	48	188.63
MULTRSV1907	Roseville Arms Condos	160	Elmer St	3,626	34	106.64
MULTRSV1958	Roseville Commons	2496	County Rd C2 W	5,097	30	169.90
MULTRSV1979	Roseville Estates	2599	Lexington Ave	11,831	113	104.70
MULTRSV1911	Roseville Seniors	1045	Larpenteur Ave W	21,502	127	169.30
MULTRSV1896	Roseville Terrace	1759	Dunlap St	2,652	36	73.67
MULTRSV2162	Roseville Townhomes	3085	Old Highway 8	10,928	41	266.54
MULTRSV1888	Rosewood Village	1630	Highway 36 W	22,853	219	104.35
MULTRSV1889	Sienna Green Apartments	2275	Snelling Ave	5,176	170	30.44
CDLRV1929	Skating Center	2661	Civic Center Dr	11,706	NA	NA
MULTRSV1881	Skillman Villas	1629	Skillman Ave	1,388	14	99.16
MULTRSV1924	South Oaks Apartments	1080	County Rd D W	2,818	25	112.71
MULTRSV2597	Suite Living	197	County Rd B2 W	4,344	25	173.78
MULTRSV1951	Sun Place Apartments	1721	Marion St	2,923	30	97.45
MULTRSV1957	Sunrise Assisted Living	2555	Snelling Ave N	16,886	77	219.30
MULTRSV1945	Talia Place	3020	Old Highway 8	3,766	11	342.39
MULTRSV1935	Terrace Park Apts	1420	Terrace Dr	5,180	36	143.88
MULTRSV1964	The Lexington (Roseville)	2775	Lexington Ave N	24,677	150	164.51
MULTRSV1984	The Riviera 2	885	Highway 36 W	4,910	32	153.45
MULTRSV1960	Victoria Place	2250	Victoria St N	10,360	58	178.61
MULTRSV1906	Villa Park Community Condominiums	500	County Rd B	8,308	100	83.08
MULTRSV2044	Villas at Midland Hills	1940	Fulham St	8,992	32	281.00

Eureka Recycling Composition Analysis Methodology

Eureka Recycling collects materials in a single sort collection system with all paper, cardboard, metal and plastic, steel, aluminum and glass containers combined by residents into one cart. Each year we conduct an annual composition study of the single sort material to determine the percentage each material represents in the overall composition.

(651) 222-SORT (7678)
www.eurekarecycling.org

Our mission is to reduce waste today through innovative resource management and to reach a waste-free tomorrow by demonstrating that waste is preventable, not inevitable.



Composition by Commodity of Each Recycling Stream

During the composition study we weigh each truck before and after to determine the weight of the material. Each truck has a stored weight that is updated regularly for accuracy. This process allows us to determine the initial weight of the material set out by residents during the period being analyzed.

The composition study starts with Eureka Recycling storing all of the materials collected in the city during a one-week period. These materials are stored in a separate bunker from all other materials at the facility. We sort the material separately from all other recycling at the facility.



The sorted materials are then baled or put into a hopper and transported with a forklift to the truck scale to be weighed. Finally, we weigh the total amount of each sorted material grade including the non-recyclable material (residual) to establish the percentage of the total tonnage that each material type represents in the overall composition.

An affirmative action, equal opportunity employer.

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Participation Trend Analysis Methodology

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

(651) 222-SORT (7678)
www.eurekarecycling.org

The **set-out rate** is the average number of households that set materials out for recycling collection on a given day. Not every household sets out their recycling each week. If they are out of town, forget, or simply don't have very much in their cart they may not have a cart out for collection on their day. The set-out rate is the average percentage of households that set out material on a weekly basis during the study period.

Our mission is to reduce waste today through innovative resource management and to reach a waste-free tomorrow by demonstrating that waste is preventable, not inevitable.



The **participation rate** is the number of households who set materials out for recycling collection at least once over the period of the study.

The participation rate is a better indication of overall recycling participation because it includes households that recycle at least once over the course of six weeks, recognizing that some households may not set out recycling every week. It more accurately indicates how many households are participating in the

recycling program overall, as opposed to the number of participants on a specific day.

Summary of Process

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

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

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City of Roseville

**Response to
RFP for Recycling Services**

**PREPARED BY
Walters Recycling and Refuse Inc.**



Minnesota's Best Trash and Recycling Hauler Gold Winner for four consecutive years.



September, 11th, 2024

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

Dear Ryan,

Walters Recycling and Refuse, Inc. is pleased to present the attached proposal for Recycling Services for the City of Roseville. Walters has been servicing our customers and communities since 1988 and would be honored to partner with the City to take your collection services to the next level just as we have with some of your neighboring cities. We are proud to have been voted consecutively as Minnesota's Best 2021, 2022, 2023, and 2024 Gold Winner for Best Trash and Recycling Hauler by Star Tribunes Reader's Choice and are excited to bring the same dedication and excellent service to the City, and residents.

We believe partnering with Walters Recycling and Refuse Inc. will help the city in terms of helping drive the health of the community and the environment, as well as environmental conservation and sustainability. A few highlights that we will dive deeper into in the proposal include is our best-in-class technology that will enhance customer service while providing City administration with valuable information to drive increases in all types of recycling and provide excellent communication with the City and its residents. We are excited to demonstrate our app that allows the residents to register and receive service notifications and reminders while also allowing residents that are not as technologically savvy to receive phone call reminders. Another is our world-class customer service department staffed locally with live and well-trained operators, which is unique in this industry. All of these are compelling differentiators that will enhance your goal to be an environmentally healthy community.

Thank you again for the opportunity to provide you with the enclosed proposal, and feel free to contact us if you have any questions.

Sincerely,

Jeff Newsom
Chief Operating Officer
Walters Recycling and Refuse, Inc.
763.210.5020
Jeffn@waltersrecycling.com

Form A: PROPOSAL CONTENT CHECKLIST

- ☒ 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

RESPONDENT QUESTIONNAIRE

General Contact Information

Name of Company

Proposing: Walters Recycling and Refuse Inc.

Address: 2830 101st Ave NE, Blaine, MN 55449

Telephone: 763-210-5020

Email: JEFFN@WALTERSRECYCLING.COM

Website: WWW.WALTERSRECYCLING.COM

Name of contact person: Jeff Newsom

Type of organization: Corporation

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

Is this a “Team” proposal? ☐ Yes ☒ No

References

City of Blaine

We have serviced the City of Blaine since 2015. This is the largest single-hauler contract in the State of Minnesota.

Population: 70,222 (24,000 Single Family Homes)

Reference Contact Name: Kyle Howard – Utility Billing Supervisor

Reference Contact Address: 10801 Town Square Drive NE, Blaine MN 55449

Reference Contact Phone Number: 763-717-2637

Reference Contact E-mail Address: khoward@blainemn.gov

Organized Single-Hauler

Check the item(s) that best describes the program or service provided:

- ☒ Garbage Collection
- ☒ Curbside Recycling Collection
- ☒ Drop-Off Center Recycling/Organics Collection
- ☒ Multi-Family Recycling Collection
- ☒ Yardwaste Collection
- ☒ Large Item Pick-Up
- ☒ Appliance Recycling Collection

_____ Community Wide Clean-Up Event

City of Columbia Heights

We started servicing the City of Columbia Heights in January of 2023.

Population: 21,973 (6300 Single and Multi-Family Homes)

Reference Contact Name: Kevin Hansen – Director of Public Works

Reference Contact Address: 590 40th Ave NE, Columbia Heights, MN 55421

Reference Contact Phone Number: 7653-706-3705

Reference Contact E-mail Address: kevin.hansen@ci.columbia-heights.mn.us

Organized Single Hauler

Check the item(s) that best describes the program or service provided:

- ☒ Garbage Collection
- ☒ Curbside Recycling Collection
- ☒ Drop-Off Center Recycling Collection
- ☒ Multi-Family Recycling Collection

City of Spring Lake Park

We have serviced the residents of the city since 1988 and have expanded our residential services to the City January 1st, 2022, as the contracted Recycling Service provider for all single family and multi-family properties.

Population: 6,500 (3,000 Single and Multi-Family Homes)

Reference Contact Name: Wanda Brown – Deputy City Clerk

Reference Contact Address: 1301 81st Ave NE, Spring Lake Park, MN 55432

Reference Contact Phone Number: 763-792-7219

Reference Contact E-mail Address: wbrown@slpmn.org

Open Subscription

Check the item(s) that best describes the program or service provided:

- ☒ Garbage Collection
- ☒ Curbside Recycling Collection
- ☒ Drop-Off Center Recycling Collection
- ☒ Multi-Family Recycling Collection
- ☒ Yardwaste Collection
- ☒ Large Item Pick-Up
- ☒ Appliance Recycling Collection

City of Osseo

We have serviced the residents of the city since May of 2022

Population: 2,688 (600 Single and Multi-Family Homes)

Reference Contact Name: Riley Grams – City Administrator

Reference Contact Address: 450 Central Ave, Osseo, MN 55369

Reference Contact Phone Number: 763-425-3861

Reference Contact E-mail Address: rgrams@ci.osseo.mn.us

Organized Single Hauler

Check the item(s) that best describes the program or service provided:

- ☒ Garbage Collection
- ☒ Curbside Recycling Collection
- ☒ Drop-Off Center Recycling Collection
- ☒ Multi-Family Recycling Collection
- ☒ Yardwaste Collection

- ☒ Large Item Pick-Up
- ☒ Appliance Recycling Collection
- ☒ Curbside Organics Collection
- ☒ Community Clean Up Event

Qualifications

General Management

We believe we are ideally suited to become the partner of choice for the City of Roseville and are confident that you will find our capabilities second to none, including the large national competitors. Overall, we are prepared to service the City as outlined in the RFP and certify that we agree to all the Contractor Required Services as outlined in the RFP. Details as needed, will be outlined in our proposal. As an added benefit, we are a locally based and family-owned business with the tagline, “Big enough to get the job done, small enough to care”. We are located just north from the city near the Anoka County/Blaine Airport so are well prepared to efficiently serve the community.

Walters strongly believes in a balance between work and family. This philosophy has contributed to Walters having a staff of nearly 140 dedicated professionals with one of the lowest turnover rates in the industry. Our staff of well-trained and experienced employees is ready and able to serve the needs of the City of Roseville.

While we provide solid waste and recycling services, we are really in the client service business. Unlike most of our competitors, we have a team of well-seasoned and experienced full-time customer service staff employees ready to assist. Our customer service philosophy has been to have a live person answer the phones from 8:00 a.m. to 5:00 p.m. Monday through Friday. We understand the importance of personal relationships.

We are located in the city of Blaine at 2830 101st Ave N E., ideally suited for the short drive to Roseville. Our office and maintenance facility were recently expanded and remodeled to include a new state-of-the-art phone system, computers, dispatch, and maintenance facility. We encourage you to visit at your convenience.

As a family-owned and operated company, the City will have ready access to our management and operational personnel as well as the ability to build a relationship with the owners of Walters.

Our Mission: We stand to be a pillar of dependability in the communities we serve by providing safe, simple, and reliable service.

Our Vision: To be recognized as the premier environmental services provider in the Midwest.

Our Business Principles: Walters is committed to sound ethical and moral business principles. They are:

- To treat all employees, customers, vendors and the general public with dignity and respect at all times.
- To conduct our business affairs with honesty and integrity.
- To provide our customers with friendly, efficient, affordable, and safe service.
- To provide a safe and secure working environment for our employees.

George Walter, Owner/Greg Walter, Owner.

George and Greg have a combined 80 years of experience in the waste and recycling industry. They grew up working for Walters Disposal, their parents' company, until the company was sold in 1983. After working for four years for the nation's largest publicly traded waste and recycling company, George and Greg formed Walters Recycling & Refuse in 1988. Today, 36 years later, we employ nearly 160 people and are a vital part of the communities we serve.

Mike Moroz, President/CEO. Mike joined the Walters team in January 2014 and brings over 30 years of organizational leadership, business transformation, strategic planning, and decision-making experience. Prior to Walters, Mike was President of Archway Marketing Services for over eight years and prior to that, was General Manager of Target Direct, the operating division of Target Corporation responsible for launching target.com, fields.com, and other direct-to-consumer initiatives.

Jeff Newsom, Chief Operating Officer. Jeff has been with Walters for over 5 years and brings a vast amount of experience both within and outside of the industry. Jeff has over twenty-five years of sales, operations, marketing, and account management experience. Prior to joining the team in March of 2019, Jeff was the Director of Regional Sales for Farmer Brothers Coffee, responsible for the sales, operations, and account management of over 10,000 commercial accounts in the Midwest.

Tiffany Petersen, Fleet Operations Manager. Tiffany is an integral part of the Walters team. She supervises our outstanding team of mechanics and welders who maintain our fleet of over 90 residential, commercial, and roll-off trucks. Tiffany brings a wealth of knowledge and experience after serving in a variety of roles within the waste and recycling industry.

Andrew Tortora, Director of Operations. Andrew is part of the Walters family and after growing up around the business, brings a wealth of cross-functional knowledge and perspective on all our systems as well as the need for integrated communication between all departments to dazzle our customers.

Mike Person, Director of Sales, Marketing, and Customer Experience. Mike will be your account manager. Before joining the Walters team, Mike held various positions including Regional Director of Operations at Life Time Fitness.

Ben Chapman, Customer Experience Manager. Ben has been with the company for over five years in a variety of Customer Experience roles. Ben brings a wealth of customer service and software knowledge and has been an integral part of our growth over the last five years. Ben is responsible for developing and training our Customer Experience team that is here to provide a world-class experience for the City and the residents.

In addition to the team above, our existing team of drivers, customer service reps and mechanics will be supplemented with additional hires to ensure we provide world-class service for Roseville. We will ensure that we are not just adding new staff to the Roseville team, but also transition experienced professionals focused on the City.

Walters Recycling & Refuse, Inc. is prepared to provide the City of Roseville with the services required in the Request for Proposal. We have the knowledge, expertise, commitment, scale, and financial strength to provide our customers with superior service from a local, family-owned company that, from its inception, has and continues to be located in Blaine.

WHY WALTERS...Our greatest asset is our dedicated and professional team. Our added value to the residents of Roseville will be exceptional customer service from experienced individuals who are committed to giving each resident personalized attention. We strive to hire, train, and maintain a strong workforce that emulates a personal touch to each resident. We understand that in today's competitive business environment, there is a great demand for personal service. For this reason, our telephones are answered by real people instead of a machine. We are also committed to innovation and investments in technologies to improve the customer service experience. Walters implemented a new app in the spring of 2022 which allows residents to check their service schedule, identify how to properly dispose of or recycle items, and receive service notifications and updates.

WHY WALTERS...Our drivers are well-trained, safe, and courteous. Nearly 50% of our drivers have been with Walters for seven years or more, with five drivers having over 20 years with the company. To provide superior customer service to the homeowners on their route, our drivers will often walk up and get the customer's cart if they see it is not curbside during pickup day. Our drivers live by this philosophy each day on their routes – we are in the customer service business.

Walters Recycling & Refuse Diversity, Equity, and Inclusion (DEI) Statement and Policy

Statement: Walters Recycling and Refuse is committed to providing Safe, Simple, and Reliable services. As part of our commitment, we strive to be a welcoming place for all. As part of our people strategy, we also strive to attract and leverage diversity, respect, equity, and inclusion throughout our workplace and in the customers and communities we serve.

Policy: Walters Recycling & Refuse is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our employees are the most valuable assets that we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Walters Recycling & Refuse diversity initiatives are applicable-but not limited-to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions' transfers' social and recreational programs; layoffs; terminations; and ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Walters Recycling & Refuse have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the worksite, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee who exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from your Manager or Human Resources Department.

The "WOW" Program- Walters Women of Waste

Purpose

The Walters Women of Waste (WOW) program is designed to recognize our women at our company participating in a male-dominated industry.

The objectives of the WOW program are to:

1. Celebrate the women in our organization
2. Retain key team members
3. Foster teamwork
4. Recruit more women in the industry
5. Minimize obstacles faced by frontline women

Overall Goals

- 1) Meet the female's needs in the waste industry by providing a platform for our female operation employees to celebrate successes and identify obstacles so we can do things differently in providing solutions to overcome these barriers specific for women on the frontline.
- 2) Lead the industry in female representation at all levels in the organization, emphasizing frontline employees *by achieving greater than or equal to the estimated availability of female talent in the marketplace.*

Recruiting Resources:

- Diversified Recruitment Strategies
 - Anoka County Career Center/Job Fairs
 - Trovit
 - Glassdoor
 - LinkedIn
 - Social Media
 - SimplyHired

- US Military Pipeline

Walters EEOC Policy

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Discrimination Training:

New hires and existing employees recertified annually.

Training Titles:

- Anti-Racism for Leaders: Diversity Focused Recruitment - Managers
- Working Well with Everyone 01: What is Diversity? -Everyone
- Working Well Everyone 02: The Diversity Continuum-Everyone
- Working Well with Everyone 05: Diversity=Greatness-Everyone

We are very proud of our efforts to attract women drivers and that our compensation plan is equitable for all categories of team members. We currently have four women drivers out of a total 70 (5.7%). This is significantly above the 1% industry average in the waste and recycling industry and growing. We are also very proud of the fact that over 40% of our management and leadership team are women.

Pollution Reduction and Environmentally Sustainable Initiatives

Walters is currently converting our fleet of diesel-powered engines over to Compressed Natural Gas (CNG) powered engines. These CNG powered trucks run 30% cleaner than those that run on traditional gasoline or diesel fuel. Carbon monoxide emissions are reduced by 70 to 90 percent and carbon dioxide emissions are reduced by 20 to 30 percent. Plus, even noise pollution is reduced, as CNG powered trucks operate at an 80 to 90 percent lower decibel level than diesel fueled trucks. Residents love them.

In addition to converting our fleet to CNG powered trucks, Walters constantly investigates and is dedicated to investing in alternative fuel and sustainability initiatives. A couple of examples of our initiatives include converting to LED lighting in our facilities to reduce energy consumption and using used motor oil to heat our maintenance shop. Currently we are expanding the paved area of our transfer station and adding an underground storm water collection system. The system will use 75,000 cubic yards of recycled tires much of which we collected through our transfer station over the past year. We also evaluate routes to ensure they are optimized to run the most efficiently to reduce the amount of fuel consumed in our collection vehicles which reduces our environmental impact. Paperless invoicing is another way we can help reduce our environmental impact and we have an initiative to go paperless by the end of 2024.

Financial Stability and Strength

The Walter family has been in the industry for over two generations. George and Greg Walter followed in the footsteps of their parents' company (Walters Disposal), which was established in 1956. Walters Recycling and Refuse is an S-Corp and was established in 1988. We just celebrated our 36th anniversary on March 1, 2024. George and Greg Walter started the business with just one truck and about 200 customers. Today, 35 years later, we have built the company into one of the top two largest independent waste companies in the state, and in the top 100 in the United States. We have gone from a customer base of 200 in 1988 to over 75,000 residential and over 8,000 commercial, industrial, and roll-off customers today. We attribute this considerable growth to five simple, but important, concepts: Integrity; Quality Service; Well-Maintained Fleet; Exceptional Customer Care and Environmental Responsibility.

We are uniquely positioned financially to service and grow with the City of Roseville and have the capacity to scale. The Company has no long-term debt (outside of a mortgage on our facilities), is profitable and has tremendous long-lasting relationships with our bank, which positions us well to make any investments needed to service and grow with you. If we are fortunate enough to be selected to provide services on behalf of the City, we will be happy to confidentially share any needed financial information.

Walters has had no litigation in the last five years that would impair our ability to service the City with any company, partner, subcontractor involved in the venture, and/or any corporate officer. We have not failed to meet a contract, or contract obligation with any municipality, county, or other public entity. In addition, Walters has never filed for bankruptcy nor been in receivership.

Recyclables Collection Experience

In addition to the references and customer counts previously listed which are all contracted with us for recycling, Walters Recycling and Refuse operates in several open subscription markets that may or may not have contracted recycling services and at our transfer station. The types of collection for every market we serve, whether it is in a contracted city or not, includes some form of residential, single-family, and multi-unit residential dwellings. Walters has vast experience in providing single-stream recycling collection services to residential and commercial customers. The types of clients we provide collection services to include contracted cities, open subscription markets, school districts, universities, healthcare facilities, stadiums, and other commercial clients operating in a variety of industries.

Special Events

Walters has extensive experience in providing waste services at community events including fairs, parades, rummage sales, and community cleanup events. We have worked with the city of Blaine in their Blazin Festival where we provide trash and recycling services for the event. City of Osseo Spring cleanup, The North Oaks Women's Guild with their annual rummage sale and we provide them with trash and recycling services. The Boys Scouts wreath clean up at the Fort Snelling National Cemetery where we assisted with cleaning up 40,000 grave sites which included hauling 10 – 30 yard roll off containers of wreaths in one day. The biggest event we are servicing is the 3M Golf Championship. We have a multi-year agreement as the sole trash, recycling, and organics service provider for the event. Another benefit of partnering with Walters is that we don't need to subcontract any of the services for the Zero Waste Events since we are currently collecting the various waster streams in our current operation.

MRF Residuals History

Walters Recycling and Refuse does not own or operate a MRF. We partner with Recycling America located in Minneapolis. The residual rates have been averaging the 5%-6% for material we have been delivering to the MRF through our contracts and open subscription business.

Business Information

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

☐ Yes ☒ No

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

Within the last five (5) years, has the Company submitting this proposal, or any facility or property owned or operated by the 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

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

Proposal Description

The requirements outlined in the RFP for both the contractor and the City are very straightforward and commonplace. We do not anticipate any deviations from the service standards outlined in the RFP document.

Safety Plans and Records

Every driver, regardless of the amount of experience they have in our industry, undergoes rigorous and robust onboarding. Employees also receive frequent and recurring safety training along with required annual recertifications. Below is a summary of program for new employees as well as long-time employees.

- Initial New Hire Safety Orientation - 2 Days
 - Incident Response and Reporting
 - Emergency Action Plan
- Initial On The Job Training with designated Driver Trainers - 10+ Days
 - City specific requirements
 - Route specific training
 - Truck specific training
 - Industry Best Practices
 - Company Best Practices
 - Hazard recognition and mitigation
- 30 Day Training/Safety Check In
- 90 Day Training/Safety Check In
- 180 Day Training/Safety Check In
- 30 Day HR Check In
- 6 Month HR Check In
- 12 Month HR Check In
- Monthly Safety Meeting - OSHA, Company, and Industry topics
- Annual recurring required training
 - Ergonomics
 - Heat Illness
 - Cold Weather
 - Distracted Driving
 - Electrical
 - Fire Safety
 - Hazard Communication and Right To Know
 - Basic First Aid
 - Walking, Working Surfaces
 - Machine Guarding
 - PPE
 - Hearing Protection

- Lockout Tagout
 - Etc.
- Smith System Advanced Collision Avoidance Training - Initial and/or Annual Refresher
- Bi-monthly Departmental Tailgate Meetings
- Routeware - GPS based routing and management

Transition and Cart Management Plan

Walters has experience with contracts where contractor owns the carts, and where the City owns the carts. Based on our experience, we do not recommend that the City own the carts. The warranty process, parts, minimum orders for future orders, colors, labeling, etc. can vary dramatically from one vendor to another. If the vendor selected is not one we currently utilize, it is difficult to make claims on how we would manage these tasks for the City. Additionally, it is unclear in the RFP what the process would be for any carts that accidentally get dropped in the trucks during collection. Therefore, we are not submitting pricing for the sections where the City owns the carts.

No additional vehicles, or personnel will need to be immediately ordered or added to support the requirements of this contract. The carts needed would require about a 6-8 week lead time for ordering.

If the City elects the contractor to continue the cart ownership, Walters would initiate our cart deployment planning and execution. Over the last number of years, we have developed a robust and very efficient cart management process including inventory management, cart deployment, repairs, and cleaning of carts. We have a single owner of the process internally whose job is to manage inventory, procurement, maintenance, and routing of delivery/pickup of carts and containers throughout the area. We currently manage all aspects of cart management for all our municipal contracts and open subscription markets which is currently over 75,000 residential customers. Regularly, we execute very large deployments to residents (hundreds per day), mobile-home parks (often 1000+ carts per project taking 1-2 days) and cities (over 20,000 carts throughout Blaine in 3 weeks). Recently, we deployed over 2400 carts in the city of Spring Lake Park in 4 days. If we are fortunate enough to partner with Roseville, we are confident our experience in cart management will be seamless to the residents. We also have strong relationships with a couple of vendors that are experienced in cart distribution that we could partner with if needed.

As it relates to cart distribution, we have two full-time drivers with new state-of-the-art cart delivery/bulky item pickup box trucks who have the scalability to service the incremental needs of Roseville. These trucks have been designed internally by our operations and fleet maintenance teams, specifically for efficient delivery/exchange/pickup of carts (Routeware tablets, tail and side lift gates/doors, strapping hardware located throughout the truck, low entry, etc.).

We would certainly need to work and communicate closely with the City to determine the exact dates and to ensure expectations are met, but below is a tentative roll-out schedule.

- Partnership and Communication with City Staff – 2 months before launch we start weekly meetings with the City to make sure our to-dos and timelines are communicated and updated.
- We prefer to input the data file with addresses and current cart sizes at least 60-90 days before implementation to verify data and identify any discrepancies.
- Identify in the meetings with staff the different methods of communicating the changes to residents such as city newsletter, social media, and direct mailings. We recommend a direct postcard to each resident updating them of the changes, all pertinent information about the new contractor (website, phone number, etc.) provide them with a collection calendar, acceptable items, and timeline of cart deployment. We recommend the post card be sent 30 days before deployment but not before.
- Pre-Routing of all stops. Using our state-of-the-industry on-board routing system Routeware, we will send drivers out with the determined routes. Drivers that are assigned to the contract will then

do dry runs of the routes two weeks prior to implementation to ensure a more seamless implementation.

- Cart Deployment Plan – recommend starting two weeks before the end of the current contract. We don't anticipate needing the entire two weeks but want to ensure we have enough time to complete the work before the contract starts date and so residents aren't burdened with having the incumbent's carts along with ours for longer than needed.
- Work with staff and current contractor on communicating deployment and removal plan which should start as soon as the contract is awarded. In the past, we have worked with the incumbent hauler to allow us to move the containers to a central location for removal when we deploy our containers. It is easier and more efficient for both parties. This process also creates less confusion for the site.

Proposed Additional Recyclable Materials

We do not propose any additional recyclable materials as of the time of this submission. However, we will continue to identify any new opportunities in the future and work with the City for possible implementation.

Proposed Destination of All Materials

All single-sort recycling will be taken to the MRF. Our contracted MRF is Recycling America in Minneapolis. We have contracts in place for items collected for recycling such as appliances and electronics that we are happy to disclose if we are awarded the contract. Since we do not own the MRF, we are unable to speak to the compensation or benefits that are provided by the employer.

Public Education

The City and the selected company will plan for a coordinated public education campaign. Does your Company use “education tags” that are left by your collection crews at the time material is left behind?

☒ Yes ☐ No

In addition to the education tags, we have found success using our Waste Wizard on our website, social media posts, the annual calendar with a list of what is and isn't acceptable. We have found that when partnering with municipalities who “like” and “share” these messages, the word gets spread quickly. We are happy to work with the City to generate content rich ideas on how to communicate with residents to improve recycling volumes, quality of material collected, and productive messaging to avoid creating a negative relationship. The launch of our app has also given us additional ways to reach our customers and further our recycling education. The app is currently being used and is available to all of our customers. We are able to provide specific messaging based on the city they reside in, service day, material being collected, route, etc. which has proven to be very effective in messaging. The availability of the app is communicated in our annual calendars, but we also work with our contracted municipalities to promote it through social media, city's website, Walters website, and when we are engaging with the public at community events. We plan on working with city staff to determine the content, frequency, identification of non-participants, variety of languages for communicating, and effectiveness of public education. Public education is available in a variety of languages from the County and State, so we can improve communication with residents who speak other languages. All communication will be approved by staff before communicating with residents.

We do not anticipate any challenges with meeting the requirements of the RFP. We can meet the reporting requirements required and will provide a material composition breakdown annually. We will work with city staff on the reporting format.

Customer Service and Other Community Relations Services

- ◆ Our call center is at our main office at 2830 101st Ave NE in Blaine
- ◆ Hours of live call center operations are currently 8:00-5:00 M-F
- ◆ Methods to support our customer service representatives to train them on Roseville- specific service elements and contract standards:

We pride ourselves on providing excellent customer service, living our philosophy that we are in the customer service business. All customer service staff are cross trained to handle each individual call which avoids the constant transferring of a call from one individual to another. Due to the culture of our company, we have experienced a very low turnover in Customer Service Representatives. In addition, we record all CSR incoming calls and can refer to these calls, as necessary. Our goal is to answer calls and have the residents interacting with a live agent within a couple minutes of them calling.

Our Customer Service On-Boarding Program is very rigorous and comprises the following topics across a two-week period before the new rep is allowed to begin taking live calls with customers:

- 1) Walters Company History (Week 1)
- 2) Walters Waste and Recycling Programs (Week 1)
- 3) Introduction to the Waste and Recycling Industry (Week 1)
- 4) Top Reasons Customers Call (Week 1)
- 5) Who's Who at Walters (Week 1)
- 6) New Residential Customer (Week 1)
- 7) Bulk Item Pick-Up (Week 1)
- 8) Billing, Invoices, A/R and Residential Collections (Week 1)
- 9) Residential Cancellation (Week 2)
- 10) Compost (Week 2)
- 11) Organics (Week 2)
- 12) New Commercial Customer (Week 2)

During the first several weeks, or as needed during the transition stage, the account manager, Operations Manager, Customer Service Manager, and the lead Customer Experience Representative will meet with city staff on a frequent and regular basis to ensure we have open communication, all expectations are clearly communicated to both teams, and multiple points of contact are established. After this initial period, we will appoint a lead Customer Service Representative to monitor all incoming calls and reporting requirements.

We will also assign an account manager to “own” the relationship with the City and be the day-to-day Senior-level contact at Walters with authority to make decisions that are in the best interest of the residents. In addition, we will provide the direct phone numbers and email information for the entire management team at Walters so that ongoing communication and a true partnership with the City is established.

Communication is vital to a good partnership with a City and its residents. Residents will

have access to communicate with us or receive notifications through a variety of methods including email, text, various social media platforms (Facebook, Instagram), our website, the city's website, and voicemail. Additionally, residents can download our app and/or sign up for service notifications and alerts. Residents will have the ability to choose how they want to receive service notifications and alerts through emails, text messages, or phone call notices. Any customer service-related issues will be handled professionally by our customer service staff. We have the ability to electronically log and report on all issues and can provide the outcomes of any issues to the City.

Methods to link customer complaints to improved route services:

We utilize the latest release of AMCS' Tower ERP system, a powerful customer and route management software. This software, along with the integration of Routeware, allows Walters to provide the highest efficiency and productivity levels available in the industry. Each customer's location is geo-coded in Tower which allows us to determine the exact time our driver was at the location and whether the container was serviced and/or missed or skipped. It also allows our drivers to send critical information back to the office. All of this information is live and contained in the service locations account in Tower, which is accessible by our entire customer service and operations staff.

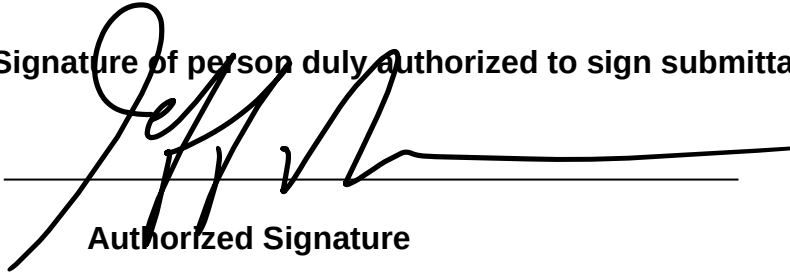
Contingency Plan

We would be arrogant if we thought there could be no issues that surface during the transition or contract term. Issues are bound to arise. The key to success is in the response when issues do arise. Three common issues and their respective contingency solutions include:

- 1) Employee Absenteeism – Team members get sick. It has happened in the past and the risks have risen with the COVID-19 pandemic. We have rigorous COVID-19 procedures in place and have not had a single issue with not servicing routes daily. However, this does not mean we can let our guard down and we have entered into a new way of doing business to keep the team safe and able to service our customers. In addition to COVID-19 cleansing/disinfecting protocols, we plan for absenteeism by having Swing drivers available to step in as needed. These drivers do not have daily routes but are proficient on all pieces of equipment and can be assigned as needed. As further backup, our operations management team has their CDL and know how to drive and operate the equipment. On an emergency basis they can step in if needed.
- 2) Equipment Breakdown – due to their heavy usage garbage trucks break down. We have several safeguards in place to ensure that when they do there is no risk of routes not getting completed:
 - a. Spare trucks – we maintain several spare trucks that are used specifically when a primary truck is out of service.
 - b. We have 2 state of the art service trucks that are deployed immediately to the scene if a truck breaks down while on route. Our mechanics all have their CDL and can assist as needed to get the truck back on route.
 - c. We have a very rigorous Preventive Maintenance program that we follow to do as much proactive work as possible to minimize the number of breakdowns in the first place.
 - d. When needed, we can seamlessly leverage our systems to peel off stops on routes that might be impacted due to a breakdown and assign those stops to a "Helper Route" with another truck to ensure daily routes are completed.
- 3) Consistent Problem Resolution – We have found that there have not been any consistent,

ongoing issues that have prevented routes from being completed. Generally, when an issue has surfaced more than once we will work closely with City staff to find the root cause of the issue and solve it for the long term. As individual issues do arise, we are committed to responding immediately and fixing them. Please ask our references for real world feedback on this.

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

A handwritten signature in black ink, appearing to read 'Jeff Newsom', is written over a horizontal line. The signature is stylized with a large initial 'J' and a long horizontal stroke at the end.

Authorized Signature

Jeff Newsom

Printed Name

9/11/24

Date

Form C: CERTIFICATION OF BINDING SIGNATURE

The undersigned Respondent further certifies that he/she is authorized to execute all proposal forms included in this proposal response to the RFP and to bind the company to these agreements. He/she has 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, Jeff Newsom
(Name of Authorized Officer)

Chief Operating Officer of Walters Recycling and Refuse Inc.
(Title) (Proposer Firm name)

9/11/24
(Date)

Form D: Certification of Independent Proposal Pricing

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 Jeff Newsom

Authorized Signature: 

Date: 9/11/24

Form E: Price Worksheet

Respondent Contact Information

Organization name: Walters Recycling and Refuse Inc. _____

Contact person: Jeff Newsom _____

Title: Chief Operating Officer _____

Address: 2830 101st Ave NE, Blaine, MN, 55449 _____

Phone: 763-210-5020 _____

E-mail: JEFFN@WALTERSRECYCLING.COM _____

Signature of Authorized Representative:

(Signature)  Jeff Newsom
(Printed Name)

Date: 9/11/24 _____

****The prices submitted on the following pages are fixed for the first contract year. The prices for subsequent years are estimates and the increase will be determined by the rolling 12-month average increase for the *Consumer Price Index(CPI) for Water, Sewer, and Trash Collection*. The review period to determine the increase will be agreed upon by the Contractor and City. If such CPI has increased during that period, that percentage increase will then be applied to increase the price of the applicable services. If the percentage of change is zero or negative, rates will remain the same until the next review period. ****

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	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A

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	N/A	N/A	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A	N/A	N/A

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	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A

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	\$5.87	\$6.05	\$6.23	\$6.41	\$6.61
WEEKLY	\$9.49	\$9.77	\$10.07	\$10.37	\$10.68

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	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A

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	N/A	N/A	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A	N/A	N/A

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	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A

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	\$5.87	\$6.05	\$6.23	\$6.41	\$6.61
WEEKLY	\$9.49	\$9.77	\$10.07	\$10.37	\$10.68

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	N/A	N/A	N/A
On the parks trails	N/A	N/A	N/A

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	N/A	N/A	N/A	N/A	N/A
On the parks trails	N/A	N/A	N/A	N/A	N/A

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	N/A	N/A	N/A
On the parks trails	N/A	N/A	N/A

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	\$5.87	\$6.05	\$6.23	\$6.41	\$6.61
On the parks trails	\$21.00	\$21.63	\$22.28	\$22.95	\$23.64

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	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A

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	N/A	N/A	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A	N/A	N/A

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	N/A	N/A	N/A
WEEKLY	N/A	N/A	N/A

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	\$5.87	\$6.05	\$6.23	\$6.41	\$6.61
WEEKLY	\$9.49	\$9.77	\$10.07	\$10.37	\$10.68

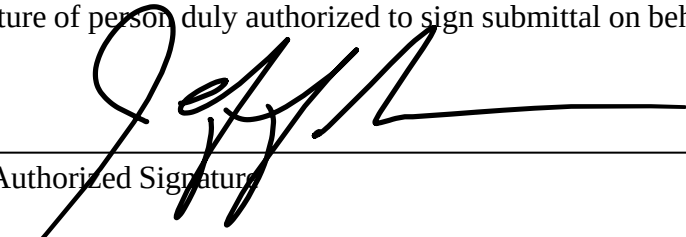
Form F: ITEMIZED LISTING OF TRUCKS AND OTHER COLLECTION EQUIPMENT

Technical Description of Collection Equipment and Routes

Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service the specified residential units in the City.

Make of Chassis & Body	Model	Year	#	Capacity/Cu bic Yards	Fuel Type	Delivery Schedule, if not Currently Owned
Autocar	Xpeditor	2021	2105	39	CNG	
Autocar	Xpeditor	2021	2108	39	CNG	

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



 Authorized Signature

Jeff Newsom

9/11/24

 Printed Name

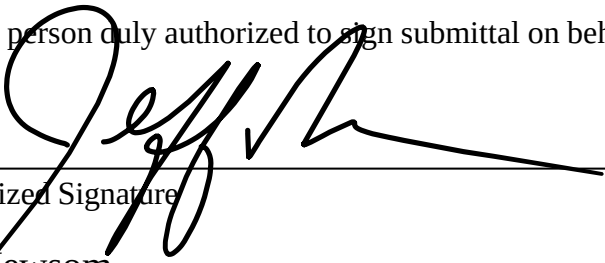
 Date

Form G: CERTIFICATION OF ACCEPTANCE OF THE DRAFT ROSEVILLE AGREEMENT OR NOTIFICATION OF PROPOSED EXCEPTIONS OR CHANGES

RESPONDENT'S COMPANY NAME: Walters Recycling and Refuse Inc.
has reviewed the draft City of Roseville Agreement (Attachment A) in the RFP.

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

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



Authorized Signature

Jeff Newsom

Print Name

9/11/24

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	N/A
Addendum 2	_____
Addendum 3	_____
Addendum 4	_____
Addendum 5	_____

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

Authorized Signature

Jeff Newsom

9/11/24

Print Name

Date

JEFFN@WALTERSRECYCLING.COM

763-210-5020

Email Address

Telephone

Additional Exhibits Attached

Recycling Calendar
Recycling Guide
Oops Tag
New Contractor Notification Example
FAQ Example



RECYCLING GUIDE 2022

RECYCLE TIP: DO NOT BAG YOUR RECYCLABLES IN A PLASTIC BAG.
BROWN PAPER BAGS ARE AN ACCEPTABLE MATERIAL TO BAG YOUR RECYCLING ITEMS – OR JUST SIMPLY PLACE ALL ITEMS LOOSE IN YOUR CART

FOCUS ON THE

GLASS JARS & BOTTLES	ALUMINUM & METAL CANS	PLASTIC BOTTLES & JUGS WITH NECKS	PAPER & CARDBOARD
-------------------------	--------------------------	--------------------------------------	----------------------



BASIC FOUR!

EMPTY & RINSE

EMPTY & RINSE

EMPTY & RINSE
(CAPS ON)

FLATTEN

PLEASE KEEP THESE ITEMS OUT OF YOUR RECYCLING CONTAINER:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Plastic bags & film • Aerosol cans • Batteries & Electronics • Diapers • Food Pizza boxes | <ul style="list-style-type: none"> • Blades, sharp metal • Shredded paper • Foam cups, containers, packaging • Light bulbs, window glass, mirrors, dishes • Paper drinking cups, plates, napkins, towels & tissues | <ul style="list-style-type: none"> • Propane fuel tanks oxygen tanks • Scrap metal & wood • Textiles Clothing • Yard Waste • Tangles – wire, ropes, chains, cords, garden hoses |
|---|---|--|

DON'T "WISH RECYCLE" WHEN IN DOUBT - TOSS IT OUT!

Still not sure where it goes?

Check out the **WASTE WIZARD**
on our website: www.waltersrecycling.com

Simply type in the name of the item you wish to dispose of
and WASTE WIZARD will tell you how!

WASTE WIZARD



Type the name of a waste item and we'll tell you how to recycle or dispose of it.

Search

NEW SERVICE DAY: WEDNESDAY!

WALTERS
RECYCLING & REFUSE

**NEW RECYCLING
PROVIDER!
WALTERS RECYCLING
& REFUSE**

STARTING
JANUARY 1ST!

2022 Holiday Service Schedule.

Holidays Highlighted in **GREEN** are Observed Holidays.
Service is **DELAYED** by one day.

Memorial Day - May 30th - delayed one day all week.
Independence Day - July 4th delayed one day all week.
Labor Day - September 5th delayed one day all week.
Thanksgiving - November 24th delayed
Thursday & Friday

Holidays highlighted in **BLUE** are Observed Holidays
with **NO SERVICE DELAYS**
New Year's Day - January 1st
Christmas - December 25th

If your recycling is not picked up on your scheduled day please
contact us at: service@waltersrecycling.com
OR CALL (763) 780-8464

Follow us on Facebook for important service announcements
facebook.com/waltersrecycling

WaltersRecycling.com/SpringLakePark

Holiday and Recycling Calendar 2022

JANUARY	FEBRUARY	MARCH
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APRIL	MAY	JUNE
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JULY	AUGUST	SEPTEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

ORANGE WEEK:
North of 81st Ave

GRAY WEEK:
South of 81st Ave

NEW SERVICE DAY: WEDNESDAY!



RECYCLING CONTAMINATION ALERT



**YOUR RECYCLING WAS CONTAMINATED
WITH THE FOLLOWING ITEM(S) TODAY.**

☐  Plastic Bags /Bubble Packaging	☐  Styrofoam
☐  Wire & Hangers	☐  Yard Waste
☐  Hazardous & Flammable Items	☐  Bulk Plastic
☐  Hoses & Lighting	☐  Other

Recycle Right - Recycle Smart. Recycling Tips:

- Leave your recyclables loose, rather than in plastic bags.
- When in doubt, TOSS IT OUT!
- Empty and rinse all recyclables.

Scan the QR Code below for more information on what material goes where by using our Waste Wizard.



See the reverse side for more details on what goes in the Recycling cart.

COMING SOON!

A NEW Service Provider:

For Trash and Recycling service



STARTING
JANUARY 1ST, 2023

**Your service day
is changing!**

See reverse side for details. →



COLUMBIA HEIGHTS
REDISCOVER THE HEIGHTS



WALTERS
RECYCLING & REFUSE



COLUMBIA HEIGHTS
REDISCOVER THE HEIGHTS

Walters Recycling is your NEW Service Provider.

The city of Columbia Heights is pleased to announce that Walters Recycling & Refuse will be your new Trash and Recycling provider starting January 1st, 2023.

Your Service day has changed. Please have your carts at the curb by 6:30am on your scheduled day.

Your NEW Service DAY is below and BEGINS:

Trash Monday, January 2nd	Recycling (EOW) Monday, January 2nd
-------------------------------------	---

You can sign up for service reminders at [waltersrecycling.com](https://www.waltersrecycling.com) or download the app from Google Play or the Apple store.

For more information scan the QR Code!





WALTERS
RECYCLING & REFUSE
Beyond the Curb

2830 - 101st Avenue NE
Blaine, MN 55449
(763) 780-8464

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
TWIN CITIES, MN
PERMIT NO. 27293

Frequently Asked Questions

We compiled a list of frequently asked questions to alleviate any unknowns that you may have about recycling. We want the recycling experience to be hassle-free and easy. Please review the list of frequently asked questions below, and feel free to reach out to us if you have additional questions. We are here to serve you!

- +

Q. What time should I put my cart(s) at the curb?
- +

Q. My cart is broken. What do I do?
- +

Q. What happens if I forget to put my cart(s) out?
- +

Q. I want to recycle cardboard boxes, but can't fit them all in my recycling cart. What do I do?

Use our Waste Wizard

Use our trash wizard to schedule reminders, pay your bill, find our FAQ's or find out how to recycle certain items.

Calendar

🌐 English ▼

🔗 Share ▼

Calendar

Wizard

Bill Pay

Need help?

Please type your home address:

Search

[Privacy](#) | [Terms of Service](#) | [Cookie Policy](#)

[List of Materials](#)

Powered by  RouteWare



CITY OF ROSEVILLE

Comprehensive Recycling Services
Due September 11, 2024, at 4:00 PM

SUBMITTED BY:

Waste Management of Minnesota, Inc.

CONTACT:

Jason Hartman | Senior Account Executive - Public Sector
952-229-5333 | jhartma5@wm.com





Waste Management of Minnesota, Inc.
10050 Naples St. NE
Blaine, MN 55449

September 11, 2024

City of Roseville
2660 Civic Center Dr.
Roseville, MN 55113
Attn: Ryan Johnson, Environmental Manager

Dear Mr. Johnson:

Waste Management of Minnesota, Inc. (WM) is pleased to present this proposal in response to the City of Roseville's request for proposal (RFP) for Comprehensive Recycling Services. We look forward to building a strong relationship with the City and bringing the highest value to the City of Roseville.

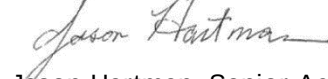
Being a true community partner is the foundation of our commitment to the City of Roseville. We understand that the City of Roseville's community atmosphere is second to none, which is why we offer an operations plan that enhances your neighborhoods' quality of life and environment while providing the highest level of service and value for your residents and those who come to visit. Here are just a few proposal highlights describing the benefits and service offerings that set WM apart from its competitors:

- **Always Working For A Sustainable Tomorrow®:** Roseville and WM share a passion for sustainability leadership. As the industry leader in sustainability, WM is unmatched in its ability to meet and exceed the continuously evolving sustainability needs of Roseville. With WM as your provider, you are ensured that Roseville will remain on the forefront of sustainability for the term of the next contract.
- **CNG (Compressed Natural Gas) trucks:** WM's fleet for Roseville will operate on CNG. As a company, our plan to invest over \$1.4 billion between 2022 and 2026 to build 20 new WM-owned facilities that will convert landfill gas into pipeline quality renewable natural gas (RNG). By capturing and converting landfill gas into RNG, we can allocate a portion to our own fleet and offer a lower-carbon energy source to communities and customers.
- **Technology in collection operations:** WM can provide real time service confirmation, GPS tracking and routing, and email reminder notifications to customers for recycling collection, holiday delays, and weather events.
- **State-of-the-Art WM Minneapolis Recycling Facility:** WM has enhanced its recycling capabilities in Minnesota with the newly renovated WM Minneapolis Recycling Facility and its state-of-the-art technology where Roseville recyclables will be delivered for processing. The upgraded facility utilizes intelligent sorting where conveyors and optical sorters improve material quality. These materials were previously sorted manually and the new equipment removes the physical intensity of the work and enabled WM to move employees to safer, more tech-focused roles. The system also includes a final optical sort line which sends missed recyclable material back for a second chance to be recycled, improving the overall capture rate.

- **Recycle Right® Educational outreach:** WM will provide a custom website for Roseville, along with videos, recycling education, and social media content.

We are committed to being the best recycling partner for Roseville. Thank you for the opportunity to participate in this important procurement process.

Sincerely,

A handwritten signature in dark ink, reading "Jason Hartman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jason Hartman, Senior Account Executive - Public Sector
952-229-5333 | jhartma5@wm.com

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Executive Summary

WM wants to be Roseville’s reliable provider, community ally, and sustainability champion. We are eager to work with the City of Roseville to implement the world-class services described in this proposal.

Always Working For A Sustainable Tomorrow®. As a leader in environmental solutions, WM plays an integral role in keeping communities clean, safe and functioning — often behind the scenes. We have always taken this responsibility seriously, continuously coming up with innovative solutions for the cities, businesses and individuals we work with. Leveraging our infrastructure, scale, expertise and world-class operations, we’re focusing our strategy on three bold ambitions: **material is repurposed, energy is renewable and communities are thriving.**

This focus is aligned with the City of Roseville diversion goals. Our commitment to sustainability is the foundation for the many differentiators that set us apart from our competitors.

Roseville Goal	WM Goal
Maximize recovery of recyclables from all residents in the City Market materials so they achieve their highest and best use Encourage innovation in recycling and waste diversion	Material is REPURPOSED. We’re reimagining a circular economy by operating innovative recycling and waste solutions that help fuel the continuous reuse of materials. WM Goal: Increase recovery of materials by 60% to 25 million tons by 2030. Local Action: In 2024, WM installed state-of-the-art technology upgrading the infrastructure at our WM Minneapolis Recycling Facility.
Collection operations with clean and quiet pickup and low impact on street pavement Reduced carbon footprint Use of natural-gas-powered vehicles	Energy is RENEWABLE. We’re innovating for climate progress by leveraging advanced technologies to turn waste into energy that powers communities and reduces emissions. WM Goal: Reduce absolute Scope 1 and 2 greenhouse gas (GHG) emissions 42% by 2031. Local Action: WM will service Roseville with a compressed natural gas-fueled fleet and optimized routing will minimize the number of trucks on residential streets, thereby realizing street maintenance savings as well as increased safety in residential neighborhoods.

Resident and Community Engagement efforts Equity and Inclusion	Communities are THRIVING. We're empowering people to live sustainably by collaborating to strengthen the resiliency of the diverse places where we live and work. WM Goal: Represent the communities we serve by increasing: female representation from front line to leadership roles and minority representation in manager and above roles. Local action: With new optical sorters at the recycling facility, WM up-skilled our recycling sorter positions to production specialists. Sorters are generally used to sort material on the lines and/or do final bale dressing. Production specialists are lock out/tag out certified to perform daily equipment inspections as well as more technical cleaning activities. They are also responsible for monitoring the optical sorters throughout their shifts.
---	---

WM services will help meet the City of Roseville's goals through a unique combination of assets that only WM can offer:

Trucks fueled with compressed natural gas (CNG) that emit nearly zero particulate emissions, reduce greenhouse gas emissions by 15%, and cut smog-producing NOx emissions by 50% compared to the cleanest diesel trucks.

Efficient routing using WM's eRouteLogistics® software maps routes maximize efficiency and safety while reducing both the number of vehicles on the road as well as total miles driven resulting in cost-effective pricing, on-time customer service, and reduced emissions.

WM use of the EcoCart®, if the City decides that WM will provide the carts, means the carts that collect the recyclables will be made with post-consumer content - bringing diverted recyclables full circle.

WM is a nationally-recognized expert in the processing and sale of recycled commodities. WM is North America's largest recycler of post-consumer materials. With more than 15 million tons of recycled material across 102 facilities in 2023, WM plays a part in nearly every step of the circular economy. We back up that talk with real action: in addition to our recent investment to upgrade our Minneapolis Recycling Facility, WM continues to make strides on our plans to invest over \$1.4 billion in approximately 40 new and upgraded recycling facilities between 2022 and 2026, which is expected to add 2.8 million incremental tons of capacity annually.

Additionally, WM has consistently been a world leader in moving recyclables to the right market. WM receives the best prices and enjoys excellent relationships with all the major U.S. domestic mills and an integrated network of world partners. We target new markets based on global growth trends, new regulations, and the path of manufacturing. Our team works directly with all end consumers, cutting out the middleman and maximizing our ability to market material to its highest and best use.

WM Smart Truck® technology improves customer service through service verification and reduces contamination in recycling streams to increase diversion.

WM's state-of-the-art Minneapolis Recycling Facility is equipped with advanced sorting technology including optical sorters, non-wrapping screens and ballistic separators, to ensure that more recyclable products can be transformed and reused generating real environmental and resource conservation benefits.

The Recycle Right® education campaign provides comprehensive education and community outreach tools to usher Roseville residents into the next generation of recycling.

Enhanced customer service with 24/7/365 convenient self service options anytime, anywhere, on any device.

Leading training and safety programs that confirm our employees understanding of and commitment to WM's culture of safety so that both our employees and Roseville residents Get Home Safe Every Day.

We look forward to collaborating with Roseville to help you achieve your sustainability goals and bring your community vision to life. Like Roseville, WM is similarly focused on enabling the circular economy and operating more sustainably. We do this by constantly improving and innovating with a growth mindset; maintaining a balance of people, the planet, and financial performance; and taking action that has a lasting, positive impact. *Always Working For A Sustainable Tomorrow®*.

As our Chief Sustainability Officer, Tara Hemmer, said, "By rooting our business in sustainability, we believe we will be successful for years to come, together. The future demands nothing less."

For years, WM has been uncovering opportunities to educate consumers through our Recycle Right® program. Check out our [latest videos](#) online.



Form A: Proposal Content Checklist

City of Roseville
RFP for Recycling Services

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

Please find WM's responses to the Respondent Questionnaire on the following pages.

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:

Waste Management of Minnesota, Inc.

Address:

10050 Naples St. NE, Blaine, MN 55449

Telephone:

(952) 229-5333

Email:

Jhartma5@wm.com

Website:

www.wm.com

Name of contact person:

Jason Hartman, Sr. Account Executive

Type of organization:

Corporation

(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.).* Please see WM’s references on the following page.

References

We are pleased to submit our references to showcase relevant experience and expertise in delivering exceptional results in similar projects. We take pride in our team of professionals who deliver excellence in every aspect of our work. Our team consists of subject matter experts in service improvement, enhanced sustainability offerings, innovation, and technology, and we have a deep understanding of your unique service requirements.

Our commitment to providing quality service is unwavering. We are confident that our extensive experience, seamless transitions, and exceptional team will contribute to a long-term collaboration focused on meeting and exceeding Roseville goals.

Name of Community	City of Minnetrista, MN
Address	7701 County Road 110 W, Minnetrista, MN 55364
Contact	Brian Grimm, Finance Director
Phone Email	(952) 241-2516 bgrimm@ci.minnetrista.mn.us
Number of Households Served	3,000
Contract Status	WM has provided this service to Minnetrista for over 20 years
Service Level	Every other week recycling curbside in carts

Name of Community	City of Orono, MN
Address	2750 Kelley Parkway, Orono, MN 55356
Contact	Christine Lusian, City Clerk
Phone Email	(952) 249-4605 clusian@oronomn.gov
Number of Households Served	4,000
Contract Structure and Current Status	WM has provided this service to Orono for over 20 years
Service Level	Every other week recycling curbside in carts

Name of Community	City of Stillwater, MN
Address	216 4th Street N., Stillwater, MN 55082
Contact	Beth Wolf, City Clerk
Phone Email	(651) 430-8802 bwolf@stillwatermn.gov
Number of Households Served	7,000 single family homes; 4,000 multi-family units
Contract Structure and Current Status	WM has provided this service to Stillwater for over 20 years
Service Level	Every other week recycling curbside in carts, as well as trash and yard waste collection

Qualifications Questionnaire

General Management

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

Jason Hartman, Senior Account Executive will serve as the City's single point of contact for this contract. He, Jason Hartman, who will oversee WM's implementation of the agreement with the City of Roseville making certain your service expectations are met or exceeded. Jason will work closely with the City to develop relationships with your elected officials and staff. He will maintain consistent communication to ensure timely resolution of any concerns and will proactively direct his attention to confirm contract requirements are fulfilled. Jason will collaborate and coordinate with WM's operations and customer service teams to provide world class service to Roseville and its residents.

You may reach Jason at (952) 229-5333 or via email at jhartma5@wm.com.



Senior District Manager Rob Swanson oversees the day-to-day operations of the WM Blaine Hauling District to maximize customer satisfaction and improve service efficiency and the daily quality of contract services. Rob started with WM 11 years ago as a Route Manager in Southern Minnesota. He has a strong business acumen and drive for exceptional customer service which was cultivated from his experiences in running his own construction company prior to joining WM. Rob will be available to address any issues that may arise by phone or voice mail. He can be reached at (507) 884-2903 or by email at rswanson@wm.com.

District Manager, Matt Koupal, can be reached at (612) 358-5583 or by email at mkoupal@wm.com. Matt provides leadership support to front-line managers for safety, operational, and service performance while also diagnosing and improving processes and procedures. Matt started with WM 10 years ago in the Mid-South market area as a Route Manager and has spent the last six years working in the Twin Cities market. His experience in business processes and people development has helped several locations service customers and retain excellent employees. As a District Manager, Matt's primary focus is to create a customer-centric culture within the District and to implement strategies that prioritize customer satisfaction.

Additionally, Roseville may contact Doug Glendenning, Route Manager, at (715) 417-8308 or by email at dglenden@wm.com. Doug, a Saint Paul native and Johnson Senior High School graduate, has been with WM for six years. Doug's responsibilities will include direct oversight of the employees that are responsible for the collection of recycling from Roseville residents. As a route manager he will work closely with Roseville's drivers, assisting with morning launches, ensuring each vehicle is properly inspected at the beginning and conclusion of each route, and monitoring drivers throughout their collection routes with a focus on safety and customer service. At the end of the day, he meets with all drivers to review operations and to highlight areas of opportunity that can improve service.

Drivers

Our WM Blaine Hauling District has over 150 drivers.

Financial Stability and Strength

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

WM's financial strength is the foundation for our commitment to serve our customers, perform our obligations, and protect the environment in conducting our broad services. Our industry leadership and strong financial position gives Roseville assurance that we can and will fulfill our obligations.

- As North America's leading provider of comprehensive environmental services, WM's revenue in 2023 was \$20.4 billion. Our business performs well in any economic environment given the essential nature of the services we provide and the recurring nature of our revenue. This results in strong and consistent earnings and cash flow to fund growth investments.
- WM has a very secure financial position, with a strong balance sheet, investment grade credit rating and ample liquidity.
- WM is committed and financially able to perform all operations for Roseville in full compliance with applicable federal, state, and local regulations.
- WM has an experienced and committed management and team members.
- WM has the largest and most diverse asset and customer bases in North America, including transportation, disposal, treatment, recovery, remediation, waste identification, and several other specialty services. This network enables us to provide a single source of responsibility, from transportation through disposal of waste.
- Typically, capital requirements are internally financed by WM using cash flow from existing operations - freeing our new trucks, carts, containers, and facility investments from the timelines and terms of third-party creditors.

WM's financial strength helps us to continually innovate and invest in technologies including organic solutions for all the customers we serve, including Roseville, and we are committed to maintaining that strength.

Financial Profile

Strong Financial Position Provides Strategic Flexibility

CREDIT RATINGS	
S&P	A- (Stable)
Moody's	A3 (Stable)
Fitch	A- (Stable)

- Committed to maintaining strong investment grade credit rating
- Deep access across key capital markets
- Strong liquidity and balanced debt maturity profile
- \$3.5B revolving credit facility with ~\$2.5B of liquidity capacity at the end of 2023

1. Calculated as of 12/31/2023 based on the covenant as defined in the Company's revolving credit facility. See appendix for reconciliation of this non-GAAP financial measure.

LEVERAGE

- Total debt to EBITDA¹ of 2.75x, within targeted range of 2.5x – 3.0x
- Well positioned to allocate capital to increasing shareholder returns while at the same time investing in organic growth, including high-return sustainability growth projects



As a wholly owned, indirect subsidiary of Waste Management, Inc., Waste Management of Minnesota, Inc. does not report financial results. All financial reporting occurs through our parent entity. As a publicly traded company, WM is held to the most stringent regulations for accurate and timely financial disclosure. WM's financial statements are audited.

Audited Financial Statements

For your convenience, please refer to the following links for the WM Annual Reports for the past three (3) fiscal years.

2023: <https://investors.wm.com/static-files/ecb808b1-4653-44ec-837d-9044ff1aef6e>

2022: <https://investors.wm.com/static-files/3bbb4e9d-812b-4a99-87a9-db600206f1a2>

2021: <https://investors.wm.com/static-files/6f36d219-fd4c-43ce-93f6-35f5928eb2eb>

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).

Customer	Contact	Email	Description of Services	Dates of Service and Number of Customers
Stillwater	Beth Wolf	bwolf@ci.stillwater.mn.us	MSW, Recycling, YW	1999 thru present. 7,000 single family homes and over 60 apartment complexes.
Minnetrista	Brian Grimm	bgrimm@ci.minnetrista.mn.us	Recycling	2002 thru present. 3,500 single family homes.
Rockford	Amy McNillis	amym@cityofrockford.org	MSW, Recycling	2004 thru present. 700 single family homes.
Brooklyn Park	Tim Pratt	tim.pratt@brooklynpark.org	Recycling	1998 thru present. 22,000 single family homes and over 6,000 MDUs.
Ham Lake	Denise Webster	dwebster@ci.ham-lake.mn.us	MSW, Recycling, YW	2006 thru present. 4,000 single family homes.
Bloomington	Laura Horner	lhorne@bloomingtonmn.gov	MSW, Recycling, YW, Organics	2016 thru present. 7,800 single family homes

Customer	Contact	Email	Description of Services	Dates of Service and Number of Customers
Vadnais Heights	Kaylin Clement	kaylin.clement@cityvadnaisheights.com	MSW, Recycling, YW	2004 thru present. 4,000 single family homes.
Richfield	Rachel Lindholm	rlindholm@richfieldmn.gov	MSW, Recycling, YW, Organics	2020 thru present. 2,500 single family homes.

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.).

WM is very familiar with community events. We have helped out with hundreds of events over the years. We provide events services, including both trash and recycling, for Little Canada Days, Crystal Frolics, Lumber Jack Day, and many more. Below are examples of the special events services WM provides:

- Crystal Frolics: WM provides roll-off and front load service as well as carts.
- Little Canada Canadian Days: WM provides roll-off services and event box collection receptacles.
- Stillwater 4th of July Celebration: WM provides roll-off services.
- Litchfield Watercade: WM provides roll-off and front load service as well as carts.
- Cokato Corn Carnival: WM provides roll-off and front load service as well as carts.

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).

Roseville's recyclable materials will be processed at the newly upgraded WM Twin Cities Recycling Facility located at 1800 Broadway St., NE in Minneapolis, MN 55413. The facility was updated early in 2024. The investment in innovative recycling solutions creates more recycling volume capacity and will capture more recyclable materials, which, in turn, will help fuel a circular economy. The residual rates are listed below for the last three years.

2021 – 8.29%

2022 – 8.27%

2023 – 8.94%



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.

WM Smart Truck® technology is our state-of-the-art smart technology that helps communities ensure the cleanliness of their streets and stormwater systems, reduce contamination, and identifies recycling opportunities. This smart technology enhances our customer service by:

- Educating customers on how to care for their recycling
- Equipping drivers with the tools to capture real-time service opportunities via recorded images
- Providing CSRs with the technology and tools to resolve issues quickly and accurately through service verification

How WM Smart Truck® Works

WM Smart Truck® technology captures footage of customer containers as they are tipped into the truck during service. Technicians review the footage to ensure materials are placed in the correct container and collected successfully. This information is never shared. If a cart associated with a service address is overloaded or has non-acceptable material inside, customers receive educational notifications.

WM Smart Truck® Customer Communications

WM has created customizable WM Smart Truck® customer educational communications to strategically collaborate with our customers and help build awareness of the importance of placing the right materials into the right cart.



Our proprietary Smart Truck® technology captures video and photo of every collection.



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).

WM uses on-board computers to track customer set out rates. This information can be processed at any time of year. Drivers can simply check a box on the touch screen telling the computer if the customer has been collected or if they do not have their cart out.

Recyclables Marketing Plan

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

Demand for Recyclables - A World Economy and its Local Impact

Every day we work with customers like Roseville to collect, transport, and sort recyclables, but these local efforts are supported by global economic trends. When economies are thriving, people buy more, which increases the demand for recyclables that are used to produce new products. Also, when fuel prices are high there is a greater demand for recyclable petroleum-based products such as plastic bottles.

Such economic factors and the overall strength of the global economy drive demand for recyclable material, the growth of single stream recycling infrastructure, and the expansion of collection programs at the local level. While a global market has supported recycling growth, it also means that market conditions – both positive and negative – are a reality that we must constantly manage in collaboration with our customers.

For more than two decades, WM has sustained recycling programs despite a persistent decline in commodity markets. We have relied heavily on the experience, relationships, and proactive efforts of our material marketing team as well as significant investments in recycling technologies to ensure WM Recycling Facilities are efficiently producing the highest quality feedstock to our customers.

WM's Material Marketing Team

Our Material Marketing Team has expertise in securing end markets for our customers' materials, even during difficult economic times, has proven to be invaluable for the success of North America's recycling programs.

In addition to marketing to domestic and international customers, we target new markets based on global growth trends (GDP), new regulations, and the path of manufacturing. Our team works directly with all end consumers, cutting out the middleman and maximizing our ability to market material to its highest and best use. We also

WM is the largest recycler in North America, handling approximately 15 million tons of recyclables per year at 102 processing facilities.

Our Position on Plastic Exports

WM has responded to market challenges by redirecting our efforts to establish responsible, domestic solutions for plastics.

Nearly 82% of recyclables (paper and plastic) we collect are sold to domestic markets for processing and no plastics collected on our residential routes and processed at WM single stream recycling facilities are sent outside North America. Where there is no market, after we have exhausted every effort, we are disposing of this material responsibly.

As your service provider, WM will be Roseville's advocate for proper management of materials through end of life.



work closely with our recycling facility operations teams to define changes in specifications and quality standards needed to market material. This allows our operations team to confirm the processing standards we utilize to yield material that can be sold.

WM's materials marketing team will consistently and aggressively:

- Explore all potential short and long-term material sales options
- Maintain an accurate and detailed compilation of end markets, market opportunities, and material market specifications
- Negotiate and sell materials in an honest, forthright manner to our customers, for the best possible prices on behalf of our projects
- Provide material marketing services that meet customer requirements and help sustain the dependability and long-term sustainability of programs.

Sustainable Outlets Growing Domestically

Since China's retreat from the import market in 2018, domestic markets have slowly begun to come online - particularly for paper and plastic. New and expanded paper mills in the U.S. are using more curbside mixed paper and cardboard while the growing economy in the U.S. and the growth of e-commerce further bolsters fiber markets.

At the same time, pressure on the plastic industry has increased demand for most plastic bottles. Manufacturers who have made commitments to using post-consumer content in their bottles to reduce GHG emissions and marine debris are stepping up to purchase more post-consumer plastic.



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.

Yes, but no such administration or judicial action or violation would have a material adverse effect on WM's ability to provide the services contemplated in WM's proposal, if awarded the work.

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.

Yes, but no such administration or judicial action or violation would have a material adverse effect on WM's ability to provide the services contemplated in WM's proposal, if awarded the work.

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.

Yes, but no such administration or judicial action or violation would have a material adverse effect on WM's ability to provide the services contemplated in WM's proposal, if awarded the work.

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.

None.

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.

WM will provide every other week residential recycling material collection and will operate fully automated curbside recycle collection with ASL trucks fueled with compressed natural gas (CNG). Depending on the option chosen by the City, we will utilize either WM-owned carts or City-owned carts. Residents should place all standard recyclables together in the cart; no sorting or bagging. Please rinse cans, bottles and containers. Residents must place their recycle carts at the curb no later than 7:00 a.m. on their service day. Multi-Dwelling Units (MDU's) will be collected as needed on a regular schedule.

We will provide monthly and annual reports for recyclable materials to the City's Recycling Coordinator.

Collection will not take place on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If any of those holidays fall on a weekday, collections following the holiday will be delayed by one day for that week only.

Expectations for City responsibilities: WM will need a current address list of RDUs and a list of MDU buildings along with current service level for each MDU, in order to set them up with the proper service level.

Please see [Form G](#) and [attached exceptions](#) for WM's deviations from the RFP packet.

Safety Plans and Records

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

WM knows it is our duty to take every sensible step to prevent injuries in the workplace and return our employees home safely every night.

Likewise, Roseville depends on us to safely collect and process their recyclables while being mindful of our actions to protect the environment that we share.

This is why safety is a core value for our company and we understand the magnitude of this responsibility. We will strive to confirm that each task, piece of equipment, and company policy and procedure reinforces safe actions and behaviors.

Overall injury rates in our industry have improved substantially in recent years and WM's performance in this area has ranked among the best. You do not need to search long to see how we fulfill our commitment to safety – it is woven into everything we do – from hiring practices to training to advancing safety technologies to preventive maintenance.



'Our People First' is a core commitment of WM. We commit to taking care of each other, our customers, our communities, and the environment.

For nearly 20 years, we have engaged employees on safety practices through the Mission to Zero (M2Z), where the “Zero” represents zero tolerance for unsafe actions or conditions. Based on the results of a 2021 safety culture assessment survey, WM updated our Safety Vision and Promise to be better aligned with the concept of safety as a core value. Our new Vision statement captures our desire to have all employees and community members “Get Home Safe, Every Day.”

Get Home Safe Every Day

As a People First company, keeping our people and our communities safe is our top priority. The WM Safety Vision and Promise empowers team members to consistently think and act in ways that directly support and strengthen the safety culture at WM.

The Vision moves WM beyond a focus on compliance by cultivating a culture where health and safety are the foundation of everything we do. Safety comes first on the job, all day, every day, without compromise.

Our Safety Vision and Promise is to:



Always put safety first



Take personal ownership of safety



Champion safe operations with our words and actions



Follow all safety rules



Identify and address safety risks in advance



The behaviors in our Safety Vision and Promise protect what is most valuable to us and to our customers: health and well-being.

Driver Safety

Drivers on their collection routes face many safety risks that are beyond WM's control on a daily basis. We prepare them for the risks they may face with in-depth training.

Regional Training Centers

WM training centers for drivers and technicians are in Glendale, Arizona and Fort Myers, Florida, and include maintenance shops, driver training courses, classrooms, computer labs, and technician workstations to simulate typical experiences at WM facilities. Newly hired drivers and technicians selected from across the country travel to these centers for two-week, immersive onboarding programs designed to enhance their capabilities. Trainees spend their first week in the classroom learning and by week two transition into simulated driving courses and stations that provide scenarios reflective of day-to-day collection conditions and obstacles – from severe weather, traffic, and responding to other drivers' behavior. At the end of the



two-week training course, drivers receive a comprehensive evaluation of performance in key safety areas.

Reinforcing Safety with Ongoing Training

Safety training is never “complete” at WM. All drivers participate in ongoing safety training, including:

- **‘Tailgate’ Meetings:** Every morning each of our drivers attends “tailgate” meetings where safety is a primary focus. Relevant and time-sensitive safety topics are often discussed, such as upcoming weather forecasts for conditions, scheduled community events that result in more pedestrian traffic, and road/bridge closures that may require alternative routes.
- **WM SAFETY Defensive Driving System:** Provides ongoing safe driving instruction specific to waste collection vehicles. The system is refreshed monthly with videos that address hazards in drivers’ daily operating environments. Topics include safe backing, following distances, pedestrians, bicyclists, and rollover prevention.



- **Observation Behavior Assessments:** On a regular basis, WM route managers and driver trainers provide on-the-job observation behavior assessments to evaluate driver knowledge, operating behaviors, and safety/best practice compliance.

Advancing Safety Technology with a Better Collection Truck

WM is investing deeply in technology to keep drivers safe. We continue to transition from manual to automated collection technologies, which reduce the number of times our employees must exit the truck while collecting recyclables. This technology helps reduce fatigue and the potential for incidents. A few features that we are incorporating into our trucks are shown on the following page.

Safety Technology on WM Trucks

WM Smart Truck® Technology

With the help of a proprietary system of cameras and sensors, WM Smart Truck® technology can document every service, every day to provide customers with direct, targeted feedback to drive behavior change and reduce contamination. This technology reduces the number of times drivers must leave the cabs of their trucks.

Better Brake Lights

The more visible our trucks are on the roads, the safer we are. To help reduce rear-end collisions, we are upgrading to the new brake lights that flash repeatedly to catch the attention of other drivers.



DriveCam®: Intelligent Dashcam Technology for Safer Collection

DriveCam®, one of the safety innovations onboard our trucks, goes beyond traditional dashcams by pairing machine vision with artificial intelligence to identify risks as they occur on the road and respond to the driver with real-time coaching.

DriveCam® is mounted on the windshield of the interior cab with cab-facing and road-facing cameras. When an unsafe condition is detected, such as critical following distance, lane departure, or imminent collision, the device visually and audibly alerts our drivers, providing an opportunity for self-correction.

Additionally, if an event is detected, video data is sent to WM route managers for follow-up performance coaching with the driver. Recorded events also help us appreciate the many times that our drivers avoid collisions through using proper defensive driving techniques. We believe our investment in DriveCam® has contributed to reducing our reported vehicle accidents by almost 80% since 2005.

Extra Eyes on Your Roads
WM drivers can manually trigger recording of video on the DriveCam® in the event they witness an emergency situation or suspicious activity.

Additional Onboard Technology Advancements

Back-up cameras	Provide a view of the area behind the truck whenever the truck is in reverse, reducing the potential for backing accidents and enhancing pedestrian safety.
On-board methane detection	On compressed natural gas (CNG)-powered trucks, methane detectors provide immediate visual and audible alarm for potential leaks from fuel tanks or lines.
Maximum idle time limit	After five minutes, engines turn off to reduce fuel consumption and exhaust emissions.
Heated rear view mirrors	Provides fog and frost-free view of both sides of the truck. Mirrors are adjustable electronically.
Bus-boy mirrors	Angled convex mirrors allow the driver an unrestricted view of the area in front of the truck. This is especially valuable when pedestrians are present.
Trapezoidal side lights	Floodlights located halfway down the side of the body come on automatically when the truck is in reverse. Bright flood lighting illuminates both sides of the truck and roadway.
Sears air ride driver's seat	Provides added comfort and excellent ergonomics for the driver. Includes eight-way adjustability with lumbar support to help reduce driver fatigue and improve performance.
Heavy duty disc brakes	Provide the best stopping distance for heavy trucks in the industry. Exceeds all applicable Federal Motor Vehicle Safety Administration requirements.
Electromagnetic or hydraulic driveline retarders	Retarders are silent and provide additional braking capacity. Eight-inch-wide rear brake lining also increases braking capacity and improves vehicle safety.

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

WM has robust safety programs to protect employees in our recycling facilities. Worker absences and attrition pose safety risks to all employees in a facility, so we are diligent not only about keeping people safe, but also creating a workplace where people will want to stay long term.

In our recycling facilities, automation is a critical way we can improve safety. WM's investments in recycling infrastructure incorporate technology like optical sorters and robotics into these facilities. By automating some of the sorting that was once done manually, these technologies will help reduce injuries and free people up to work on other tasks.



Operations within recycling facilities pose a significant safety risk due to the threat of fires – often due to lithium-ion batteries incorrectly placed in recycling carts that can ignite when the casing is compromised. To combat this, WM uses a fire suppression technology that automatically detects fire or smoke in the recycling stream, even when no workers are present. If needed, the system deploys a foam cannon to put out flames, reducing potential risks to our people and considerable damage to our facilities.

All recycling facilities are adequately staffed and follow life critical safety rules. Signage throughout our facilities indicate a number of life critical safety rules, such as seatbelt requirements, vehicle and foot traffic flow, speed limits, vehicle distancing (minimum 15 feet), no-cellphone-use zones, and warnings near machinery.

Personnel at our recycling facilities wear personal protective equipment (PPE) while on duty at all times, including hard hats, reflective vests and clothing, eye/hearing protection, gloves, and dust masks when necessary.

Safety at WM recycling facilities is accomplished through a comprehensive Injury and Illness Prevention Program (IIPP), Occupational Safety and Health Administration (OSHA) Safety Regulations, WM-specific safety policies and procedures as well WM's Recycling Operations Standards that include safety precautions or policies for each designated task within our recycling facility recycling facility operations. In addition to OSHA Safety Regulations, our safety policies and procedures have been created utilizing the American National Standards Institute (ANSI) Z245 - American National Standards Equipment Technology and Operations for Wastes and Recyclable Materials.

Our recycling facilities have unique safety requirements. WM's front-line employees come in direct and frequent contact with the materials we process each day. Some of the safety precautions we train on that are unique to our material recovery facility environment include:

- Bale quality and integrity
- Safe bale stacking
- Blood borne pathogens safeguards
- Conveyor and processing machinery safety
- Fire prevention protocols
- Mobile Equipment operation safety
- Hearing conservation
- Puncture prevention
- Respiratory protection
- Tipping floor safety
- Trailer loading safety

All employees, including managers and supervisors, receive training on general and job-specific safety and health practices. Training is provided:

- Comprehensive safety orientation upon starting with
- When the IIPP is first established or is revised
- To all employees given new job assignments for which training has not previously been provided

- Whenever new substances, processes, procedures or equipment are introduced into our recycling facilities and represent a new hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their supervision may be exposed
- To all employees with respect to hazards specific to each employee's job assignment
- To all employees with respect to hazards that are located in common areas throughout our recycling facilities

Our recycling processing equipment and facilities are inspected at regular intervals. High hazard or frequently changing operations or equipment (e.g. forklifts, sorting equipment, etc.) are inspected daily and additional safety inspections are conducted monthly and annually by company compliance managers and environmental health and safety auditors.

Employees are encouraged to be active participants in their personal health and safety as well as the broader safety of our facility and workplaces. Each of our recycling facilities has an established Safety Committee that consists of at least four workers from different departments within the operation – safety teams meet monthly and are empowered to review, adopt and implement practices as needed to maintain a safe work environment. Employees are also encouraged to inform management of existing hazards or concerns by communicating directly with their supervisor, facility manager or by calling the WM Helpline.

Truck Unloading Procedures

Basic unloading procedures for the Recycling Facility are outlined below and on the following pages.

Recycling collection trucks will enter the facility through the main gate and pull on to the inbound truck scale. After being weighed, trucks will then leave the scale and proceed to the tipping floor. Recycling facility traffic personnel will direct trucks to a specific section of the tipping floor. This direction will expedite the ability to empty their loads while ensuring that the trucks are safely spaced apart.

Once the collection truck dumps the load, it will pull forward and drive directly out on to the exit access road. Recycling collection trucks will then proceed to the outbound scale house to be processed.

- PPE Required – Hard Hat, Safety Vest, Safety Glasses, Gloves, and Steel Toe Work Boots.
- Only the Driver can exit the truck in the work zone. Helpers and other personnel must remain in the cab of the vehicle or in a designated area.
- Vehicle Spacing/Parking:
 - Full eject and private vehicles – 15 ft Minimum
 - Tilt frame/partial eject vehicles – 15 ft Minimum
 - End dump/frameless trailers – length of trailer + 15 ft
 - When parking in the tipping area, the cab of your vehicle should be even with the cab of other vehicles. (Not Staggered.)
- Backing
 - Scan before and during backing, and back at a safe speed.
 - Honk prior to backing to signify beginning of backing maneuver.

- General
 - Drivers are not allowed to loiter or carry on conversations in the tipping area.
 - NO SMOKING on the tipping floor.
 - Traffic Spotters/Traffic Directors/Equipment Operators are not allowed to help with the unloading of material, to open the doors of commercial vehicles, or to assist in the removal of tarps or screens.
 - Drivers will clean tailgates, seals, and behind blades at the designated clean-out area. Clean out areas will be identified by signs. No driver, helper or spotter is allowed under a raised tailgate, or to enter the truck to clean behind the packer blade without proper lockout procedures taken.

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

Please find the WM Blaine Hauling site OSHA recordable incidents log for the past three years below. The majority of injuries are minor bruises, contusions, sprains, strains, tears or abrasions.

Year	Number of Fatalities (OSHA Recordable) (G)	Days Away (OSHA) (K)	Restricted Days & Job Transfer (OSHA) (L)	OSHA Recordable Incidents
2021	0.00	61.00	303.00	9.00
2022	0.00	85.00	146.00	4.00
2023	0.00	472.00	240.00	9.00

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.

WM has multiple crews delivering, repairing, and swapping carts daily. WM has a cart management location in St. Paul. Customers can expect cart transactions to occur on their next day of service.

In addition to contacting our Customer Service center via telephone, Roseville residents will also have the option to request a cart repair online at the wm.com WM Support Center; using the “How Do I Get My Container Repaired?” feature.

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.

Each Roseville residential and multi-family dwelling unit customer will receive a new Ecocart™ recycling cart (green with a yellow lid) and, for MDUs, a front load recycling container(s) approximately one week prior to their first scheduled collection day under the new contract.

WM and Cascade Cart Solutions have teamed to create the EcoCart™ - the waste industry's first collection cart manufactured with at least 10% post-consumer plastic resin. The EcoCart creates a closed loop system as it is manufactured with recycled residential curbside plastic - bulky, rigid plastics collected straight out of recycling programs across the country - without compromising durability or warranty standards.

Beginning in June 2025, we will educate residential customers on the key cart delivery dates. Information will be communicated at community meetings and through direct mail, out-dials, local media, and social media outlets. At this time, customers will also be notified of the final date they may request a change to their cart size and how and when to set out existing carts to be removed.

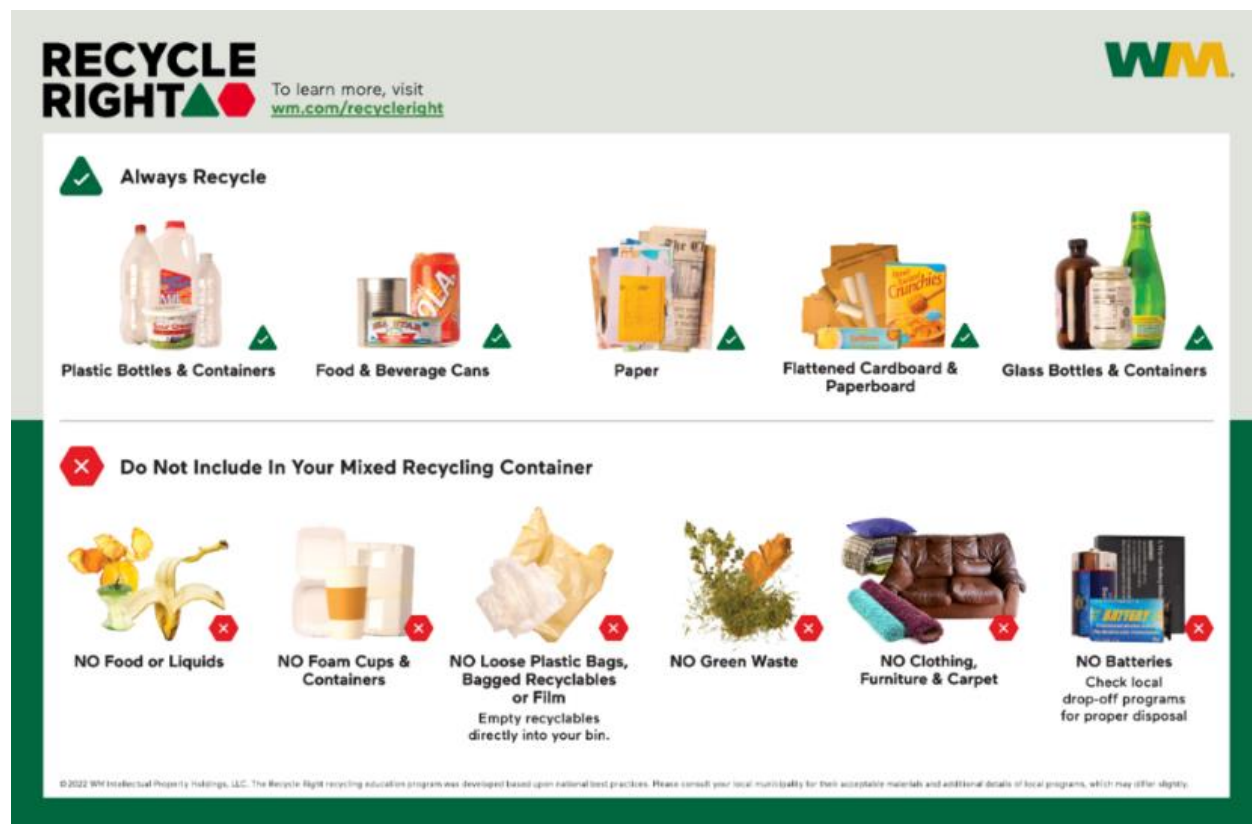
Similarly, MDU customers will also receive outreach regarding the delivery of carts and containers as applicable, when to expect them and how to modify service levels.

Operationally, we take the following steps to ensure the proper cart(s) and container(s) are delivered to each customer:

- Acquire conveniently located cart delivery staging area with the City's assistance to maximize our ability to deliver all carts and containers; usually within five days.
- We will produce and distribute an easy-to-understand postcard for residents to confirm their scheduled delivery timeframe.
- Our commercial delivery schedule for MDUs will coincide with customers' regularly scheduled recycling collection day, and deliveries will occur exactly one week prior to their first scheduled collection.
- Any discrepancies in planned versus actual delivery will be noted by the delivery crew and resolved daily by route management.
- Each cart and container will be delivered with appropriate decals and educational materials.

In-Mold Labels Educate Your City at the Point of Disposal

- Each recycling cart provided to Roseville includes in-mold labels on top of the cart that list which materials to recycle in your City. Research indicates that providing customers prompts or messages at the point of disposal are among the most effective ways to help customers recycle right. Our in-mold labels are an important tool in our Recycle Right education program - they use images to clearly show what materials are acceptable to recycle and which materials should go in the trash. Labels are available in both English and Spanish.
- An example of a standardized Recycle Right in-mold label can be found on the following page.



Recycle Right in-mold label for WM recycling carts

Front load containers for MDU's will have similar labels identifying which materials are recyclable.

On-going repair and maintenance requests will be handled in the same manner as described above in scenario that the City owns the carts.

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.

WM understands that changing service providers may seem daunting. But with your WM team, it will not be a stressful experience.

The goal of our implementation plan and process is to ease your transition worries by listening to your needs and using what our experience has taught us. We prepare for each of our implementations by assembling a fully-staffed transition team that can navigate through and tackle all the details. Your transition team will have access to all the resources available through WM to smoothly execute your transition.

We have introduced our services to many communities and we have seen that a successful transition more often than not recognizes that:

- Your community needs a customized plan. We value the fact that Roseville is different and has specific service requirements and goals. We have learned that taking the time to ask questions, listen, and appreciate unique customer needs results in a smoother implementation. Together, we will anticipate and overcome hurdles before they become challenges.
- A smart approach includes proven processes and technologies. From operations to customer service, you will find tested processes and innovative new technologies that allow us to bring Roseville a level of service reliability and customer satisfaction that is truly unmatched.

Working with you, we are committed to a smooth introduction of WM, our employees, and our recycling collection services to the Roseville community.

Know Our Customers – It All Starts with Data Integrity

Although the services we provide in each community may differ, some core competencies make a significant impact on our customers' experiences during a transition of service providers. First, we must confirm that we have accurate data; we need to know who our new customers are. Accurate address information will allow all aspects of our customers' experiences to go smoothly – from hassle-free collections to timely delivery of educational and service information.

Requested data will include:

- For RDU's, the service address, the mailing address (if different, e.g., a post office box), and the customer name
- For MDU's service details, including potential container type(s), size(s), container quantity, frequency of collection, and current collection day
- Account special handling/service notes (i.e., locked access, drive-in, disabled customer assistance, etc.)

Customer data accuracy can make or break an implementation. All data will be scrubbed for inaccuracies, duplications, and inconsistencies prior to being loaded into our customer service database, Mid-America Systems (MAS). Data verification efforts often include parcel verification

audits, site visits, phone audits, and direct mail requests. These efforts will confirm that we have included all customers in our database and that we can provide accurate service reporting to Roseville. Once loaded into MAS, each account will receive a unique WM account number and accounts will “go live.”

Execution of Operational/Transition Plan

Building from our years of experience we have with service transitions, we customize our operational tasks and timeline to your specific needs. Whether we are providing all new carts and adding new services or if we are keeping most items status quo, we still review each operation and service requirement to validate we are 100% ready to roll by day one of the new contract.

Major implementation tasks for Roseville include:

- Implementation meetings, coordination, and course correction
- Identify collection vehicles
- Cart and container deliveries
- Driver training
- Route development
- Contingency planning

These tasks are described in more detail below. A sample timeline of implementation tasks is also included.

Implementation Meetings, Coordination, and Course Correction

WM’s internal Roseville team will meet weekly throughout planning and implementation. At the onset, these meetings will include our regional team of experts. As the contract start date approaches, the local district operations team will meet daily to review the most critical components of service delivery.

Our team is committed to keeping Roseville informed of our implementation progress, and we will ask for your feedback as we customize our transition efforts to reflect the needs of your community. For example, if a proposed communication or outreach method is not working or does not make sense, we are not afraid to scratch the idea and discuss an alternative. From the onset of our transition, we propose meeting with Roseville staff regularly to review key implementation milestones, our progress, and any proposed changes. We can start with monthly meetings initially, and increase the frequency, if needed.

In addition to our internal meetings and meetings with staff, it is important to coordinate closely with your outgoing service provider. From our experience, the outgoing service provider has been cooperative and helpful during contract transitions, and we often make their exit easier and more efficient when we can coordinate with them on the removal of their carts and containers.

Identifying Collection Vehicles

We will service Roseville with trucks from our existing fleet of compressed natural gas collection trucks. Smaller trucks for parks service and other tight areas will be transferred from available assets after our contract is finalized.

Driver Training

Prior to a new contract, all drivers assigned to Roseville will receive contract-specific training that includes a review of our implementation education efforts, materials, and resources, as well as information regarding Roseville's unique service requirements, collection offerings, and contractual requirements.

Route Development

WM will build Roseville's routes to accommodate new services and changes to collection frequencies while taking into account current routing to minimize changes. All WM routes are developed using our proprietary routing software, eRouteLogistics®, to minimize customer impact and maximize safety and efficiency. New routes will be street-tested and adjusted by our route managers prior to finalization.

If new WM routes require collection day changes, we will inform customers of their new collection day and/or schedule via direct mail (in their Welcome Packet) and out-dial reminders 24 hours prior to their first WM collection.

Onboard Tablets Eliminate Learning Curve

Each collection truck will be equipped with onboard tablets that display the driver's exact route, all scheduled collections, and relevant account notes such as container placement. The tablets include GPS technology that allows drivers to capture route data in real-time. Collection statuses minimize the opportunity for missed collections and provide CSRs with near-real-time field data to assist with customer inquiries.

Contingency Planning

Our longstanding supplier relationships, smart technologies, and our regional network of equipment and personnel make it possible to carry on with collections should a delay or unexpected event occur during a new contract implementation. Key contingency plans address:

- **Staffing.** Our staffing plan includes personnel to fill in for employees who are sick, on vacation, in training, or to provide extra help due to spikes in collection volume.
- **Collection Vehicles.** Roseville collection vehicles will be identified, inspected, and prepared for service. Each of our districts across the nation maintains a spare ratio of 15% allowing us to draw from our existing fleet of backup collection vehicles if needed.
- **Cart and Containers.** We build in a 30-day buffer between when equipment begins to arrive and when we start customer deliveries. Our selected suppliers have multiple manufacturing locations and our order can be reassigned to a backup facility should the primary production facility experience a delay. Additionally, we will stock a surplus of carts and containers during the implementation period to accommodate a spike in new customer sign-ups or service level shifts.
- **Customer Service.** Our online customer database, Knowledge, is accessible to our CSRs across the nation, enabling us to enlist backup support from other regional centers in the event we receive a major spike in call volume for any reason, at any time.

Please see the following pages for a sample transition timeline.

Sample Transition Timeline of Implementation Tasks

Below is the outline of the timeline for the various implementation tasks. This will be filled out collaboratively with the City once a contract is awarded.

Tasks	Start Date	Completion Date
Notice of award		
Contract negotiations		
Council contract execution		
Operations		
Carts and Containers		
Procurement of cart inventory		
Finalize removal, assembly, delivery, vendor staging facility, and schedule		
Conduct cart and container transition		
Trucks		
Identify the specific trucks to be used for Roseville's service		
Conduct pre-implementation vehicle inspections and onboard computer testing		
Routing		
Develop routes using existing routes where possible		
New route field-testing (prior to go-live)		
Creation of final route maps		
Staffing		
Conduct field-based driver training		
Data Integrity and Ongoing Data Transfer Requirements		
Coordinate and conduct data transfers		
Audit and verify data accuracy, upload to MAS, and assign WM account numbers		
Request and establish codes for all services		
Establish ongoing data transfer, reporting, and City-invoice protocols with Roseville		
Contract Compliance		
Develop comprehensive contract compliance checklist for implementation		

Establish reporting process and template in accordance with contract specifications		
Renew local business license, insurance, and performance bond		
Review all updates to wm.com and City website for accuracy and compliance with contract terms and maximize cross-promotion		
Customer Experience		
Update Knowledge to reflect changes to contract requirements and new services		
Review and approve Knowledge with all key departments		
Upload all transition public education materials to Knowledge for CSRs' reference		
Develop detailed new contract curriculum		
Management conducts pre-implementation training		
Management conducts small group CSR training with emphasis on new contract terms and new services		
New Knowledge content goes-live		
Public Outreach and Communication Efforts		
Communication with Roseville		
Present implementation programs, services, and timeline to officials at a scheduled time		
Schedule month or bi-weekly meetings with key implementation staff and City contacts		
Designate a dedicated implementation contact for the City's Public Information Officer		
Finalize strategic communications plan with emphasis on promotion of new services and obtain feedback/approval		
Communication with Residents		
Design and distribute Welcome Postcard		
Conduct media outreach with Roseville's Public Information Officer including press releases with transition information		
Continually update wm.com with key service info		
Conduct multifamily site visits		
Design and distribute customer Welcome Packet		
Update City webpage with new Welcome Packet materials, new service information, and transition announcements		

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.)

WM will always encourage recycling for any marketable commodity and continuously adjusts our acceptable list based on the efforts of our global Material Marketing Team.

As a society, we understand that recycling is important, but in order for recycling to make an impact, we have to recycle right. Today's most successful and sustainable recycling programs emphasize the value of the acceptable materials. We must ask ourselves, does this material have a viable market? If the answer is yes, we must also ensure the material we are recycling is properly prepared, clean, and free from contamination.

Our list of acceptable materials is reflective of today's market reality and includes only materials that meet industry quality standards and have viable market demands. However, due to the length of our Contract with Roseville, it is important to allow for the possibility that this list may need to be adjusted at some point over the next three to five years. Contract language must support our collective need to make changes to acceptable materials in order to respond to global market demands as well as protect the quality of material we process. In light of these considerations, we propose the following contract language:

Single Stream Specifications

Recyclables must be dry, loose (not bagged), unshredded, empty, and include ONLY the following:

Aluminum cans	Newspaper
PET bottles with the symbol #1 – with screw tops only	Mail
HDPE plastic bottles with the symbol #2 (milk, water bottles detergent, and shampoo bottles, etc.)	Uncoated paperboard (ex. cereal boxes; food and snack boxes)
PP plastic bottles and tubs with symbol # 5 - empty	Uncoated printing, writing and office paper
Steel and tin cans	Old corrugated containers/cardboard (uncoated)
Glass food and beverage containers – brown, clear, or green	Magazines, glossy inserts and pamphlets

Non-recyclables include, but are not limited to the following:

Plastic bags and bagged materials (even if containing Recyclables)	Microwavable trays
Porcelain and ceramics	Mirrors, window or auto glass

Light bulbs	Coated cardboard
Soiled paper, including paper plates, cups and pizza boxes	Plastics not listed above including but not limited to those with symbols #3*, #4*, #6*, #7* and unnumbered plastics, including utensils
Expanded polystyrene	Coat hangers
Glass and metal cookware/bakeware	Household appliances and electronics,
Hoses, cords, wires	Yard waste, construction debris, and wood
Flexible plastic or film packaging and multi-laminated materials	Needles, syringes, IV bags or other medical supplies
Food waste and liquids, containers containing such items	Textiles, cloth, or any fabric (bedding, pillows, sheets, etc.)
Excluded Materials or containers which contained Excluded Materials	Napkins, paper towels, tissue, paper plates, and paper cups
Any paper Recyclable materials or pieces of paper Recyclables less than 4" in size in any dimension	Propane tanks, batteries
Cartons*	Aseptic Containers*

DELIVERY SPECIFICATIONS:

Material delivered by or on behalf of Customer may not contain Non-Recyclables or Excluded Materials. "Excluded Materials" means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances or other materials that are deleterious or capable of causing material damage to any part of Company's property, its personnel or the public or materially impair the strength or the durability of Company's structures or equipment.

Company may reject in whole or in part, or may process, in its sole discretion, Recyclables not meeting the specifications, including wet materials, and Customer shall pay Company for all increased costs, losses and expenses incurred with respect to such non-conforming Recyclables including costs for handling, processing, transporting and/or disposing of such non-conforming Recyclable Materials which charges may include an amount for Company's operating or profit margin ("Cost"). Without limiting the foregoing, and Customer shall pay a contamination charge for additional handling, processing, transporting and/or disposing of Non-Recyclables, Excluded Materials, and/or all or part of non-conforming loads and additional charges may be assessed for bulky items such as appliances, concrete, furniture, mattresses, tires, electronics, pallets, yard waste, propane tanks, etc.

Company reserves the right upon notice to discontinue acceptance of any category of materials set forth above as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials. Collected Recyclables for which no commercially reasonable market exists may be landfilled at Customer's Cost.

*Cartons, aseptic containers and other plastics may be allowed if approved in writing by Company.

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.).

Please see the chart showing markets and end uses for collected recyclables.

Commodity	Location	Material created
HPDE Pigmented Containers Baled	Regional	Recycled Pellets
Steel Cans	National	Steel Alloy, Piping and Rebar
Scrap Steel	Local	Sorted/Processed for further recycling end Markets
Wood Products	Local	Landscaping wood chips
Mixed Paper	Regional	Linerboard/ Medium/Boxboard/Tissue and Toweling
Tires	Local	Tire Derived Aggregate
OCC Baled	Regional	Linerboard/Medium/Boxboard
Pallets (Wood)	Local	Used Pallet repair for reuse
OCC Baled	National	Linerboard/Medium/Boxboard
OCC Baled	Regional	Linerboard/Medium/Boxboard
HPDE Natural Containers Baled	Regional	Recycled Pellets
HPDE Pigmented Containers Baled	Regional	Recycled Pellets
Mixed Rigid Plastics Baled	Regional	Recycled Pellets
Polypropylene Baled	Regional	Black Plastic Paint Cans
OCC Baled	Local	Linerboard/Medium/Boxboard
PET containers Comingled others Baled	Local	Carpeting
OCC Baled	Regional	Linerboard/Medium/Boxboard
OCC Baled	Regional	Linerboard/Medium/Boxboard
Mixed Paper	Regional	Linerboard/ Medium/Boxboard/Tissue and Toweling
OCC Baled	Regional	Linerboard/Medium/Boxboard
Used Beverage Cans	National	Aluminum Sheetting
Polypropylene Baled	International	PP Pellets for Industrial Manufacturing
Used Beverage Cans	Regional	Aluminum Sheetting
OCC Baled	Regional	Linerboard/Medium/Boxboard
Fine Glass	Regional	Glass Packaging, Fiber Optics, Insulation
Three Mix Glass	Regional	Glass Packaging, Fiber Optics, Insulation
OCC 11 Baled	International	Linerboard/Medium/Boxboard
HDPE Natural Containers Baled	Regional	Recycled Pellets
E Scrap	Local	Sorted/Processed for commodity byproducts and sent to end Markets
OCC Baled	Local	Linerboard/Medium/Boxboard
OCC Baled	Local	Linerboard/Medium/Boxboard
Mixed Paper	Local	Linerboard/ Medium/Boxboard/Tissue and Toweling

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. 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.

We will work in conjunction with the City in regards to the structure of the Zero Waste events including the setup, the vendor list, and all reporting requirements. WM would like to meet in advance with the City on each event to understand the timing and scope of the services 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.

Welcome Postcard: WM will mail each customer a simple note to introduce ourselves, inform them of the upcoming transition, and reassure them that more information will be provided as we get closer to the implementation date. At this time, we can also direct customers to our website, contact information, and upcoming community meetings for more information.

New Every-Other-Week Recycling Collection with WM

Effective July 2025, WM will implement automated collection and replace your current recycling cart with a WM wheeled 96-gallon cart at no additional charge.

- 96-gallon carts allow you to recycle more of the right materials, are easy to move to the curb, and lids keep all materials contained in the cart.
- Carts will be delivered to each household by DATE. Every-other-week recycling collection will begin July 1, 2025.

See the back side for more information.



Dear City of Roseville resident,

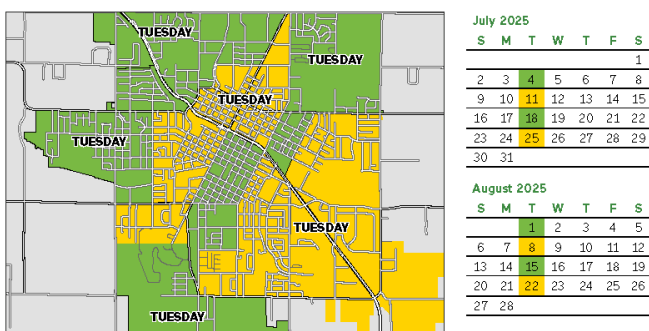
Every-other-week recycling collection with 96-gallon carts will start July 1st. Carts allow residents to recycle more of the right materials - bottles, cans, paper and cardboard. Plus, using carts with automated collection is cleaner, more efficient for your community and safer for our drivers.

The Map and Recycling Collection calendar below show whether your recycling will be collected on a Green or Gold week. Look for more detailed information, including a Collection Calendar and tips to Recycle Right, attached to your 96-gallon cart when delivered in June 2025.



10050 Naples St. NE
Blaine, MN

Sample only. Actual Roseville postcard will be designed collaboratively with City input.



For More Information

Please contact WM at XXX@wm.com, call WM Customer Service (800) 123-4567, or visit the Roseville website at wm.com/roseville.

Following the postcard, WM will distribute the educational flyer, which we refer to as a Welcome Packet. Please see the following two pages for a sample of a WM Welcome Packet. This would be customized specifically to Roseville in collaboration with the City.

Map and 2025 - 2026 Recycling Collection Calendar

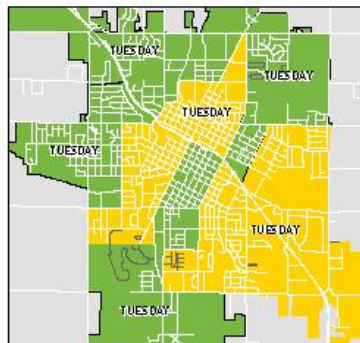
Please refer to the map below to determine your collection day and whether your recycling will be picked up on a Green or Gold week.

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31	
29	30	31																		

October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6		1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4				1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30



Observed 2025-2026 Holidays

Please note, if a holiday occurs on or before collection day, your service will be delayed one day that week only.

- Labor Day:** Monday September 4, 2025
- Thanksgiving Day:** Thursday November 23, 2025
- Christmas Day:** Monday December 25, 2025
- New Year's Day:** Sunday January 1, 2026
- Memorial Day:** Monday May 29, 2026
- Independence Day:** Tuesday July 4, 2026



Dear Roseville Resident,

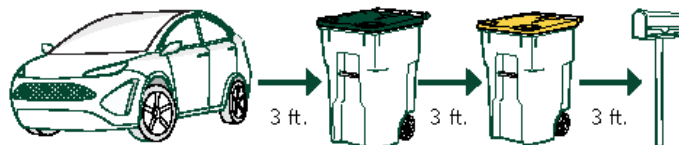
WM is always working for a sustainable tomorrow and is proud to provide new every-other-week recycling collection services for each Roseville residence.

Recycling is good for your community, and we aim to set your household up for recycling success right from the start. Our Recycle Right resources will help you recycle the right materials, minimize contamination, and help ensure your recyclables go on to enjoy a second life.

See the adjacent panel for acceptable recycling materials and tips to Recycle Right.

Proper cart placement for automated collection

Effective July 1, use only the green 96-gallon cart with the yellow lid for recycling. Place acceptable recyclables directly into the cart - don't bag recyclables and no loose plastic bags. Make sure all materials fit inside the cart with the lid firmly closed. To ensure the truck's automatic arms can lift the carts, please make sure to place carts at least 3 feet apart and away from other objects like parked cars, mailboxes and trees. Place wheels of cart toward your house.



Recycling cart with yellow lid - use only the green 96-gallon cart with the yellow lid for recycling. See the adjacent panel for tips to Recycle Right.



Trash cart with green lid - bag and tie trash inside your trash cart. No materials outside the cart will be collected.



Have your carts at the curb the night before or **no later than 6:00 a.m.** on your collection day.

Do More with My WM

Powerful My WM online capabilities are available to help you manage your services. Visit <https://www.wm.com/us/en/user/register> or scan the QR code to sign up for an account and get started.



RECYCLE RIGHT

To learn more visit
wm.com/recycleright

Great things happen when residents Recycle Right. By recycling everyday items like those shown below, tons of raw materials, time, energy and money are saved.

- Empty recyclables loose into your cart - don't bag recyclables and no loose plastic bags. Instead, reuse or return plastic bags to local retailers.
- Containers should be empty and free from food and liquid.
- Recycling will be collected weekly on DAY.



Always Recycle
Recicle Siempre



Plastic Bottles & Containers
Botellas y envases de plástico



Food & Beverage Cans
Latás de alimentos y bebidas



Glass Bottles & Containers
Botellas y envases de vidrio



Flattened Cardboard & Paperboard
Cartón y cartulina aplastados



Paper
Papeles



Do Not Include in Your Recycling Container
No Incluir En Su Contenedor De Reciclaje



NO Food or Liquids
NO comida o líquidos



NO Loose Plastic Bags, Bagged Recyclables or Film
Empty recyclables directly into your cart
NO bolsas y envolturas de plástico sueltas,
o materiales reciclables embolsados. Vacíe directamente
los materiales reciclables en nuestro carrito



NO Foam Cups & Containers
NO vasos y recipientes de
poliestireno



NO Green Waste
NO desechos verdes



NO Batteries
Check local drop-off programs
for proper disposal
NO baterías - Verifique los programas locales
de entrega para su correcta eliminación



NO Clothing, Furniture & Carpet
NO ropa, muebles y alfombras

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

WM will mail each customer a welcome postcard with an overview of key implementation information and dates. The Welcome Packet that contains an overview of services, a collection schedule, recycling guide, and information on local resources and events will be delivered with the recycling cart.

WM is a leader in providing culturally appropriate recycling education. We transcreate educational materials by delving into a culture, finding relevant products and symbols, then creating unique materials. Immediately at the start of a new agreement, we would transcreate our Roseville outreach materials for Hmong, Somali, and Karen customers. A short note can be placed on the English version in those languages to direct the customer to online resources in their language and WM will also supply those transcreated resources to the City.

Below you will find examples of WM recycling education translated into Khmer and Spanish.



RECYCLE RIGHT



ដើម្បីស្វែងយល់បន្ថែម
សូមចូលទៅកាន់ wm.com/recycleright

 កែច្នៃប្រើប្រាស់ឡើងវិញជានិច្ច



ដបនិងប្រអប់ប្លាស្ទិក



ដបនិងប្រអប់កែវ



កំប៉ុងអាហារនិងគេសធូរ



ក្រដាស



ក្រដាសឡឺង និងក្រដាសកាតុងសំបែក

 មិនត្រូវបញ្ចូលទៅក្នុងធុងកែច្នៃឡើងវិញរបស់អ្នក



គ្មានអាហារ ឬផលិតផល



គ្មានធុងប្លាស្ទិកដែលកប់ទឹកនោះទេ
ក្នុងករណីដែលមានកែវឬប្លាស្ទិកដែលបំបែកបាន ឬក៏
មានវត្ថុដែលអាចកែច្នៃឡើងវិញបានទៅក្នុងទីនេះ មិនអីអ្នកមេឃើញទេ



គ្មាន បែកនិងប្រអប់ល្បែង



គ្មានសំណល់សំបកទាញ



គ្មានសម្លៀកបំពាក់ គ្រឿងសម្លាប់ ឬគ្រឿងបរិក្ខារ



គ្មានកាតសំណល់ប្រភេទ ឬធុង

© 2023 WM Intellectual Property Holdings, LLC. កម្មសិទ្ធិអ្នកបោះពុម្ពនេះស្ថិតក្រោមការការពារច្បាប់សិទ្ធិអ្នកបោះពុម្ព។ ការបោះពុម្ពនេះមិនអាចប្រើប្រាស់បានដោយគ្មានការអនុញ្ញាតពី WM ទេ។

Libere Sus Materiales Reciclables

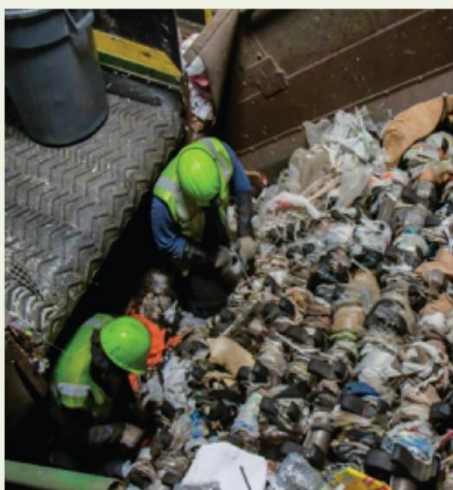
Debido a cambios mundiales en la industria del reciclaje y en los mercados de las materias primas, recolectar materiales reciclables de calidad es más importante que nunca. WM necesita de su ayuda para reducir la contaminación en el reciclaje.

Para lanzar esta iniciativa, nos estamos centrando en uno de los mayores contaminantes: los materiales reciclables en bolsa. Les estamos pidiendo a nuestros clientes que carguen sus materiales para reciclaje **«SIN BOLSAS»**.



No coloque los materiales reciclables en bolsas, coloque los artículos directamente en el contenedor.

¿Cuál es el problema y por qué es importante?



Las bolsas de plástico agregan otro paso al proceso de reciclaje:

Romper las bolsas que contienen los materiales reciclables requiere de mano de obra adicional, retrasa el proceso y aumenta los costos del reciclaje.

Las bolsas de plástico interfieren con la maquinaria:

Las bolsas de plástico se atascan alrededor de los equipos, esto hace que tengamos que detener el proceso de reciclaje varias veces al día. Los trabajadores después tienen que subir a la maquinaria y cortar bolsas de plástico de los engranes y los Esto representa un riesgo para la seguridad de los trabajadores y aumenta el costo del reciclaje tamices. (en el reverso encontrará las acciones que puede realizar).

Para más información, visite:
wm.com/recycleright

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¿Qué puede hacer al respecto?

Realice una carga «SIN BOLSAS». Esta es la manera:

- 1) Si es necesario únicamente utilice bolsas de plástico en los cestos para materiales reciclables que normalmente se usan al interior de sus instalaciones, en oficinas, o en salas de descanso.
- 2) Compruebe que las bolsas usados en los cestos estén libres de contaminación por alimentos o líquidos antes de agregar los materiales reciclables al contenedor de reciclaje. Si las bolsas contienen comida o líquidos, están contaminados. Cierre esas bolsas y colóquelas en la basura.
- 3) Si los materiales reciclables en la bolsa están limpios y secos, deje la bolsa sin cerrar y llévela al contenedor.
- 4) En un contenedor de reciclaje, vacíe los materiales reciclables directamente al contenedor. Reutilice, devuelva a las tiendas locales donde los acepten o tire la bolsa a la basura.

Volvamos a las bases para un buen reciclaje y recuerde estas tres reglas cada vez que arroje algo al contenedor de reciclaje:



Recicle botellas vacías y secas, latas, papel y carton



Mantenga los alimentos y líquidos fuera de su reciclaje



No bolsas de plástico sueltas ni a los materiales reciclables embolsados

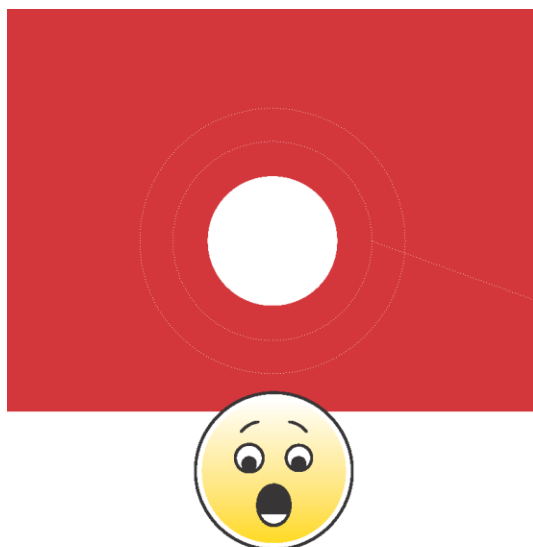
Gracias por ser cliente de WM. Buscamos ayudar a que su negocio recicle de la manera correcta. Para más información, herramientas y recursos para lograr el éxito en el reciclaje de su empresa, visite wm.com/recycleright.



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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.



Your recycling has garbage in it.
Hay basura en su reciclaje.

We found one or more of the following items:

Encontramos uno o más de los siguientes artículos:

- ☐ Recyclables bagged in plastic bags
Artículos reciclables en bolsas de plástico
- ☐ Dirty/wet items (like food and liquids left in your recycling)
Artículos mojados y/o sucios (no deje alimentos o líquidos en sus artículos reciclables)
- ☐ Non-recyclable items (like garden hoses or propane tanks)
Artículos no reciclables (como mangueras de jardín o tanques de gas propano)
- ☐ Other *Otro:* _____

When in doubt, leave it out.
Si tiene alguna duda, déjelo afuera.

Your Waste Management Driver • Su conductor de Waste Management

☐ As a courtesy, we picked up your recycling. Please keep garbage out to avoid service interruptions or penalties. *Como cortesía, recolectamos su reciclaje. Por favor mantenga la basura fuera para prevenir interrupciones de servicio o penalizaciones en el futuro*

☐ We had to leave your recycling behind. Please sort out the garbage and we'll try again on your next service day. *No pudimos recolectar su reciclaje. Por favor saque la basura y tratemos de nuevo el próximo día de servicio*

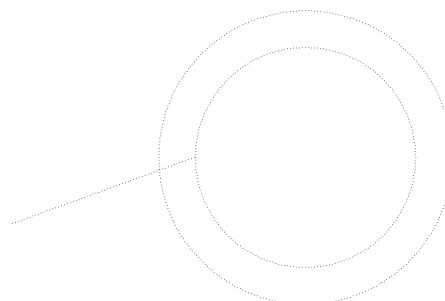
Customer Service 661-947-7197
Servicio al Cliente

ADDRESS *DIRECCIÓN*

DRIVER *CONDUCTOR*

ROUTE # *NO. DE RUTA*

DATE *FECHA*



**RECYCLE OFTEN.
RECYCLE RIGHT.**



**RECICLE SEGURO.
RECICLE BIEN.**

Maybe it's time to make a commitment to get back to the basics of good recycling.

Tal vez es tiempo de practicar las bases del buen reciclaje.

Visit **RecycleOftenRecycleRight.com** to make the promise. Doing just these three things will make a huge difference:

Visite **RORR.com/espanol** para comenzar. Estas tres acciones pueden hacer una gran diferencia:



Recycle all empty plastic bottles, cans and paper. *Recicle todas las botellas y latas vacías y todos los papeles.*



Keep foods and liquids out of the recycling bin. *No tire comida o líquidos en el reciclaje.*



Keep recyclables loose and not bagged in plastic bags. Take plastic bags back to your local grocer. *Coloque sus reciclables sueltos y no en bolsas de plástico. Lleve las bolsas de plástico a su supermercado local.*

For more tips on how to recycle right, visit **RecycleOftenRecycleRight.com.**

Para más consejos sobre cómo reciclar bien, visite **RORR.com/espanol**



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

WM offers education materials specific for MDU residents and property managers including videos, posters, labels, recycling setup checklists, staff recycling training, and more. All of these resources are available at <https://www.wm.com/us/en/recycle-right/recycling-resources>.

MULTI-FAMILY TOOLKIT

Everything you need to set up, refresh, or sustain a successful recycling program in your buildings is included in this Multi-Family Toolkit. Follow these steps to help both your tenants and janitorial staff keep recycling environmentally and economically sustainable.

STEP 1: EVALUATE AND SET UP RECYCLING INFRASTRUCTURE
Perform a site assessment, locate trash and recycling bins together on your property, and label all containers.

STEP 2: EDUCATE AND ENGAGE RESIDENTS
Set your residents up for recycling success from the first day with tools and resources to recycle right.

STEP 3: SUSTAIN YOUR SUCCESSFUL RECYCLING PROGRAM
Keep your tenants motivated to recycle right with newsletters, reminders, tips and tools all found in this toolkit.

As an owner or building manager, you are the key to the success of any recycling program. Waste Management has developed this easy-to-use guide and tools, available for free download at www.wm.com/us/en/recycle-right/recycling-resources - click Property Management. Thank you for your hard reducing contamination and keeping recycling sustainable. Always remember:

Recycle clean bottles, cans, paper, and cardboard.

Keep food and liquid out of your recycling.

No loose plastic bags and no bagged recyclables.

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT

STEP 1: EVALUATE AND SET UP RECYCLING INFRASTRUCTURE
Review the information below to ensure your property has adequate bin capacity and collection frequency to meet the needs of your tenants.

OPTIMIZE SERVICE LEVELS
Evaluating your current garbage and recycling service level is the most important step in establishing an effective recycling program at your property.

Garbage
To evaluate your current garbage service level, look inside garbage containers the day before collection day. If your garbage containers are generally 75-100% full on collection day, your service level is probably sufficient. If containers are consistently less than 75% full, consider reducing your garbage container's size or the frequency of pickup. Likewise, if garbage containers are frequently overflowing, consider increasing your service level.

Recycling
Most properties have plenty of garbage capacity and not enough recycling. This often leads to recyclable materials being placed in the garbage. In general, properties should have an equal number of carts and/or containers for garbage and recycling. For example, a property with a 4 yard garbage container should have a 4 yard recycling container. See the table of recommended recycling service levels to the right.

Recycling Setup Checklist
Download and use this simple checklist to evaluate your property's recycling program at least once each year. A variety of factors, such as increased recycling participation, changes in unit vacancy rates, and the introduction of new residents can impact the success of your property's recycling programs and may change the answers, and resources needed, over time.

Property Size	Recommended Recycling Service
2-4 unit	96 gallon cart
5-8 unit	1 yard
9-12 unit	1.5 yard
13-16 unit	2 yard
17-25 unit	3 yard
26-33 unit	4 yard
34-41 unit	5 yard
42-50 unit	6 yard
51-58 unit	7 yard
59-66 unit	8 yard
67-75 unit	9 yard
76-83 unit	10 yard
84-91 unit	11 yard
92-100 unit	12 yard
100+ Units	Get in touch with your Waste Management Rep for more info

RECYCLING SETUP CHECKLIST
Download and use this simple checklist to evaluate your property's recycling program at least once each year. A variety of factors, such as increased recycling participation, changes in unit vacancy rates, and the introduction of new residents can impact the success of your property's recycling programs and may change the answers, and resources needed, over time.

Recycling Setup Checklist (Download)

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT CONTENTS

STEP 1: EVALUATE AND SET UP RECYCLING INFRASTRUCTURE
Recycling best practices include pairing all properly labeled recycling and trash containers together to make it convenient for residents to properly dispose of all waste. The following pages 3-5 explain how to optimize your containers sizes, collection frequency and how to properly label all bins. Download the free resources at www.wm.com/us/en/recycle-right/recycling-resources. Click Property Management and get started setting up your recycling infrastructure or contact your sales person for more information.

COMMERCIAL RECYCLING BIN
Decal (Glass Accepted) (Download)

COMMERCIAL RECYCLING BIN
Decal (Glass Not Accepted) (Download)

RESIDENTIAL RECYCLING BIN
Decal (Glass Accepted) (Download)

RESIDENTIAL RECYCLING BIN
Decal (Glass Not Accepted) (Download)

RECYCLING SETUP CHECKLIST (Download)

RECYCLING VIDEO (Watch)

STAFF RECYCLING FACT SHEET (Download)

RECYCLING POSTER
Glass Accepted (Download)

RECYCLING POSTER
Glass Not Accepted (Download)

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT

PAIR TRASH AND RECYCLING BINS AROUND THE BUILDING

Best Practices:

- Make sure that garbage and recycling containers are placed in areas that residents can access conveniently and safely, and that recycling and garbage containers are located close together, either side-by-side or in the same enclosure.
- Avoid having garbage and recycling containers in separate areas. When garbage and recycling containers are too far apart, residents may throw all of their materials in the closest container.
- Collect trash and recyclables in multiple convenient, interior common areas like laundry room and mail areas.
- Ensure that containers are easily visible to residents.

Avoid:

- Placing containers near windows or doors where they might offend residents.
- Placing containers in isolated areas and areas with poor lighting.

EFFECTIVE
Garbage and recycling containers are located side-by-side and easy to access.

INEFFECTIVE
Recycling container is isolated and not adjacent to garbage containers throughout property.

Garbage Containers
Recycling Containers
Garbage & recycling containers not necessarily to side

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT

LABEL ALL CONTAINERS

Clear and visible labels or decals on containers help residents easily identify where materials belong. Decals should be posted on all visible sides of the container. Call your Waste Management sales rep or download decals.



Commercial Recycling Bin
Decal: Glass Accepted
(Download)



Commercial Recycling Bin
Decal: Glass Not Accepted
(Download)



Residential Recycling Bin
Decal: Glass Accepted
(Download)



Residential Recycling Bin
Decal: Glass Not Accepted
(Download)

In addition to properly labeling all containers, hang posters in areas where trash and recycling containers are located and distribute them to tenants to provide guidance on acceptable recyclable materials. Be sure to include signage in English and Spanish (or any other language spoken commonly by residents).

Print and download additional bin signage found at Recycle Right Resources and encourage residents to do the same for their in-unit bins.



Recycling Poster
Glass Accepted
(Download)



Recycling Poster
Glass Not Accepted
(Download)

TRAIN JANITORIAL STAFF

Ensuring janitorial or housekeeping staff are trained on your recycling program is key to its success. They play a key and important role in keeping contaminants – especially plastic bags – out of your recycling bins. Distribute the Staff Recycling Factsheet to staff, and post it and the Recycling Poster in breakrooms or supply areas. Be sure to provide copies to new employees as they join your team.



Staff Recycling
Factsheet (Download)



Recycling Poster
Glass Accepted
(Download)



Recycling Poster
Glass Not Accepted
(Download)

To learn more, visit
wm.com/recycleright

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MULTI-FAMILY TOOLKIT

HELPING RESIDENTS SET UP THEIR RECYCLING SYSTEMS

Investing in new bins for each resident's unit isn't necessary for a successful recycling program, particularly when space is limited. The most important component of a robust recycling program is that residents set up a "two-bin" system that fits their needs – one bin for trash and one for recycling. Whether that's a small bin, cardboard box, or Waste Management's new Recycle Right Reusable Bag, a resident's recycling container should always be clearly labeled and placed next to their trash container.

Our new reusable bag has the Recycle Right guidelines right on the bag so residents always know which materials to recycle. Collecting recyclables in this handy reusable bag makes carrying them to the building's recycling containers easy. Check out all the resources we've developed for residents when setting up their in-unit recycling systems with the Get Started videos on www.wm.com/us/en/recycle-right/recycling-resources. Click Home to see the video series.

Make sure residents know they can download and place the appropriate Recycling and Trash labels on their in-unit containers.



Trash Bin Label
Food Waste Accepted
(Download)



Trash Bin Label: Food Waste
Not Accepted
(Download)



Recycling Bin Label
Glass Accepted
(Download)



Recycling Bin Label
Glass Not Accepted
(Download)



Organics Bin Label
(Download)

NEW!

A great way to set your residents up for recycling success is to provide them a Recycle Right reusable bag when they move in. Bags are durable and include what materials are acceptable to recycle right on the bags. Reusable bags can be ordered at wmgearstore.wm.com

NO PLASTIC BAGS

One of the most important rules to remember and promote to your tenants is that plastic bags are not acceptable in recycling containers.

If residents choose to use a plastic bag to collect recyclables in their unit, please ask them to empty that plastic bag of recyclables directly into the designated community recycling container.

Then throw the plastic bag in the trash, reuse it, or take it back to your local grocer for recycling. Find a location nearby at: plasticfilmrecycling.org

To learn more, visit
wm.com/recycleright

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MULTI-FAMILY TOOLKIT

STEP 2: EDUCATE AND ENGAGE RESIDENTS

Now that the right size and number of properly labeled trash and recycling containers are in place throughout your property, it's time to engage residents and set them up for recycling success.

Download and distribute these tools to inform and motivate residents to Recycle Right.

NEW TENANTS

Welcome each new tenant with a Recycle Right reusable bag to conveniently collect recyclables in their units. Include a Recycle Right poster in each resident's recycling bin to show them what materials are acceptable to recycle.

You can order bags at wmgearstore.wm.com

RESIDENT COMMUNICATIONS

- Hang a Welcome Hanger on new residents' doors.
- Send residents a Welcome letter inviting them to participate in your community's recycling program or send an email announcing the new Recycle Right reusable tote bags for collecting in-unit recyclables.



Welcome Door Hanger
(Download)



Reusable Bag Email
(Download)



New Tenant Welcome
Letter (Download)



Recycling Poster
Glass Accepted
(Download)



Recycling Poster
Glass Not Accepted
(Download)

LABELS FOR RESIDENTS' INTERIOR CONTAINERS

Residents can download and print these simple recycling labels that show acceptable recyclable materials and place on any interior recycling containers. Don't forget to label your trash containers too.



Trash Bin Label:
Food Waste Accepted
(Download)



Trash Bin Label: Food
Waste Not Accepted
(Download)



Recycling Bin Label
Glass Accepted
(Download)



Recycling Bin Label
Glass Not Accepted
(Download)



Organics Bin Label
(Download)

KICK-OFF YOUR RECYCLING PROGRAM

If you are rolling out a new recycling program or making exciting changes, be sure to communicate with residents two weeks in advance.

- Host a kick-off event to start or revitalize your building's recycling program.
- Announce the program through emails or newsletters – samples included in this toolkit.
- Distribute Recycle Right Reusable Bags to residents – include a Recycling Poster with each bag.
- Place Recycling Posters on bulletin boards or near mailboxes.

To learn more, visit
wm.com/recycleright

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MULTI-FAMILY TOOLKIT

STEP 3: SUSTAIN YOUR SUCCESSFUL RECYCLING PROGRAM

Congratulations! You have created a successful recycling program at your property. We know it is no small task to keep busy residents informed and motivated to recycle right. Here are some tools to keep your recycling program running smoothly and successfully throughout the year:

- **Newsletters** - Provide continuous education via email newsletters. Sample newsletter topics are included below.
- **Recycling Ambassadors** - Provide leadership opportunities for motivated residents to lead building meetings, welcome and educate new tenants, and keep signage up to date.
- **Recycling Education** - Because of tenant turnover, it is important to consistently provide recycling education materials and reminders, and clearly introduce recycling policies to new tenants.
- **Recycle Right Reusable Bags** - Provide new residents with Recycle Right Reusable Bags along with the Letter to New Tenants and Recycling Poster provided in this toolkit.
- **Poster and Signage** - Hand out posters, give updates on your building's recycling program and review acceptable and non-acceptable materials at your building meetings.
- **Resident Communication** - Use e-mail, your community website and social media to provide information, updates and photos. Visit www.wm.com/us/en/recycle-right/recycling-resources and encourage residents to visit and download recycling tools and resources.
- **Recycling Setup Checklist** - Fill out the Recycling Setup Checklist a minimum of once a year. Larger properties, or properties with more than two enclosures, are encouraged to reassess their recycling program bi-annually to keep up with larger-scale changes happening onsite. You may need to make changes to your service level or bins set up if you are checking "no" on the checklist.
- Keep visiting wm.com/recycleright for new education and updates.



Recycle Right
Reusable Tote
Bag Newsletter
(Download)



Recycling Newsletter
Program Announcement
(Download)



Recycling Newsletter
Program Enhancement
(Download)



Recycling Newsletter
Community Pride (Download)



Recycling Newsletter
Space Saver (Download)

To learn more, visit
wm.com/recycleright

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

People are the most important ingredient to a successful recycling program. We are very social creatures, and whether or not we want to admit it, we often care about what those around us do and think. There are many ways to leverage social norms to increase recycling, and one of those is to make recycling as visible as possible.

To increase recycling participation, WM recommends that the City make recycling visible by recognizing residents who recycle via articles in the news, recognition at community events, and emails highlighting real members of the community. Wherever possible, include direct quotes emphasizing that the resident thinks other community members should recycle.

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

WM create a local website to provide customized content for Roseville residents with 24/7 access. WM will collaborate with Roseville's staff to build out a Roseville-specific webpage that includes meaningful service information and resources that reflect the interests of your community. This tailored-to-your-municipality website will also provide a single access point for service information and 24/7 self-serve customer service solutions. Using your local website, residents can easily find information about the upcoming service transition as well as service information and recycling resources.

In addition to the local website, WM has a variety of social media education pieces and videos to help educate Roseville constituents. Throughout the contract, WM looks forward to providing fresh educational outreach resources to promote City initiatives for waste reduction, better recycling practices, or any changes in service processes.

Videos – An example of the educational videos available can be found at this link or by scanning this QR code:

<https://cdn-assets-us.frontify.com/s3/frontify-enterprise-files->

[us/eyJwYXRoljoid21cL2ZpbGVcL3A5V0Z0QlptUnl3cXB0ekxLS1QxLm1vdiJ9:wm:7KPyIRqvE_I51Nm2fY5S_hCZ1GZmsLQcgtifJcFyell?width={width}&format=mp4](https://cdn-assets-us.frontify.com/s3/frontify-enterprise-files-us/eyJwYXRoljoid21cL2ZpbGVcL3A5V0Z0QlptUnl3cXB0ekxLS1QxLm1vdiJ9:wm:7KPyIRqvE_I51Nm2fY5S_hCZ1GZmsLQcgtifJcFyell?width={width}&format=mp4)



*Will It Recycle?
Home Delivery Addition*

The Recycle Right® Widget

According to our customer service satisfaction surveys, 45% of our municipal resident customers look to their municipalities for recycling information, primarily on their municipal websites, and one of the biggest frustrations that residents have around recycling is a lack of information available to them. To help solve this problem, WM has designed a new tool - the Recycle Right® widget - to help keep your website up-to-date and provide current recycling information to your residents.

The widget is easy to use, hosted by the municipality, there is no cost involved, and it provides targeted recycling education.

- The widget is a small image that displays a message on your website and links to www.wm.com/recycleright.
- Your webmaster does a one-time update, dropping the embedded code into the recycling page on your website and the widget is installed.
- It provides an easy way for consumers in your community to get the most up-to-date information about recycling.

RECYCLING JUST GOT SIMPLER

Watch the videos.
Get the tools.



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.

The My WM Mobile App empowers customers to enjoy a customizable experience throughout their service journey. To guarantee security, the app was built with the latest technology that enables facial recognition and fingerprint login. The mobile app includes a guest experience.

With the My WM Mobile App, Roseville customers can:

- Verify their service day and view holiday service schedules
- Set up communication preferences to receive notifications on potential service delay information

For a video tour of the new app, visit www.wm.com/us/en/my-wm-mobile-app. The My WM Mobile App is available for either iOS (iTunes App Store) or Android (Google Play).

Roseville residents can also navigate to the wm.com website via their mobile phone and use their service address to get their collection day as well as accessing the comprehensive Recycle Right educational resources housed there.



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?

Other communities have chosen to include bill inserts with recycling reminders as part of an existing mailing to citizens or to include recycling education in city newsletters (print and electronic).

Some cities choose to have a service display. They host a display of recycle carts at City Hall, a Community Center, library, or another location frequented by the community. This display can include a cart and examples of recyclable materials. WM can provide PDFs of the welcome packet and the list of acceptable recycling materials for Roseville to print and make available to residents.

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

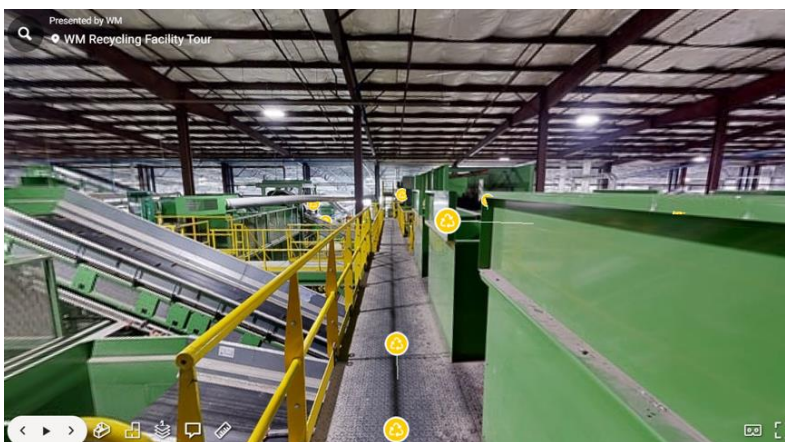
WM provides this QR code that takes Roseville residents directly to our Recycle Right education materials:



WM_QR Codes_Recycle Right P...

What are your plans for additional public education efforts?

WM has created a new 3D Recycling Facility Virtual Tour. No need to carpool or board a bus – we can bring the recycling facility to your school, civic organization, or community event. In this 3D tour, WM staff will walk your group through the recycling facility, stopping to view and explain the numerous advanced sorting technologies at work – all without the need for a hard hat or safety vest.



With this convenient virtual recycling education experience, viewers experience a walk-through and learn more about a WM recycling facility – and how material is managed through state-of-the-art equipment on a journey to become its next best use. Your WM Tour guide will highlight recycling safety, contamination, and the potential use(s) of a material's next best life. The tour also showcases WM's best practices that promote a more sustainable future and circular economy in Roseville.

The Recycling Virtual Tour complements our robust Recycle Right® education program, which offers educational materials such as videos, flyers, and posters which can be fully customized and tailored to Roseville's local community recycling program. We look forward to setting up a virtual tour at your request and convenience, and from the ease of your location.



In addition to a virtual recycling facility tour, WM can offer education around other sustainability topics such as the Modern Landfill – Renewable Natural Gas (RNG), Compressed Natural Gas (CNG)-fueled fleets, and how WM can help your community contribute to a circular economy.

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

WM Smart Truck® technology is our state-of-the-art smart technology that helps communities ensure the cleanliness of their streets and stormwater systems, reduce contamination, and identifies recycling opportunities. This smart technology enhances our customer service by:

- Educating customers on how to care for their trash and recycling.
- Equipping drivers with the tools to capture real-time service opportunities via recorded images.
- Providing Customer Service Representatives with the technology and tools to resolve issues quickly and accurately through service verification.

WM Smart Truck® technology captures footage of customer containers as they are tipped into the truck during service. Technicians review the footage to ensure materials are placed in the correct container and collected successfully. This information is never shared. If a cart associated with a service address is overloaded or has non-acceptable material inside, customers receive educational notifications.

WM has created customizable WM Smart Truck® customer educational communications to strategically collaborate with our customers and help build awareness of the importance of placing the right materials into the right cart.

Following are samples of the Smart Truck® technology's education and outreach communication materials.

A SMART TRUCK FOR A SUSTAINABLE TOMORROW

More power in each pickup. Less materials in landfills. Cleaner, greener, safer neighborhoods. It starts with learning more about what you toss into your carts. WM's new Smart Truck™ program gives you the notifications and insights you need to make it all possible.



TIPS FOR SMART TOSSING

Keep a lid on overages
All materials must fit in your cart, and the lid must be fully closed.

Recycle right
Put materials in the right carts – never mix trash and recyclables. Follow these three simple rules:

- Recycle empty and dry bottles, cans, papers and cardboard. ✓
- Keep food and liquid out. ✗
- No loose plastic bags and no bagged recyclables. ✗

For more information, visit wm.com/recycleright

How It Works

- Your Materials**
With the help of mounted cameras, WM Smart Truck™ technology captures footage of your carts as they are tipped into the truck during service.
- Your Service**
A dedicated team of technicians reviews the footage associated with your address to make sure your materials were thrown into the correct cart and were collected successfully.
- Your Notifications**
If a cart associated with your address is overloaded or non-acceptable material is found, we'll send you a notification via email, text or both. Log in to **My WM** to set your communication preferences.

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?

WM is a leader in providing culturally appropriate recycling education. We transcreate educational materials by delving into a culture, finding relevant products and symbols, then creating unique materials. We have guidelines transcreated in Amharic, Chinese, Hindi, Korean, Russian, Somali, Spanish and Vietnamese. For Roseville, WM can provide guidelines in Hmong and Karen as well.

Customer Service and Other Community Relations Services

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

Location of the call center

Germantown, Wisconsin

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).

Customers can contact WM during normal business hours - 8 a.m. to 5 p.m. local time. WM has implemented an enhanced Interactive Voice Response (IVR) phone system, making it even easier for customers to self-serve seamlessly with very few prompts that route them to the right resources, links, or departments so we can limit call transfers and reduce wait times.

The Customer Service Center is closed on nationally observed holidays. However, our easy-to-use self-service channels - WM.com, My WM, Virtual Assistant Chatbot and more - are available to support customers' needs 24 hours a day, seven days a week, 365 days a year.

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

WM's phone system is equipped with convenient callback functionality, so customers never have to wait on hold, especially during peak call hours. Customers can simply choose to be called back rather than wait on hold in the phone queue and "hold their place in line" while they continue with their day. A customer service representative will call back the customer once available.

In addition to this time-saving feature, WM offers robust online self-service capabilities through our Interactive Voice Response (IVR) phone system and wm.com, so customers can easily resolve their requests on their own, at their convenience. WM also provides customers the ability to submit their request or question via an online intake form, which will route to a customer service representative who will then resolve their needs without a customer even having to pick up the phone.

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

Implementations often come with considerable change and we do everything possible to make these transitions hassle-free for our new customers. From day one, we put Roseville's customers in control by providing many options for how and when they can interact with WM. We connect with them in whatever format they prefer, whether via our mobile app, LiveChat, online at wm.com, or by phone.

Regardless of how they reach out, it is essential that customers receive accurate information, immediate answers to their questions, and quick resolutions to their service requests. We accomplish this through preparing and training our customer experience team to be experts in your community and your contract.

We place significant resources and time in our training efforts, which include:

- Roseville-specific content for our online reference database. WM will develop Roseville-specific content in Knowledge, our online customer information database that allows WM customer service representatives (CSRs) to pull up City-specific service information, service offerings, and rates within a matter of seconds. Each time a mailing is sent out to your residents, it is uploaded to Knowledge allowing agents to reference and look at the same documents that the customer is viewing. Our CSRs use this tool during every call to provide customers with the most accurate service information. Knowledge is a tool that we will use throughout the entire contract term and will be updated frequently to confirm information accuracy.
- Intensive, customized training for implementation. We begin by developing customized training presentations and materials with information on Roseville's collection services, programs, rates, and contract terms. Training also includes information on our Roseville implementation plan and timeline. Our customer experience staff will know exactly when key mailings go out, and when important implementation milestones (e.g., cart deliveries, day changes, rate changes, etc.) occur so that they can prepare to assist customers with related inquiries.
- Increased staffing during implementation when we know there will be a spike. Although minimal resident impact will be associated with a WM transition, there may be a call spike during the first couple weeks before and after WM collection begins. Sometimes customers call to request duplicate copies of materials already sent or to confirm their collection schedule. We will prepare for this spike in call volume with additional on-call staff who are trained on Roseville's program and who are ready to assist as needed.



CSRs handling Roseville's calls regularly receive training in small groups to facilitate discussion and questions.

WM representatives are responsible for CSR training and oversight. These experienced customer service personnel will get to know Roseville's staff and gain familiarity with your community prior to the implementation of new services. Additionally, Roseville can always count on reaching your Senior Account Executive - Public Sector, Jason Hartman, on his mobile phone at 952-229-5333 in the case of an emergency.

*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.*

Yes, please see above regarding WM's "Knowledge" database. On the following page is an example of a Knowledge page for a local community:

500 - Mahtomedi City - Washington County MN - RS SOS

Available:	Yes	Included with Service:	Yes												
Mandatory or Optional:	Mandatory City Contract														
Recycling Pricing:	<table border="1"> <thead> <tr> <th>Description</th> <th>Price Group</th> <th>Service Code</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>64 Gallon</td> <td></td> <td>64Y</td> <td>\$0.00</td> </tr> <tr> <td>96 Gallon</td> <td></td> <td>96Y</td> <td>\$0.00</td> </tr> </tbody> </table>	Description	Price Group	Service Code	Price	64 Gallon		64Y	\$0.00	96 Gallon		96Y	\$0.00		
Description	Price Group	Service Code	Price												
64 Gallon		64Y	\$0.00												
96 Gallon		96Y	\$0.00												
Recycling Service Details:	Single Sort Recycling • Valet Service is available for disabled residents. • Resident must contact the City if they want valet service. • The City will then contact the site to advise that it is approved for valet. • If the City approves, there is no charge to the resident. Missing Occupant Account														
Pickup Frequency:	ECW-Even / ECW-Odd														
Service Day / Time:	Thursday North of Stillwater Rd (also known as Wildwood or 244): Odd Week South of Stillwater Rd (also known as Wildwood or 244): Even Week Residents on the WEST side of White Bear Lake will be serviced on EVEN weeks regardless if they are North or South of 244. Please advise some residents near this dividing road may be serviced on the opposite week. If the address is within 1 mile from Stillwater Rd, please confirm service week with OPS. Containers located curbside no later than 6am on service day.														
Pickup Location:	Curbside														
Acceptable / Unacceptable:	RS Unacceptable Items Information														
Additional Pickups:	On Scheduled Route Day:	No charge													
	Other Than Scheduled Route Day:	None													

Methods to link customer complaints to improved route services.

We take complaints seriously at WM. Your dedicated contract liaison and operations team are committed to resolving them promptly, with a focus on proactively reducing the number of complaints received.

Here are the steps we take to address issues and find solutions.

Documentation: When a complaint is received, it is dated, timestamped and documented with the action needed for resolution. Proper documentation allows us to effectively address the complaint and track the resolution progress.

Ticket Submittal: A complaint submitted via our self-serve channels generates a ticket that is promptly submitted to the relevant WM area for resolution. This streamlined process helps ensure a faster and smoother resolution.

Urgent Escalation: A ticket is escalated to urgent for issues requiring immediate attention or a repeat occurrence. When a ticket is escalated to urgent, our system prioritizes it for a swifter resolution.

Dedicated Team: Our skilled Complaint Resolution team and Workflow Manager assigned to the complaint ticket work diligently with the customer to resolve the complaint within 24 business hours.

Supervisor Support: If we cannot resolve a complaint within the deadline, our Supervisors collaborate with our operations team and speed up the resolution process for a satisfactory outcome.

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

WM's communication with Roseville staff and our customers is essential during weather delays or other service disruptions. In the early morning hours and throughout the day and evening, we mobilize our internal inclement weather team, which includes operations, dispatch, customer service, contract management, and communications. We use a step-by-step process to confirm our drivers and communities are safe during inclement weather events.

- During the first sign of inclement weather, while our customers are sleeping, our operations team is surveying road conditions to assess whether it is safe to operate or not. These decisions are based on the safety of our drivers and each community.
- Our public sector and operations team will reach out to Roseville staff and other designated stakeholders with the plan for the day and provide updates as changes develop.
- Our team will post service alerts on Roseville's WM customer website.
- Communications plans will be activated externally for media releases and social media notifications.
- Customer outbound messages will be activated for affected service routes and include phone out dials. At the end of each day, we will debrief and review service plans for the next day and provide an update to Roseville on what to expect moving forward. Communicating as early and concisely as possible allows for planning and preparation.
- We will also provide Roseville with FAQ documents to respond to customers during prolonged events.

Pavement Impacts

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

A more efficient route means fewer miles traveled, and that translates into reduced fuel consumption, reduced emissions, and less truck traffic in your City. WM's Routing & Logistics team uses sophisticated software, eRouteLogistics®, to map routes that maximize efficiency and safe driving while reducing total vehicle miles. In addition, all routes are customized to avoid main roads during high traffic periods, such as morning or evening commutes and school drop-offs. To further reduce trips, we help our customers right-size their containers - for example, placing larger recycling containers at multifamily complexes, allowing us to collect just once a week instead of twice or more.

Clean Operations

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

WM operating procedures are designed with you - our customer - in mind. Our operational practices are built to minimize environmental and neighborhood impacts. Some of our operational practices to minimize litter and debris include:

- Self-Containment: All of our vehicles are fully enclosed and designed to be leak-proof with self-contained mechanisms to compress the material collected, helping to prevent any debris from falling off our trucks.
- Tidy Collection Areas: WM drivers leave collection areas just as neat and tidy as they found them. All drivers keep a broom and shovel handy to clean up any spills or fly-away materials in the event material escapes the cart or container during collection.

Additionally, WM trucks undergo a regular wash to prevent excessive odors.

Quiet Operations

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

Cleaner and quieter collections: WM will service Roseville with vehicles that run on compressed natural gas (CNG). Natural gas engines run much quieter than diesel trucks – many customers have commented that they cannot even hear the trucks coming down the street.

In another effort to improve air quality and minimize noise, the engines automatically turn off after five minutes of idling.

Local Markets

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

WM's materials marketing department is expert in selling materials to viable, trustworthy end users around the world. To whom and where we sell material to is of critical organizational importance. However, whenever the opportunity presents itself, WM has a strong, battle tested, strategy to maximize the use of local markets. Doing so makes sense for multiple reasons. The first is, shipping material around the corner always beats shipping material around the world for a multitude of self-evident reasons. The environmental benefits in doing so are self-explanatory alongside our perpetual interest in empowering state and local businesses. While these principles guide our daily sales decisions, WM's marketing reach is global in as much as we operate one of the largest North American sales and export teams in the world. In partnership with the City of Roseville, we will continually work to balance viable, creditworthy end users and competitive commodity pricing with the City and WM's ambition to maximize local impact.

Please describe where the percentage of Recyclable materials from your operations in the Twin Cities are marketed: e.g., in Minnesota; in the Midwestern Region of the U.S., in North America, and to export markets abroad.

In 2021, China acted on aggressive new environmental goals and laws that effectively banned imports of all recyclables. These efforts removed the world's largest market for mixed paper and plastic recyclables, leading to a chain reaction of changes to international commodity markets. These changes and challenges led WM to re-evaluate its recycling programs and end markets.

WM focused on finding new, responsible, and sustainable end markets. New and expanded paper mills have emerged in the U.S. and are using more curbside mixed paper and cardboard, while growing the U.S. economy.

As a result of these efforts, 82% of the recyclables (paper and plastic) WM processes are sold to domestic markets, and none of the plastics we process are sent outside of North America.

Please see also [WM's list of markets and end uses here](#).

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.

At WM, we are committed to promoting and fostering a workplace where everyone is valued and respected. Only by fully embracing diversity and inclusion, and the well-being of our ~48,000 employees, can we drive superior innovation and service for the customers we serve.

It is also essential that our workforce, from the frontline to executive leadership, reflect the diverse customers and neighbors who make up our communities. Diversity and inclusion are fundamental values for WM and a core part of our company Code of Conduct.

Does your organization have its own DEI action plan? ☒ Yes ☐ No
If yes, please briefly summarize its DEI action plan.

In 2023, we engaged a third party to conduct a Civil Rights Assessment which recognized WM's enterprise-wide commitment to Diversity & Inclusion, with extensive programming, training, recruitment initiatives and support to foster the success of all employees and WM's consciousness of the impact its operations may have on surrounding communities, particularly communities with Environmental Justice (EJ) indicators. The assessment also identified growth opportunities, including expanding our applicant pool to include more women, building an internal leadership talent pipeline and attracting more diverse leaders.

To address these areas, we are connecting with a wider array of potential candidates, engaging employees in learning and development opportunities and soliciting and responding to employee

feedback. In 2023, with the full support of our Senior Leadership Team, and under the leadership of our Chief HR and Diversity & Inclusion Officer, we began work to re-launch our Diversity & Inclusion Council. The Council, sponsored by our Chief Financial Officer and our Chief Operating Officer, is comprised of leaders from across the company who bring diverse perspectives, experiences and skill sets to serve the enterprise.

With a continuous focus on fostering a culture of belonging at WM, we took significant steps toward creating a more inclusive workplace, including:

- Growing membership in our Employee Resource Groups by over 35%.
- Increasing outreach to diverse community members by nearly five times, resulting in a nearly 20% increase in diverse job applicants.
- Hosting 17 Culture Connector Events, providing employees with an opportunity to increase cultural literacy and develop professionally.
- Spending \$691 million with diverse suppliers, more than 9% of supply chain addressable spend.

Expanding our applicant pool and increasing training and development opportunities for all frontline employees helped to increase minority representation at the supervisor and above level to 26.4% in 2023. These efforts, and our increased focus on leadership development, resulted in 35% of open positions being filled by internal candidates, which is a 9% increase year over year. With the implementation of programs like Women in the Driver's Seat, focused on attracting more women to apply to frontline roles, and our entry-level leadership programs focused on supporting new frontline managers, we expect to continue to create a workforce that is more diverse and welcoming to employees of all races, genders and ethnicities.

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.

WM is a company committed to People First, knowing that the daily contributions of our ~48,000 employees are what enable us to play a vital role in the communities we serve. The success of WM depends upon the success of each employee, and we strive to give them the tools they need to develop and excel in their careers.

By promoting from within and offering a wide variety of training opportunities, WM helps employees maximize their effectiveness and grow in their careers.

WM is committed to providing a living wage to all employees, which is defined as the minimum pay received for the basic number of working hours to ensure coverage of workers' and their families' basic needs. During the COVID-19 pandemic of 2020, we also guaranteed all full-time hourly employees' pay for a 40-hour work week, regardless of pandemic-related service decreases.

WM is committed to fair treatment of all employees. With approximately 8,500 union employees in the U.S. and Canada – 20% of our workforce - this commitment is met according to the practices and expectations agreed to within the collective bargaining unit. For non-union employees, we look for ways to reinforce our fair treatment and continuous learning culture.

Being an employer of choice is critical to our efforts to reverse the voluntary turnover trend while motivating us to sharpen our focus on our values and commitments that help us retain and empower

good employees. By promoting from within and offering a wide variety of training opportunities, WM can help employees maximize their effectiveness and grow in their careers.

At the heart of our engagement and retention strategy is a steadfast commitment to WM's core commitments of People First and Success with Integrity. We commit to People First by taking care of each other, our customers, our communities, and our environment. We commit to Success with Integrity by being accountable, honest, trustworthy, ethical, and compliant in all we do.

Putting Our People First with Comprehensive Employee Benefits

We continue to strengthen WM as a workplace of choice through competitive pay, work environment, opportunities for growth, and benefits. Each eligible employee receives a comprehensive benefits package that includes healthcare, family care, and financial and educational benefits.

Healthcare	Financial
✓ Comprehensive health care coverage ✓ Prescription drug plan ✓ Dental/vision plans ✓ Salary continuance (short and long-term disability) ✓ Employee and family assistance program ✓ Retiree medical coverage	✓ Life and accidental death and dismemberment insurance ✓ Business travel accident insurance ✓ 401(k) plan with generous company match ✓ Employee stock purchase plan ✓ Legal services ✓ Employee discount programs
Educational	Family
✓ 100% tuition and tuition-related fees paid for employees and their immediate families – see below for more information ✓ Free online training programs	✓ Flexible spending accounts ✓ Adoption assistance program ✓ Education savings accounts ✓ WM scholarship programs ✓ Paid vacation and holidays, and sick leave

Investing in Our Employees' Tomorrow®

WM recognizes the value of learning that occurs beyond our company. In 2021, we announced a new education benefit, Your Tomorrow®. Your Tomorrow® was created in partnership with Guild Education to pay 100% of benefits-eligible employees' and dependents' tuition for 135+ business, technology, science and mathematics bachelor's degrees and master's programs.

WM is the first company to extend this type of benefit to family members - a clear example of our commitment to putting People First.

A New Pipeline of Talent

Our new Innovative Employment Pathways (IEP) program is creating a new pipeline of talent for our business while changing lives for the better. IEP is a recruitment program that provides second-chance employment opportunities to overlooked and underserved community populations, including those who have experienced homelessness, displacement, incarceration, and significant employment gaps. The program is not yet available in all areas. We plan to continue the program rollout at WM

sites across North America, with the goal of activation at 80% of our facilities and 1,000 participants obtaining work experience by 2025.

The program begins with core training for all participants and a survey to determine what skills individuals already bring and what additional training they might need. If they choose to enroll in IEP, individuals spend 90 days working as helpers, sorters, and laborers at WM recycling facilities. During this period, they can learn more about possible career paths as drivers, technicians, and customer service representatives. After the 90-day period, IEP participants may have the opportunity to transition from temporary to permanent positions at WM.

Since the program's launch, we have seen 50% higher short-term retention of IEP participants compared to nonparticipants.

IEP illustrates WM's commitment to People First, creating a culture of acceptance that helps people amplify their potential.

*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.*

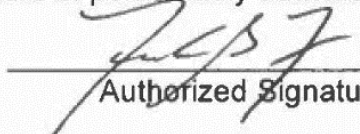
Of the 90 employees at the WM Minneapolis recycling facility, 93% are permanent WM employees.

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.

WM is confident that WM's exclusive [Smart Truck® technology](#) and [accompanying recycling education program](#), outlined in this proposal, is a value-add for City of Roseville at no additional charge to your residents.

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



Authorized Signature

Frank Fello, President

Printed Name

September 11, 2024

Date

Form B - 8

Form C: Certification of Binding Signature

City of Roseville
RFP for Recycling Services

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) Frank Fello

President of Waste Management of Minnesota, Inc.
(Title) (Proposer Firm name)

September 11, 2024
(Date)



Form D: Certification of Independent Proposal Pricing

City of Roseville
RFP for Recycling Services

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.

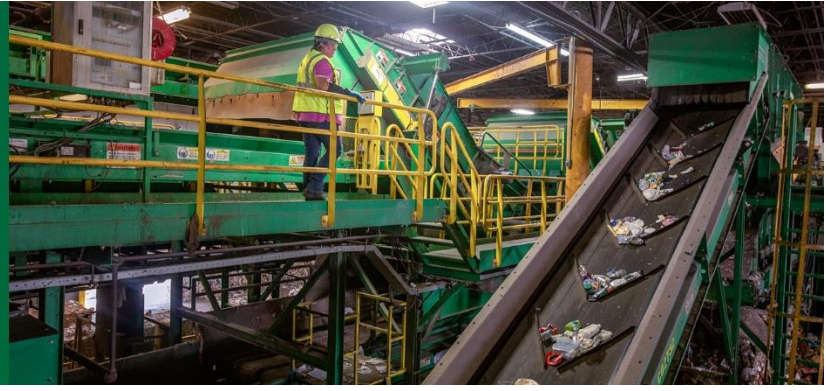
Signature of person duly authorized to sign submittal on behalf of the Proposer:

Printed Name Frank Fello, President, Waste Management of Minnesota, Inc.

Authorized Signature

Date September 11, 2024

Form D - 1



Form E: Price Worksheet

City of Roseville
RFP for Recycling Services

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

Form E - 1

**City of Roseville
RFP for Recycling Services**

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: Waste Management of Minnesota, Inc.

Contact person: Jason Hartman

Title: Senior Account Executive

Address: 10050 Naples St. NE, Blaine, MN 55449

Phone: (952) 229-5333

E-mail: jhartma5@wm.com

Signature of Authorized Representative:


(Signature) Frank Fello, President, Waste Management of Minnesota, Inc. (Printed Name)

Date: September 11, 2024

Form E - 2

Form E.1: Recyclables Collection from Residential Dwelling Units

City of Roseville
RFP for Recycling Services

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	4.28	4.49	4.71
WEEKLY	No bid	No bid	No bid

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	4.25	4.46	4.69	4.92	5.17
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%. Form E - 3

City of Roseville
RFP for Recycling Services

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	5.12	5.38	5.64
WEEKLY	No bid	No bid	No bid

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	5.05	5.30	5.56	5.85	6.14
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

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

City of Roseville
RFP for Recycling Services

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	3.00	3.15	3.31
WEEKLY	No bid	No bid	No bid

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	3.00	3.15	3.31	3.48	3.65
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 5

City of Roseville
RFP for Recycling Services

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	3.00	3.15	3.31
WEEKLY	No bid	No bid	No bid

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	3.00	3.15	3.31	3.48	3.65
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E.3: Recyclables Collection from City Buildings and Parks

City of Roseville
RFP for Recycling Services

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	7.00	7.35	7.72
On the parks trails	7.00	7.35	7.72

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	7.00	7.35	7.72	8.10	8.51
On the parks trails	7.00	7.35	7.72	8.10	8.51

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 7

City of Roseville
RFP for Recycling Services

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	7.00	7.35	7.72
On the parks trails	7.00	7.35	7.72

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	7.00	7.35	7.72	8.10	8.51
On the parks trails	7.00	7.35	7.72	8.10	8.51

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 8

Form E.4: Recyclables Collection from Opt-ins

City of Roseville
RFP for Recycling Services

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	4.28	4.49	4.71
WEEKLY	No bid	No bid	No bid

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	4.25	4.46	4.69	4.92	5.17
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 9

City of Roseville
RFP for Recycling Services

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	5.12	5.38	5.64
WEEKLY	No bid	No bid	No bid

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	5.05	5.30	5.56	5.85	6.14
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 10



Form F: Itemized Listing of Trucks and Other Collection Equipment

City of Roseville
RFP for Recycling Services

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
Autocar / Mcneilus	ACX64	2019	106392	28 yard	CNG	
Autocar / Mcneilus	ACX64	2023	107888	28 yard	CNG	
Autocar / Mcneilus	ACX64	2015	104746	28 yard	CNG	
Autocar / Mcneilus	ACX64	2021	107132	28 yard	CNG	
Autocar / Mcneilus	ACX64	2023	107887	28 yard	CNG	
Autocar / Mcneilus	ACX64	2019	106198	28 yard	CNG	
Peterbilt / New way	520	2019	153324	10 yard	Diesel	

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


Authorized Signature

Frank Fello, President
Printed Name

September 11, 2024
Date

Form F - 1



Form G: Notification of Proposed Exceptions

City of Roseville
RFP for Recycling Services
Form G - 1

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

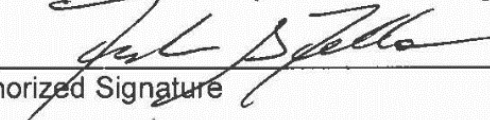
Waste Management of Minnesota, Inc. has reviewed the draft City of Roseville Comprehensive Recycling Services Contract (Attachment A) in the RFP.

☐ 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 identified a non-exhaustive list of some exceptions to the draft Contract in the attached exception list. We hereby certify that legal counsel for our company has reviewed the draft Contract and Contractor reserves the right to negotiate a final contract if awarded the contract. Notwithstanding anything in the RFP Packet to the contrary, the content of Contractor's Proposal is not intended to impose contractual obligations on Contractor or to constitute an offer, that, if accepted, would result in contractual obligations being imposed on Contractor. Contractor's Proposal and the pricing included in the Proposal are conditioned upon the parties' entering into a mutually acceptable contract.

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



Authorized Signature

Frank Fello, President

Printed Name

September 11, 2024

Date

Exceptions

Waste Management of Minnesota, Inc. ("WM") submits these Exceptions to the City of Roseville Request for Proposals for Comprehensive Recycling Services; due September 11, 2024, at 4:00 PM.

WM hereby qualifies its proposal in accordance with the following comments and exceptions to the RFP and to the draft Agreement included with the RFP:

PDF Page #	Section	Description of Exception
27	2.5.7 Procedure for Non-Targeted Material	Contractor takes exception to all of 2.5.7 as the procedures are inadequate for dealing with contaminated materials.
30	2.13 Severe Weather	Contractor takes exception as to the City making the sole decision to postpone collection due to severe weather as the definition listed is unreasonably narrow.
38	4.6 End Market Certification	Contractor takes exception to identifying end market information as that is proprietary.
40	5.1 Term of Contract	Contractor takes exception to the City's unilateral ability to renew or extend the contract. Any option to renew or extend the contract shall be mutually agreeable by the parties.
41	5.5 Liquidated Damages	Contractor takes exception to Liquidated Damages as it is not a reasonable estimate of the City's damages and requests to negotiate these to mutually acceptable terms.
49, 50	6.21 Entire Contract	Contractor reserves the right to negotiate a final contract once bid has been awarded to Contractor.
103	Exhibit F	Contractor has submitted Single Stream Specifications. Please see page 31.
129	Form G	Contractor takes exception and will submit a revised Form G.
	Additional Provisions	" <u>Waste Materials</u> " means all non-hazardous solid waste, organic waste, and if applicable, Recyclable Materials (as defined in Section 12) generated by District or at District's Service Address(es). Waste Materials includes " <u>Special Waste</u> ", such as industrial process wastes, asbestos-containing material, petroleum contaminated soils, treated/de-characterized wastes, and demolition debris, for which District shall complete a Special Waste Profile sheet to be approved by Contractor in writing. Waste Materials excludes, and District agrees not to deposit or permit the deposit for collection of (i) any waste tires, (ii) radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio- hazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under applicable federal, state, or local laws or regulations, (iii) any materials containing information protected

		by federal, state or local privacy and security laws or regulations (unless tendered to Contractor pursuant to an additional Exhibit L to this Agreement), (iv) any other items or material prohibited by federal, state or local laws or regulations, or that could adversely affect the operation or useful life of the facility(ies) receiving District's Waste Materials, or (v) Special Waste not approved in writing by Contractor (collectively, " <u>Excluded Materials</u> "). Title to and liability for Excluded Materials shall remain with District at all times.
		Force Majeure. Contractor's performance of the Service may be suspended and its obligations hereunder excused during the pendency of a cause or causes beyond its reasonable control, such as by way of example and not limitation: acts of war, public enemy, civil disturbance, riot or disorder; epidemic or pandemic; acts of God such as landslide, lightning, earthquake, fire, storm, the impending approach of a storm, or flood; explosion; restraining orders, interference by civil or military authorities, strike, statute, ordinance, government order or ruling; or other similar causes. In the event of an occurrence of a <i>force majeure</i> event, Contractor shall notify the District immediately, in writing, describing the particulars of the circumstances preventing performance of the Service and its expected duration.

WM's response to Roseville's RFP is conditioned on these exceptions. Waste Management of Minnesota, Inc. agrees to work in good faith with Roseville to negotiate a mutually agreeable Contract that is acceptable to both parties.



Form H: Acknowledgement of Receipt of Addenda

City of Roseville
RFP for Recycling Services

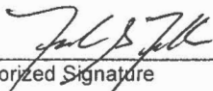
Form H: Acknowledgement of Receipt of Addenda

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 _____

**WM acknowledges receipt of the City's
2024 Recycling RFP: Response to
Questions dated August 23, 2024 with
seven attachments.**

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



Authorized Signature

Frank Fello, President, Waste Management of Minnesota, Inc.

Printed Name

September 11, 2024

Date

ffello@wm.com

Email Address

952-229-5333

Telephone

Form H - 1



Consent of Surety for Performance Bond



Endurance Assurance Corporation
4 Manhattanville Road
Purchase, NY 10577

Date: September 11, 2024

To: City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Principal: Waste Management of Minnesota, Inc.
Bid Date: September 11, 2024
Description: Comprehensive Recycling Services

Dear Sir/Madam:

We, Endurance Assurance Corporation, hereby agree that in the event an award is made to Waste Management of Minnesota, Inc. on the project as captioned, we will execute the necessary Performance and/or Payment Bonds that may be required.

Sincerely,

Endurance Assurance Corporation

Susan Ritter
Attorney-in-Fact



POWER OF ATTORNEY

11078

KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation**, a Delaware corporation, **Endurance American Insurance Company**, a Delaware corporation, **Lexon Insurance Company**, a Texas corporation, and/or **Bond Safeguard Insurance Company**, a South Dakota corporation, each, a "Company" and collectively, "**Sompo International**," do hereby constitute and appoint: **Brook T. Smith, Raymond M. Hundley, Jason D. Cromwell, James H. Martin, Barbara Duncan, Mark A. Guidry, Jill Kemp, Lynnette Long, Amy Smith, Deborah Neichter, Theresa Hintzman, Beth Frymire, Leigh McCarthy, Michael Dix, Susan Ritter, Ryan Britt, Kelsy Hoagland, Jacob Motto, Jennifer Edwards** as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million Dollars (\$100,000,000.00)**.

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019 and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 15th day of June, 2019.

Endurance Assurance Corporation

By: *Richard M Appel*
Richard Appel, SVP & Senior Counsel



Endurance American Insurance Company

By: *Richard M Appel*
Richard Appel, SVP & Senior Counsel



Lexon Insurance Company

By: *Richard M Appel*
Richard Appel, SVP & Senior Counsel



Bond Safeguard Insurance Company

By: *Richard M Appel*
Richard Appel, SVP & Senior Counsel



ACKNOWLEDGEMENT

On this 15th day of June, 2019, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*
Amy Taylor, Notary Public - My Commission Expires 3/9/21



CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the sole shareholder of each Company by unanimous written consent effective June 15, 2019 and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: **RICHARD M. APPEL, BRIAN J. BEGGS, CHRISTOPHER DONELAN, SHARON L. SIMS, CHRISTOPHER L. SPARRO, MARIANNE L. WILBERT**

; and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 11th day of September, 2019.

By: *Daniel S. Lurie*
Daniel S. Lurie, Secretary

NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. **Please read this Notice carefully.**

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimAdministration@sompo-intl.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870



Conclusion

For decades, WM has had the opportunity and pleasure of serving the residents and businesses of Minnesota. WM will continue its tradition of service excellence that residents and businesses have come to know, trust, and expect in Roseville. With over 130 Blaine Hauling-based employees and the largest fleet of compressed natural gas (CNG) collection vehicles in the area, WM has the resources, experience, and know-how to fulfil all duties and requirements as the recycling collector for the City of Roseville. And those local resources are all backed up by the largest recycling services provider in North America.

In entering into a partnership with WM, the City of Roseville is assured of a unique combination of benefits unmatched by any other firm, including:

We can increase diversion. We offer thoughtfully considered solutions to meet Roseville's sustainability goals. From Smart Truck® technology, to our Recycle Right® contamination reduction education, we have the tools your residents need to sustainability manage their household waste stream.

We reduce emissions. Our fleet is fueled with clean-burning CNG which reduces greenhouse gases. These trucks are also quieter than trucks powered with diesel. Our commitment to routing efficiency further reduces emissions, saves miles, and reduces wear and tear on City infrastructure.

We use the latest technology to keep you safe and satisfied. Our trucks are equipped with the latest safety technologies, and we are the only company that can offer WM Smart Truck® service verification.

We are experts in transition. We have expertise already in place and can be equipped with the necessary resources to meet your target commencement date of July 1, 2025. From the moment we are awarded your contract, our team will concentrate on delivering dependable recycling collections and enhancing your residents' sustainability journey.

We provide cost-effective solutions. We offer competitive rates.

We are safe. We have zero tolerance for unsafe actions and conditions and make safety a value without compromise. WM has long exceeded the waste industry's performance in terms of key metrics like the rate of on-the-job injuries. We also support the development of a safer industry and are committed to sharing best practices on safety with our peers.

We can be counted on. We are a company that is here to stay both locally and nationally. We are invested in this community, our people, our technology, and our future. Our financial strength provides peace of mind that we can meet our obligations and continue to evolve with the waste industry and grow with the City.

We are reputable. We have the right culture, the right technology, and the right assets in place, to reliably and consistently serve the City of Roseville. WM delivers service with honesty and integrity in everything we do. We lead by doing things the right way, every day. Recognitions we have received for ethical leadership include the Ethisphere Institute's "World's Most Ethical Companies" award, where WM is a 14-time honoree; Fortune Magazine's "World's Most Admired Companies", four

straight years from 2019-2022; and Corporate Responsibility Magazine's, "100 Best Corporate Citizens", annually since 2015

We value education. WM's recycling and sustainability outreach leads the industry. The comprehensive online content offers a multitude of educational outreach tools for all sectors, including residential, multi-family, commercial, industrial, educational, governmental, and even student curriculum.

We are the leader in sustainability. WM's commitment to sustainability is demonstrated through three main pillars:

- Material is REPURPOSED. We're reimagining a circular economy.
- Energy is RENEWABLE. We're innovating for climate progress.
- Communities are THRIVING. We're empowering people to live sustainably.

Please refer to the complete WM 2024 Sustainability Report located at [Building Today, For Tomorrow® | WM 2024 Sustainability Report](#) for details on our past achievements and future goals for enhancing sustainability in our communities.

WM is the proven, reliable service provider the City of Roseville can count on. WM offers customer-centric technology that helps educate residents on how to maximize diversion at their residence. Combine this with a fleet of clean, CNG trucks with lower emissions, and the choice is clear. Roseville's sustainable tomorrow starts with selecting WM as its residential recycling provider.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Receive Recycling Cart Request for Quote Responses

Background

Staff presented the Recycling Cart Request for Quotes (RFQ) to Council on June 17, 2024 which allowed staff to gather cost information for a potential cart purchase in 2025 in conjunction with a new Comprehensive Recycling Contract for curbside recycling. At the July 22, 2024 Council meeting, staff presented a recommendation that would authorize staff to negotiate with Toter LLC. for carts that would be used for our recycling program. Council held off on the motion to authorize staff to negotiate with Toter LLC so additional cost information could be gathered for both City-owned and Contractor-owned carts through our Recycling RFP process.

The RFQ was released on Friday, April 19, 2024. The RFQ was directly emailed to five manufacturers, was noticed in the Pioneer Press, and was available on the City website. The RFQ closed on Friday, May 17, 2024, and six respondents submitted proposals with three submitting a second alternative:

- Cascade Cart Solutions
- IPL
- Otto Environmental Solutions
- Rehrig Pacific Company
- Schaefer Plastics North America, LLC
- Toter LLC

Six staff scored the responses to the RFQ based on a Best Value approach, looking at each section of the criteria outlined in the checklist and components of the RFQ. Best Value components included:

- Company Profile – 10
- RFQ Questionnaire – 10
- References – 10
- Cart Specifications – 10

- Value Add – Possible 10
- Warranty - 10
- Sample Recycling Cart (black cart with blue lid that has an in-mold label, and City logo) - 20
- Cart Pricing – 10
- Assembly and Distribution pricing/plan – 10
- Durability – 10

Cost was included in the scoring with equal weight as all other components. If a manufacturer submitting a response to the Cart RFQ is accepted, staff will begin working with the selected respondent to finalize the details and place an order for a May 2025 assembly and delivery.

A summary of the scoring averages for each vendor and component is included on page 9 of the presentation (Attachment 2).

Policy Objectives

Roseville has the goal to responsibly fund programs, services, and infrastructure to meet long-term needs. Chapter 403 of the City Code establishes a system of curbside recycling as a public utility for Residential Dwellings and Multi-Family Complexes in the city. In order to meet the goals and requirements of this Chapter, the City must contract with a private contractor for the collection of recyclable materials.

Equity Impact Summary

There should be no equity impacts associated with this RFQ as the recycling program is citywide.

Budget Implications

There are no budget impacts associated with the RFQ if all the responses are rejected. If the City Council accepts a proposal, the costs would be based on the selected respondent's rates.

Manufacturer	Best Value Score	Cost Rank	Total Cost	Dollar Difference from Low Quote	% Difference from Low Quote
Toter EVRII	1	5	\$644,047	\$55,900	9%
Toter Universal	2	8	\$670,631	\$82,484	13%
Schaefer Plastics - Primary	3	3	\$621,329	\$33,182	5%
Cascade	4	6	\$651,265	\$63,119	10%
Otto Black Cart	5	1	\$588,147	\$0	0%
Otto Blue Cart	6	4	\$640,029	\$51,882	8%
Schaefer Plastics - Alternate	7	9	\$732,275	\$144,128	22%
Rehrig Pacific	8	7	\$669,004	\$80,857	13%
IPL	9	2	\$614,074	\$25,927	4%

All the responses are less than the estimated cost which was ~\$744,000 for carts and assembly and delivery.

If the City decides to purchase carts, Roseville will have to pay up front costs of the carts for manufacturing, delivery, and roll-out based on the above responses. This cost would come out of the 2025 Environmental (Solid Waste/Recycling) budget. Ramsey County is offering a reimbursement grant for up to \$100,000. This is a change from previous Ramsey County guidance where 50% of the cost of carts was previously available. It appears the last city to get 50% reimbursement was in 2018. Based on the \$100,000 grant the City would receive, Roseville's cost would be \$544,047 based on the highest best value score which was Toter LLC's EVRII cart.

The Environmental budget currently has a cash balance of \$460,533. If the carts are purchased in 2025, approximately \$83,000 in funds would need to be borrowed. Finance recommends we borrow from the Sanitary Sewer fund to fund the difference.

Staff Recommendations

Staff recommends the City Council approve the quotes and authorize staff to negotiate the final contract with Toter LLC to purchase their Toter EVRII carts in 2025 for the City's Recycling Program. The final contract will be brought to City Council for approval at a later date, potentially August.

Requested Council Action

Motion to approve the quotes and authorize staff to negotiate a final contract with the Toter LLC to purchase their Toter EVRII carts.

Prepared by: Ryan Johnson, Environmental Manager

Attachments: 1. Request for Quotes for Residential Recycling Roll-Out Carts
2. Presentation

Request for Quotes (RFQ) for Residential Recycling Roll-Out Carts

**Released on:
April 19, 2024**

City of Roseville, MN

**Price quotes due by:
May 17, 2024
at 4:00 p.m.**

***Prepared by:*
Foth Infrastructure & Environment, LLC**

Introduction

The City of Roseville is soliciting price quotes for residential recycling roll-out carts. The City intends to use this request for quotes (RFQ) and the attached Roseville Cart Specifications (Attachment A) for purposes of receiving competitive price quotes from cart manufacturers. The City will use the quotes received and other information to make a purchase of recycling carts from a selected cart Manufacturer (“Vendor”).

Background

In summer 2025, the City will be executing a new collection services Contract between the City of Roseville (“City”) and a hauler (“Contractor”). The collection Contract is for city-wide residential recycling collection.

The City has been interested in taking ownership of their recycling carts for some time and are now ready to implement the program change with this contract RFP process.

This Cart Contract assumes that after initial cart distribution, the Contractor will be fully responsible for assembly, distribution, maintenance and inventory management of the City’s carts. It also assumes that the cart contractor will provide assistance with the initial cart rollout, including assembly and distribution, prior to the scheduled start date. Recycling collection under the new Contract is scheduled to begin on July 1, 2025. It is the City’s preference that the cart Contractor be determined prior to the announcement of the hauling RFP, in mid-summer 2024, so that the proper language can be stated in the RFP.

The cart counts included in the Roseville Cart Specifications (Attachment A) and Price Quote Worksheet (Attachment B) are current estimates using the best information available as of April 15, 2024. The final cart counts will change slightly when the City places its order with the selected cart vendor.

Tentative Schedule*

April 19, 2024	City releases request for price quotes
May 17, 2024	Price quotes due from prospective vendors
June 10, 2024	City review of price quotes; Reference checks completed
June 17, 2024	City review team develops recommendation to City Council
July 22, 2024	City Council reviews City staff report and may authorize a contract award to a cart vendor
August 2024	Final City / Cart Manufacturer contract executed Final City cart order issued (TBD once contract is executed)

(*This is a tentative schedule and is subject to change.)

City Contacts Persons and Restriction on Other Contacts

If you have questions, prospective vendors may contact only Ryan Johnson, Environmental Manager at City of Roseville at: 651-792-7049; ryan.johnson@cityofroseville.com.

During this process, contact about the City's cart purchase with City staff, City elected officials or other City consultants is strictly prohibited. Any unauthorized contact may eliminate a prospective cart vendor from further consideration. The timeframe for this process begins on the release date of the solicitation and continues through the execution of a final contract for cart purchase.

Instructions to Submit Price Quotes

Prospective vendors must thoroughly read and understand the attached "City of Roseville Cart Specifications" (Attachment A). Each responsive vendor must sign the statement at the end of Attachment A certifying that the vendor has read, understands and agrees to the Roseville Cart Specifications (or has noted proposed exceptions in the vendor's price quote response packet).

Once a cart manufacturer is selected by the City, the City may utilize the successful Vendor's buying cooperative organization as a means to enable prospective vendors to quote their lowest possible price. This cooperative purchasing process allows the City to piggyback on other city cart contracts procured through a certified competitive bidding process.

Prospective vendors must complete the price quote worksheet form (Attachment B). If your buying cooperative has its own price worksheet, please include that co-op worksheet in addition to Attachment B. If there is any discrepancy between the two worksheets, Attachment B takes precedence.

Price quotes must be good for a minimum of 90 days. If your price quote is subject to an increase or decrease after 90 days, vendors must specify the price adjustment formula (e.g., resin price index, etc.) in the Vendor Questionnaire form (Attachment C; question #3).

Prospective vendors must also complete the Vendor Questionnaire form (Attachment C). Vendors that do not completely fill out and sign all attachments may be rejected from further consideration.

Prospective vendors shall submit their response packets electronically. Please use Microsoft Word or PDF format for all forms.

Prospective vendors should submit their price quotes via email by:

Friday, May 17, at 4 p.m.

Submittals received after that time may be rejected and not considered at the City's sole discretion.

City Rights Retention

The City of Roseville retains all rights to reject any and all price quotes. This request for quotes is not a guarantee of an award of a cart purchase contract.

The City retains its rights to select the cart Manufacturer that is in the best interests of the City and its residents. Price alone will not be the sole determining factor in the City's decision, but price (including any discounts) will be an important criterion. References, strength of warranty, cart resin weight, cart wall thickness, and any extended warranty offered will also be important considerations. Other selection criteria will also be considered.

The Roseville City Council has final authority to make the selection of a cart Manufacturer.

Price Quote Packet Content Checklist

A full, responsive packet will contain the following items.

(Please check off all items and include this checklist with your response to assure a complete packet)

- ☐ This checklist with all items checked to verify they are included in your response packet.
- ☐ Attachment A – Roseville Cart Specifications, including signed statement certifying acceptance of these specifications (or note any exceptions in your price quote).
- ☐ Attachment B – Price quote worksheet, including signature.
- ☐ Attachment C – Vendor questionnaire, including signature.
- ☐ List of U.S. municipal contract references, in northern climates similar to Minnesota, including the year of the first sale of carts to those customers. The list must include city name, reference contact name, phone, email, number of carts sold, and year of first sale.
- ☐ Vendor cart specifications for the cart size/models recommended for the City of Roseville (include color photographs).
- ☐ Photograph of the proposed RFID tag to be installed in the Roseville carts.
- ☐ Sample photograph(s) of the three (3) proposed carts, including any color samples outlined in the request for quotes.
- ☐ Sample chip of each of the colors proposed for the carts and lids.
- ☐ Written warranty and product guarantee.
- ☐ One sample cart (65-gallon) of the same make and model proposed for sale to the City in response to this RFQ, with city logo included. Please deliver the sample cart to the **City of Roseville: 1140 Woodhill Drive, Roseville, MN 55113**

Attachment A

Roseville Cart Specifications

A. Cart Sizes and Quantities

1. The cart Manufacturer shall supply three (3) sizes for recycling carts:
 - a. 35-gallons
 - b. 65-gallons
 - b. 95-gallons
2. The proposed vendor must supply photographs of the proposed cart sizes, including any lid and/or cart colors outlined in your price quote response packet.
3. The current estimate of recycling cart counts by size is itemized below:

	35-Gallon	65-Gallon	95-Gallon	TOTAL
Recycling "Roll Out" Carts	894	7,720	3,201	11,815

These estimates include 5% for spares (i.e., excess inventory above house counts) for switches, replacements, etc.

This is the current estimate of cart counts as of April 2024. The exact number to be ordered for cart each size has not been determined.

B. Color of Cart Bodies and Lids

1. The recycling cart bodies shall be black for the base price quotes to maximize recycled, post-consumer resin (PCR) content. Alternative cart body colors should be suggested as an alternate price quote, including the corresponding price change. Submit multiple Price Quote Worksheets (Attachment B) if you are submitting alternate price quotes.
2. For purposes of this RFQ, the recycling lids will have a blue lid with a black body to stay consistent with current recycling carts.
3. The pigment color must be uniformly distributed throughout the finished recycling carts.
4. Prospective vendors must provide a sample chip for the blue recycling cart lids.
5. The cart color must not fade in outdoor weather conditions for ten (10) years.

C. Labeling and Other Markings:

1. The front of each recycling cart (near the top) shall be marked with a unique serial number for identification purposes, imprinted in white. The serial numbers must be at least one (1) inch in size. Bar codes, in addition to serial numbers, are encouraged but not required.
2. Both sides of the recycling cart will have the City's logo and the words: "Property of the City of Roseville" imprinted via hot stamp in a contrasting color (e.g., white). Final artwork will be supplied to the Manufacturer by the City of Roseville.
3. The recycling cart lid shall have an in-mold label (IML) on the top encompassing nearly the entire recycling cart lid. Vendors shall provide these dimensions of the IML. The in-mold label shall consist of a four (4) color scheme. The City also requests that price reductions be provided for alternatives of three (3) and two (2) color scheme options. The in-mold label will be designed by the City and shall provide recycling

instructions that include information on what to put in the cart and a brief preparation guide as well as photographs of recyclable items.

The example photo below from another city is an approximate representation of the Roseville recycling lid IML:



Example image of an IML on the lid of a recycling cart from the City of Shakopee. This does **NOT** accurately represent the City of Roseville's final IML design or content.

4. All instructional information must be durable for the life of the cart.

D. RFID Tags:

The Manufacturer shall pre-install ultra-high frequency (UHF) radio frequency identification (RFID) tags within the recycling carts at the time of manufacture.

The specifications for the RFID tags shall include:

1. Must be passive design (no battery required).
2. Must be "Read Only" with no programming required.
3. Must be 100% weather proof.
4. Must permanently attach to the recycling carts.
5. Must be compatible with standard Handheld and Truck Mounted RFID Scanners.
6. Must be uniquely coded at the factory.
7. Must have a service life of a minimum of 15 years.
8. Must be impact resistant.
9. Must have a minimum factory warranty of 10 years.
10. Tag specifications: The following are provided as one example set of RFID tag specifications.
 - a. 0.007" clear polyester face material, permanent acrylic adhesive or suitable alternative.
 - b. Inlay Specification: Raflatrac Short Dipole Monza3 IC, 860 to 960 MHz, Class 1

Gen2, EPC compliant, 96 bit memory.

- c. Tag Construction: Both sides of the inlay are laminated with a minimum of 0.007" clear polyester, acrylic adhesive material or suitable alternative
- d. Inlay Placement Specification: The inlay will be centered in the tag, +/- 1/16" in web and cross web direction or suitable alternative.
- e. Tag Dimensions: 4.25" wide x 1" long, with a tear perforation between each tag along the tag's 4.25" side or suitable alternative. There is no spacing between the tags.
- f. Tag Encoding: 10 digit, non-repeating, sequential, decimal number starting at 1000000027 and incrementing by 1 for each tag, data is locked, no password, missing numbers are allowed, all 24 characters can be filled with the 14 digits on the left side of the number set at 0 (zero).
- g. Defective Inlays: Marked and left in the rolls.

Items 10.a through 10.g above may be replaced by alternate RFID tag specifications if a vendor submits adequate details and justification for the alternate. In any case, photographs, both of the stand-alone tag and an installed tag, of the proposed RFID tag must be included in the vendor's response packet.

- 11. The City shall require that the RFID tag must be tested at the manufacturing facility to ensure that it is working properly prior to shipment.

E. Warranty:

The Manufacturer shall warrant that the carts will be new and of merchantable quality; will conform to provided specifications, designs, samples and descriptions; will be free from defects in material and workmanship; and will be fit for the particular purpose intended by the buyer for at least ten (10) years. The warranty must be a complete 1 for 1 exchange of a new cart with all freight to be paid for by the vendor. IMLs must also be warrantied for 10 years.

F. Shipment / Delivery:

- 1. The partially assembled carts shall be delivered to a location in Roseville (specific location to be determined later).
- 2. The carts will be delivered approximately the first week in May 2025 (specific schedule yet to be determined). All carts must be delivered prior to July 1, 2025.
- 3. The Manufacturer shall provide a written inventory of all carts delivered with serial numbers, corresponding RFID tags, and bar codes (if included). The inventory shall also be provided to the City and its Contractor in MS Excel electronic, database-readable format (or a suitable alternative approved by the City). It is preferred that bar codes be included at the option of the vendor, but at no additional cost to the City.

G. Certification of Acceptance of these Roseville Cart Specifications:

We hereby certify that we have read, understand and agree to the Roseville Cart Specifications, dated May __, 2024.

(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)

Or,

We hereby certify that we have read, understand and propose the noted exceptions* to the Roseville Cart Specifications dated May __, 2024.

(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)

* Note: Any exception to these Roseville Cart Specifications proposed by the prospective vendor must be clearly noted within this Attachment A as "redline" edits using Microsoft Word "track changes" feature. The City may reject any such proposed exception at its sole discretion.

Attachment B

Price Quote Worksheet

Please fill out this price quote worksheet completely. If you are submitting an alternate price quote, please submit additional worksheets (i.e., do NOT quote alternate pricing on the same sheet as the base price worksheet).

Cart Manufacturer**Company Name:** _____**Primary contact person:** _____**Authorized signature:** _____

(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)

Date of price quote: _____

(Price quote must be good for a minimum of 90 days)

Size of Carts Nominal Capacity ^(a)	Manufacturer's Cart Model Number	Manufacturer's Rated Cart Capacity (gallons)	Manufacturer's Unit Price Quote (\$ per cart)	Estimated Quantity	City's Extended Cost (Total \$)
Recycling "Roll Out" Carts:					
35-gallon			\$	894	
65-gallon			\$	7,720	\$
95-gallon			\$	3,201	\$
Subtotal of Recycling Carts				11,815	\$
TOTAL				11,815	\$

Notes:

(a) Nominal cart capacity sizes. Actual Manufacturers' rated capacity will vary.

(Price Quote Worksheet continued on next page)

Attachment B

Price Quote Worksheet

(Continued from previous page)

Cost Item Description	Manufacturer's Feature Specification	Notes	Manufacturer's Unit Price Quote (\$ per cart)	Estimated Quantity	City's Extended Cost (Total \$)
Additional Features					
RFID ^(b)			\$	11,815	\$
Hot mold City of Roseville logo and name for recycling carts			\$	11,815	\$
In mold label for recycling carts			\$	11,815	\$
Extended warranty beyond ten (10) years			\$	11,815	\$
Subtotal					\$
Additional Cost Items					
Shipping of carts ^(c)			\$		\$
TOTAL				\$	\$
Notes: (b) RFID specifications - See Roseville Cart Specifications (Attachment A) (c) Specify method and units of calculating price estimate for shipping carts to Roseville.					

Attachment C

City of Roseville

Vendor Questionnaire

Instructions: Please fill out this form.

Contact Information and Authorized Signature:

Cart Manufacturer company name:	_____
Primary contact person:	_____
Cart manufacturing plant location(s):	_____

Authorized signature	_____
(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)	
Primary phone number	_____
Primary email:	_____
Date of price quote:	_____
Buying cooperative:	_____

Questions:

1. What form of RFID tag do you use? (Please see Roseville Cart Specifications, Attachment A, for more details.) Where on the cart will it be mounted? Please include photographs of a sample of the RFID tag proposed for Roseville.

2. Does your company offer technical or design assistance for the graphics and labeling to be installed on the City's carts? **Yes**____ **No**____ If yes, please briefly describe:

3. The price quote must be good for a minimum of 90 days. Is your price stable beyond 90 days? **Yes**____ **No**____ If so, for how many days is the price quote valid? _____ **days.**

If the City places its purchase order after this 90-day timeframe, how will the price of the carts be adjusted? For example, if you propose the cart price be adjusted by the changing price of plastic resin, please specify the index, the date of the index, and the portion of the cart price to be adjusted.

4. The City has **tentatively** decided to specify black cart bodies and a blue lid for the recycling carts. (Please provide color samples and photos.)

5. Is there an additional cost per cart if the City decides on a different color for the cart bodies? **Yes**____ **No**____ If yes, what is the price difference for a different color of cart body:
\$__.____ **per cart.**

6. Will you provide a discount to the City for early payment? **Yes**____ **No**____ If yes, what is the discount: ____%. When must the payment be made by the City relative to the shipment date of the cart?

7. Please describe how many carts will be on each load and what mix of cart sizes on each load you recommend to make shipping most cost-effective:

8. Do you have any suggestions on how the City can save on shipping cost? **Yes**____ **No**____
If yes, please describe:

9. Do your carts also have a unique bar code to identify each cart (in addition to the cart serial number and the RFID tag)? **Yes** _____ **No**_____ If yes, please describe**:

(**There shall be no additional cost to the City to provide bar codes.)

10. Please specify the dimensions (W x L in inches) of the IML for each cart size:

<u>Cart Size</u>	<u>IML Dimensions</u> <u>(width x length in inches)</u>
35-gallon	_____
65-gallon	_____
95-gallon	_____

11. Please specify the weight of the cart bodies (in pounds of resin weight only) for each cart size:
To help ensure container integrity beyond the 10-year warranty period, preferred minimums are listed below:

Resin Weight Minimums

35-gallon	17 pounds*
65-gallon	27 pounds*
95-gallon	34 pounds*

Please list your resin weight below:

<u>Nominal Cart Size</u>	<u>Cart Resin Weight</u> <u>(pounds)</u>
35-gallon	_____
65-gallon	_____
95-gallon	_____

(*Resin weight only and shall not include: wheels, metal axles, metal grab/lifter bars, or other non-plastic parts of the cart.)

12. Please specify the wall thickness of your carts. Cart wall thickness minimums preferred are below:

Cart Size	Minimum Wall Thickness	Minimum Critical Wear Areas*
35-gallon cart	0.150 inches	0.185 inches
65-gallon cart	0.175 inches	0.185 inches
95-gallon cart	0.175 inches	0.185 inches

Please list your wall thicknesses below:

Cart Size	Wall Thickness (inches)	Critical Wear Areas*
35-gallon cart	_____	_____
65-gallon cart	_____	_____
95-gallon cart	_____	_____

*Critical wear areas are points of contact with automated lifting devices on the cart body (e.g., "corners," if applicable).

13. If you have carts that are considered more eco-friendly and/or use more recycled content, please provide pricing for those cart options.

14. Is your warranty for a full replacement? _____

15. Please describe any additional benefits/services you offer to support the cart purchasing, assembly, distribution, implementation, and distribution process.

16. Are cart management services provided in-house or do you work with a third party?

Responses to Residential Recycling Roll-Out Cart RFQ

Public Works Department

City Council

July 22, 2024



Responses to Residential Recycling Roll-Out Cart RFQ

Carts



Sticker

Blue lid

In-mold label and number

Black cart

Total carts: 11,815

- 35-gallon: 894 (~8%)
- 65-gallon: 7,720 (~65%)
- 95-gallon: 3,201 (~27%)

RFQ asks for pricing to manufacture, assemble, deliver, and rollout.

Current cart utilized by Eureka Recycling. Specs call for pricing on the same/similar look.

Responses to Residential Recycling Roll-Out Cart RFQ

In-mold label options (discussion examples)

Option 1



Utilized on 18-gallon bins from pre-2014 recycling collection.

Option 2



Option 3

**PROPERTY OF THE
CITY OF ROSEVILLE**

Responses to Residential Recycling Roll-Out Cart RFQ

Sample Carts



Responses to Residential Recycling Roll-Out Cart RFQ

Estimated Costs

Previously shown estimate

Capital Cost					Ramsey County Grant		
Number of carts	\$/Cart	Cart Assembly (\$/Cart)	Total Capital Cost		Total Capital Cost	Grant %	Reimbursement Amount
11,815	\$59.00	\$4.00	\$744,345		\$744,345	50	\$372,173

Replacement (Maintenance) Cost

Number of carts	Est. Service Life	Replacement /year	Carts/Year	\$/Cart	Annual Maintenance Cost	Annual maintenance \$/cart	Monthly maintenance \$/cart
11,815	15	7%	827	\$63.00	\$52,104	\$4.41	\$0.37

NOTE as of June 2024: Ramsey County has reduced their grant amount from 50% matching funds to a maximum award of \$100,000.

Responses to Residential Recycling Roll-Out Cart RFQ

Cart Ownership

City Owned Carts vs. Contractor Owned Carts

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

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

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

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

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

With the grant from Ramsey County, the 15-year capital cost plus cart maintenance (starting year 1) would be **~\$1,031,000**. This is an **estimated savings of ~\$534,000** over 15 years. This savings does not include an average cost of \$100,000 for any additional cart swaps needed (\$40,000 for removal and \$60,000 for deployment), if we were to switch Recycling Service providers over the 15-year period.

Responses to Residential Recycling Roll-Out Cart RFQ

Quoted Costs

		Toter				Otto				Cascade		Schaefer Plastics				Rehrig Pacific		IPL	
		EVRII		Universal		Blue Cart		Black Cart				Primary		Alternate					
Item	Units	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost
35	894	\$37.74	\$33,740	\$40.24	\$35,975	\$38.62	\$34,526	\$36.67	\$32,783	\$41.91	\$37,468	\$37.47	\$33,498	46.33	\$41,419	\$40.04	\$35,796	\$34.04	\$30,432
64	7,720	\$41.89	\$323,391	\$44.39	\$342,691	\$45.68	\$352,650	\$41.30	\$318,836	\$47.83	\$369,248	\$41.92	\$323,622	50.14	\$387,081	\$46.28	\$357,282	\$41.68	\$321,770
96	3,201	\$48.22	\$154,352	\$50.72	\$162,355	\$50.94	\$163,059	\$45.84	\$146,734	\$52.96	\$169,525	\$46.81	\$149,839	55	\$176,055	\$50.58	\$161,907	\$47.04	\$150,575
RFID	11,815	\$0.75	\$8,861	\$0.75	\$8,861	\$0.44	\$5,199	\$0.44	\$5,199	\$0.00	\$0	\$0.00	\$0	0	\$0	\$0.00	\$0	\$1.25	\$14,769
HM	11,815	\$0.50	\$5,908	\$0.50	\$5,908	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	0	\$0	\$0.00	\$0	\$0.00	\$0
IML	11,815	\$1.50	\$17,723	\$1.50	\$17,723	\$1.58	\$18,668	\$1.58	\$18,668	\$1.25	\$14,769	\$1.57	\$18,550	1.57	\$18,550	\$2.00	\$23,630	\$0.96	\$11,342
Warrenty	1	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	0	\$0	\$0.00	\$0	\$0.00	\$0
Shipping	11,815	\$1.90	\$22,449	\$1.65	\$19,495	\$1.13	\$13,351	\$1.13	\$13,351	\$0.00	\$0	\$2.64	\$31,192	\$3.77	\$44,543	\$1.65	\$19,500	\$2.34	\$27,647
Subtotal		\$566,422		\$593,006		\$587,452		\$535,570		\$591,009		\$556,701		\$667,647		\$598,114		\$556,535	
Delivery																			
*Rollout	11,815	6.57	\$77,625	6.57	\$77,625	\$4.45	\$52,577	\$4.45	\$52,577	\$5.10	\$60,257	\$5.47	\$64,628	\$5.47	\$64,628	\$4.50	\$53,168	\$4.87	\$57,539
Total Cost		\$644,047		\$670,631		\$640,029		\$588,147		\$651,265		\$621,329		\$732,275		\$651,281		\$614,074	
Difference from low		\$55,900		\$82,483		\$51,882		\$0.00		\$63,118		\$33,181		\$144,128		\$63,134		\$25,927	
Quote Rank		5		8		4		1		6		3		9		7		2	
Rollout: Assembly and delivery to Roseville properties																			

Responses to Residential Recycling Roll-Out Cart RFQ

Best Value Scoring

Manufacturer	Best Value Score	Cost Rank	Total Cost	Dollar Difference from Low Quote	% Difference from Low Quote
Toter EVRII	1	5	\$644,047	\$55,900	9%
Toter Universal	2	8	\$670,631	\$82,484	13%
Schaefer Plastics - Primary	3	3	\$621,329	\$33,182	5%
Cascade	4	6	\$651,265	\$63,119	10%
Otto Black Cart	5	1	\$588,147	\$0	0%
Otto Blue Cart	6	4	\$640,029	\$51,882	8%
Schaefer Plastics - Alternate	7	9	\$732,275	\$144,128	22%
Rehrig Pacific	8	7	\$669,004	\$80,857	13%
IPL	9	2	\$614,074	\$25,927	4%

Best Value	
Component	Possible Points
Company Profile	10
Questionnaire	10
References	10
Specifications	10
Value Add	Possible 10 points
Warranty	10
Sample Cart	0
Delivered	5
Color Chips	5
Logo	5
Cart colors	5
Cart Pricing	10
Rollout (A & D)	10
*Durability	10
Total points	100
	(+10 for value added)
*Municipal testing	

Responses to Residential Recycling Roll-Out Cart RFQ

Best Value Scoring

Section	Possible Points	Scoring - Averages								
		Toter EVRII	Toter Universal	Otto Black Cart	Otto Blue Cart	Cascade	Schaefer Primary	Schafer Alternate	RPC	IPL
Company Profile	10.00	10.00	10.00	6.67	6.67	9.17	5.83	5.83	8.33	7.50
Questionnaire	10.00	10.00	10.00	9.17	9.17	10.00	10.00	10.00	10.00	10.00
References	10.00	7.50	7.50	9.17	9.17	9.17	8.33	8.33	10.00	6.67
Specifications	10.00	9.17	9.17	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Value Add	0.00	5.83	5.83	0.83	0.83	2.50	0.00	0.00	0.00	2.50
Warranty	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Sample Cart	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Delivered	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Color Chips	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00	0.00
Logo	5.00	2.50	2.50	2.50	2.50	2.50	5.00	5.00	2.50	0.00
Cart colors	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Cart Pricing	10.00	9.13	8.77	10.00	9.19	9.03	9.47	8.03	9.03	9.58
A & D	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Durability	10.00	8.00	6.00	8.00	8.00	6.00	10.00	8.00	8.00	6.00
Total Possible	100.00	97.13	94.77	91.33	90.52	93.36	93.63	90.20	87.86	77.24
Best Value Ranking		1	2	5	6	4	3	7	8	9
Carts Cost		\$566,422	\$593,006	\$535,570	\$587,452	\$591,009	\$556,701	\$667,647	\$598,114	\$556,535
A&D Cost		\$77,625	\$77,625	\$52,577	\$52,577	\$60,257	\$64,628	\$64,628	\$53,168	\$57,539
Total Cost		\$644,047	\$670,631	\$588,147	\$640,029	\$651,265	\$621,329	\$732,275	\$651,281	\$614,074
Cost Ranking		5	8	1	4	6	3	9	7	2

Responses to Residential Recycling Roll-Out Cart RFQ

Financing

- Environmental Budget:
 - 2024 (Beg. Year) = \$616,738
 - Reserved for operations (\$246,856)
 - 2024 (Year end) = \$369,882
- Cart cost (based on Best Value Score) \$644,047
 - \$100,000 reimbursement grant from Ramsey County
 - Updated grant amount less than previous presented amount of \$322,023
 - City Cost - \$544,047.
 - Fund shortfall would be temporarily funded using Sanitary Sewer Fund.
- Planned surplus = \$40,000
 - ~\$0.60/unit/qtr.
 - Implemented in 2023

Responses to Residential Recycling Roll-Out Cart RFQ

Timeframe

Tentative Schedule*

April 19, 2024	City releases request for price quotes
May 17, 2024	Price quotes due from prospective vendors
June 10, 2024	City review of price quotes; Reference checks completed
June 17, 2024	City review team develops recommendation to City Council
July 22, 2024	City Council reviews City staff report and may authorize a contract award to a cart vendor
August 2024	Final City / Cart Manufacturer contract executed Final City cart order issued (TBD once contract is executed)

(*This is a tentative schedule and is subject to change.)

Staff will make any needed updates to the Recycling RFP based on the City Council decision. Tentative release for the Recycling RFP is August/September.

Responses to Residential Recycling Roll-Out Cart RFQ

Staff direction

Authorize staff to negotiate with selected manufacturer
Best value high scorer: Toter: EVRII - \$644,023



Toter - EVRII

Discuss in-mold label options

Option 1



Utilized on 18-gallon bins from pre-2014 recycling collection.

Option 2



Option 3

**PROPERTY OF THE
CITY OF ROSEVILLE**



Questions?

THANK YOU

Public Works Department

REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Consider Adoption of Ordinance to Increase Mayor and City Council Member Compensation by \$100 per month

Background

At the September 23, 2024 meeting, the City Council directed staff to bring back an ordinance for consideration that would raise Mayor and City Council member pay by \$100 per month. Mayor and City Council members compensation is governed by Chapter 103.03 of the City Code. A raise in compensation for Roseville's elected officials has not occurred since 2002. Below is the current compensation for the Mayor and City Council and the proposed compensation contained in the proposed ordinance.

Position	Current Monthly Compensation	Current Annual Compensation	Proposed Monthly Compensation	Proposed Annual Compensation
Mayor	\$775.00	\$9,300.00	\$875.00	\$10,500.00
City Council	\$585.00	\$7,020.00	\$685.00	\$8,220.00

Under state law, an ordinance increasing compensation for elected officials cannot take effect until one election cycle is completed. The next general election will be on November 5, 2024. Therefore, this ordinance, if passed, will not take effect until January 1, 2025.

Policy Objectives

Last year, the City Council approved implementation of a classification and compensation study for all non-union employees to ensure the staff is compensated properly. Union contracts have also been negotiated to ensure that union staff is also properly compensated. Mayor and City Council compensation has not been changed since 2002. Based on those facts, Mayor and City Council compensation is being considered to reflect the work put in by the Mayor and City Council.

Equity Impact Summary

While no direct equity impact analysis has been done on this ordinance, compensation of elected officials is important to ensure that they are at least partially compensated for their work as Mayor and City Council members. Beyond providing compensation for their work, participation in official meetings and constituent work often leads to direct financial costs for elected officials. Providing compensation to elected officials helps partially address financial barriers for persons interested in being elected to office.

Budget Implications

The total cost to implement the ordinance is \$6,000.00. This amount has been included in the 2025

32 Preliminary Budget and Levy.

33
34 **Staff Recommendations**

35 Staff recommends approval of the ordinance shown in Attachment 1 raising Mayor and Council member
36 pay by \$100.00 per month.

37
38 **Requested Council Action**

39 Motion to approve the ordinance raising Mayor and Council member compensation by \$100.00 per
40 month.

41
42 **Prepared by:** Patrick Trudgeon, City Manager

Attachments: 1. Ordinance

43

1 City of Roseville
2 ORDINANCE NO. XX
3

4 AN ORDINANCE AMENDING
5

6 TITLE 1, SECTION 103.03
7

8 AN ORDINANCE AMENDING TITLE 1, SECTION 103.03 AMENDING
9 MAYOR AND CITY COUNCIL MEMBER COMPENSATION
10

11 THE CITY OF ROSEVILLE ORDAINS:
12

13 SECTION 1. Title 1, Section 103.03 of the Roseville City Code is hereby
14 amended as follows:
15

16 **103.03: MAYOR AND CITY COUNCIL COMPENSATION:**
17

18 The Mayor and members of the City Council shall receive a stipend for
19 their service to the city as follows:
20

21 ~~Effective January 1, 2000, until December 31, 2001:~~

22 ~~Mayor ————— \$750.00 per month~~

23 ~~Council members — \$570.00 per month~~
24

25 ~~Effective January 1, 2002, and thereafter:~~

26 ~~Mayor ————— \$775.00 per month~~

27 ~~Council members — \$585.00 per month~~
28

29 Effective January 1, 2025, and thereafter:

30
31 Mayor ————— \$875.00 per month

32 Council Members \$685.00 per month
33

34 This stipend offsets any local expenses incurred by elected officials in the
35 course of their duties.
36

37 SECTION 2: Effective date. This ordinance shall take effect on January 1,
38 2025.
39

40 Passed by the City Council of the City of Roseville this ____ day of _____ 20XX.
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Signatures as follows on separate page:

Ordinance – Title of Ordinance _____

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of Payments

Background

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$582,463.43
110720 – 110853	\$1,129,914.30
Total	\$1,712,377.73

A detailed report of the claims is attached. The City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

Policy Objectives

Under MN State Statute, all claims are required to be paid within 35 days of receipt.

Equity Impact Summary

Local governments play an important role in building racially equitable and inclusive regional economies. Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports the broader goals of reducing racial economic disparities as well as Roseville's aspiration to have a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

Staff Recommendations

31 Staff recommends approval of all payment of claims.

32

33

34 **Requested Council Action**

35 Motion to approve the payment of claims as submitted.

36

37

38

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

39

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210500	Life Ins. Employee	LINA	AUGUST NEW YORK LIFE PREMIUMS	3,162.88	1930
100-00-00-210500	Life Ins. Employee	LINA	AUGUST NEW YORK LIFE PREMIUMS	136.60	1930
100-00-00-210500	Life Ins. Employee	LINA	SEPTEMBER NEW YORK LIFE PREMIUMS	3,166.88	2016
100-00-00-210500	Life Ins. Employee	LINA	SEPTEMBER NEW YORK LIFE PREMIUMS	136.60	2016
100-00-00-210502	Employer Life Insurance	LINA	AUGUST NEW YORK LIFE PREMIUMS	601.60	1930
100-00-00-210502	Employer Life Insurance	LINA	SEPTEMBER NEW YORK LIFE PREMIUMS	614.40	2016
100-00-00-210900	Long Term Disability	LINA	AUGUST NEW YORK LIFE PREMIUMS	5,712.22	1930
100-00-00-210900	Long Term Disability	LINA	AUGUST NEW YORK LIFE PREMIUMS	(2,050.42)	1930
100-00-00-210900	Long Term Disability	LINA	SEPTEMBER NEW YORK LIFE PREMIUMS	1,592.23	2016
100-00-00-210900	Long Term Disability	LINA	SEPTEMBER NEW YORK LIFE PREMIUMS	2,050.42	2016
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	1901
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,972.00	1901
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,024.88	1901
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,317.00	1901
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	1901
Total Department 00-00 GENERAL				24,837.29	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	Kennedy & Graven, Chartere	CITY ATTORNEY LEGAL SERVICES - OFF RE	468.00	110740
100-01-00-430000	Professional Services	RAPP STRATEGIES INC.	PROFESSIONAL SERVICES FOR SALES TAX R	4,000.00	110781
100-01-00-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	44.72	110730
100-01-00-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	448.76	110730
100-01-00-442000	Memberships & Subscription	League of MN Cities	Membership Dues Invoice - Attn: Finan	9,588.00	110815
Total Department 01-00 CITY COUNCIL				14,549.48	
Department: 02-00 ADMINISTRATION					
100-02-00-424000	Operating Supplies	Definitive Technology Solu	WASTE TONER	108.50	110834
100-02-00-430099	Drug Testing	Vault Health	DOT RANDOM DRUG SCREEN	221.48	110827
100-02-00-439000	CONTRACT MAINTENANCE	Governmentjobs.com, Inc.	NEW HIRE EXPORT SETUP	5,366.09	1926
100-02-00-441000	Training	NATIONAL COMPUTER TECHNOLO	FIRST HALF PAYMENT OF STAFF COMPUTER	1,700.00	2027
Total Department 02-00 ADMINISTRATION				7,396.07	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	52.15	2007
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	AUG 2024 SERVICE CHARGE	781.39	110750
Total Department 04-00 FINANCE				833.54	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	MONTHLY PROSECUTION SERVICES	14,892.00	1917
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	CITY ATTORNEY SERVICES MONTHLY RETAIN	16,634.78	110740
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	CITY ATTORNEY LEGAL SERVICES - OFF RE	2,645.50	110740
Total Department 06-00 LEGAL DEPARTMENT				34,172.28	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	American Mailing Machines	INKJET CARTRIDGE	339.00	110769
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE	349.44	110735
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE	268.92	110816
Total Department 08-00 CENTRAL SERVICES				957.36	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-422000	Clothing	STREICHER'S	VEST NASPO SX, MALE, LVL 3A - SUNDSTR	1,578.90	1918
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM - DURANT	1,900.73	1918
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF KUHNE	70.99	2005
100-10-00-424000-PD0002	Operating Supplies	COOK COUNTY CLERK	BIRTH CERT HOMELESS OUTREACH 24500714	15.00	110792

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-430000	Professional Services	Language Line Services	TRANSLATION SERVICES AUG	205.56	110745
100-10-00-430001	Dispatching Services	Ramsey County	DISPATCH AUG	31,856.33	110821
100-10-00-430001	Dispatching Services	Ramsey County	CAD AUG	4,898.17	110821
100-10-00-437000	Contract Maint. - Vehicles	Car Wash Partners, LLC	CAR WASHES AUG	32.00	2001
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	2536 WORK-NEW FORD F-150	57.50	1995
100-10-00-437000	Contract Maint. - Vehicles	Wayne Val Autobody	REPAIR MIRROR CAP ON SQUAD	79.17	110774
100-10-00-439000	CONTRACT MAINTENANCE	LexisNexis Claims Solution	DORS ONLINE REPORTING LICENSE 8/1/24-	4,258.41	110759
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT AUG	511.68	110821
100-10-00-451000-PD0001	Furniture & Fixtures	SOUTHWEST SOLUTIONS GROUP,	FIREARMS STORAGE GRANT EQUIPMENT FOR	10,320.17	110848
Total Department 10-00 POLICE DEPARTMENT				55,784.61	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-423000	Vehicle Supplies & Mainten	Jefferson Fire & Safety, I	5 GAL FOAM PAIL	1,300.00	2006
100-13-00-424000	Operating Supplies	AMAZON CAPITAL SERVICES	TV MOUNT	20.89	110842
100-13-00-424000	Operating Supplies	Colbert Engraving & Trophi	PAR TAGS	33.55	110766
100-13-00-424000	Operating Supplies	GRAINGER	MISC ITEMS	332.06	110725
100-13-00-424000	Operating Supplies	Neil Sjostrom	REIMBURSEMENT FOR STATION SUPPLIES	166.49	2009
100-13-00-430000	Professional Services	Fire Loss Management, LLC	PLAN REVIEWS	300.00	110757
100-13-00-430000	Professional Services	Fire Loss Management, LLC	REVIEWS	300.00	110824
100-13-00-430000	Professional Services	Martin McAllister, Inc.	PORTER	625.00	110732
100-13-00-430000	Professional Services	MNSPECT, LLC	PALISADES INSP.	2,343.76	110782
100-13-00-439000	CONTRACT MAINTENANCE	Alex Air Apparatus 2 LLC	AIR LEAK REPAIR	235.00	2004
100-13-00-439000	CONTRACT MAINTENANCE	BAY WEST LLC	HCI DRUM	3,544.82	110737
100-13-00-439000	CONTRACT MAINTENANCE	City Suburban Inc	WINDOW CLEANING	1,850.00	110773
100-13-00-439000	CONTRACT MAINTENANCE	Comcast	SEP	222.84	110736
100-13-00-439000	CONTRACT MAINTENANCE	Knox Company	ANNUAL CLOUD LICENSE	1,374.50	110825
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	SEP	305.76	110821
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile	MOBILE DATA	21.93	110832
100-13-00-439000	CONTRACT MAINTENANCE	Verizon	AUG-SEP	80.02	110833
Total Department 13-00 FIRE DEPARTMENT				13,056.62	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	386.71	110763
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				386.71	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	76.79	1916
Total Department 13-18 EMERGENCY SERVICES				76.79	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	52.15	2007
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				52.15	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	WEBSITE BUILD- ONE TIME FEE	250.00	1935
100-20-21-423000	Vehicle Supplies & Mainten	Minnesota Equipment	MINNESOTA EQUIPMENT	1,150.93	110733
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	8 TN ASPHALT MIX-4A	630.08	110723
100-20-21-424000	Operating Supplies	Konrad Material Sales, LLC	UPM ASPHALT PATCHING MATERIAL	2,847.60	110749
100-20-21-424000	Operating Supplies	PRECISE MRM, LLC	10 MB FLAT DATA PLAN US WITH NAF	713.00	1927
100-20-21-424000	Operating Supplies	Sign Solutions USA, LLC	SIGN POSTS CTY B PMP	4,175.18	110837
100-20-21-424000	Operating Supplies	T. A. Schifsky & Sons, Inc	ASPHALT PATCHING MATERIAL	160.38	1999
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	RAMSEY COUNTY FLEET SUPPORT FOR AUGUS	115.44	110821
Total Department 20-21 STREET DEPARTMENT				10,042.61	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	14,515.97	1908
			Total Department 20-22 STREET LIGHTING	14,515.97	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	147.11	110778
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	10,370.29	110839
100-20-30-422000	Clothing	Cintas Corporation	MECHANICS UNIFORMS	44.11	110747
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTER STOCK	23.24	110828
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTER STOCK	77.76	110828
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS STOCK	148.96	110760
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	HALOGEN CAPSULES STOCK	29.42	110724
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	STOCK BATTERIES	139.71	110806
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	TOW PADS	92.03	110806
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	SENSOR	34.03	110806
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	CERAMIC PADS	37.39	110806
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	MULTI PURPOSE L STOCK	54.10	1996
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	MINI LAMPS STOCK	10.90	1996
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	FAN AND MOTOR #611	167.92	1996
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	AIR DISC SPRINGBRAKE	523.24	110805
100-20-30-423000	Vehicle Supplies & Mainten	Liberty Tire Services, LLC	TIRE RECYCLING	516.35	110731
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	WIPER MOTOR	725.52	110808
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	CLAMPS WAND COUPLER#139	398.78	1997
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	TAG RING STOCKS	111.10	110809
100-20-30-423000	Vehicle Supplies & Mainten	Powerplan BF	CHUTE BRUSHING	25.58	110823
100-20-30-423000	Vehicle Supplies & Mainten	Rigid Hitch Incorporated	CABLE & LED LIGHTS STOCK	239.97	1922
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	FILTERS AND BROOMS	1,011.24	110820
100-20-30-423000	Vehicle Supplies & Mainten	Zahl Petroleum Maintenance	FUEL HOSE PUMP	178.76	110810
100-20-30-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL/TOILET TISSUE	301.92	2012
100-20-30-437000	Contract Maint. - Vehicles	CITY AUTO GLASS	WINDSHIELD REPAIR #115	100.00	110754
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	STARTER REPLACED	1,043.00	110765
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SEAL AND FILTER	863.88	110765
100-20-30-437000	Contract Maint. - Vehicles	MIDSTATES EQUIPMENT & SUPP	VEHICLE #166 REPAIRED	1,802.73	110822
			Total Department 20-30 VEHICLE MAINTENANCE	19,219.04	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	McGough Property Managemen	CITY HALL LABOR	6,850.00	1923
100-23-00-430000	Professional Services	McGough Property Managemen	8/24 EXPENSES	8,755.57	2010
100-23-00-436001	Utilities-City Hall	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - JULY 2024	4,679.38	1932
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	386.71	110763
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	110763
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	KEYPAD FOR WEST SIDE PD ENTRY DOOR	902.13	1994
100-23-00-439001	CONTRACT MAINTENANCE - CIT	MINT ROOFING	REPAIR LEAK CITY HALL BY 60-TON RTU	551.25	110783
100-23-00-439001	CONTRACT MAINTENANCE - CIT	NORTHERN AIR CORPORATION	ACTUATOR FOR HEATING 60-TON RTU	1,437.45	110814
100-23-00-439001	CONTRACT MAINTENANCE - CIT	SANDSTROM LAND MANAGEMENT,	CITY HALL AND LIC. CENTER MOWING	1,943.50	2014
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Yale Mechanical	NO A/C RTU POLICE DEPT. SERVICE CALL	422.00	1924
			Total Department 23-00 BUILDING MAINTENANCE	27,282.39	
			Total Fund 100 General Fund	223,162.91	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	ALL STATE COMPANIES	ESCROW REFUND	1,000.00	110845
103-00-00-230000	Deposits	BOULDER IMAGES, INC.	ESCROW REFUND	1,000.00	110846

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	Lee Homes Corp.	ESCROW REFUND	6,000.00	110826
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson, CIVIC CENTER TMO NETWORK		511.00	2003
		Total Department 00-00 GENERAL		8,511.00	
		Total Fund 103 Contracted Engineering Svcs		8,511.00	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-431100	Postage	Postmaster-Mailing Require FOR DEPOSIT TO PI 2437		4,608.03	110720
		Total Department 09-00 COMMUNICATIONS		4,608.03	
		Total Fund 110 Telecommunications		4,608.03	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	104.33	2007
200-40-40-424000	Operating Supplies	Signarama	SIGNS FOR FOR PARKS BLOOMING BLVD	246.96	110744
200-40-40-432000	Transportation	Abigail Long	MILEAGE REIMBURSEMENT 08/15/24	65.66	1933
200-40-40-432000	Transportation	MAURER, KALYN	MILEAGE REIMBURSEMENT	162.81	110788
		Total Department 40-40 RECREATION ADMINISTRATION		579.76	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-344000-PR0273	Fee Program Revenue	TOCONITA, MYRA	ADULT TRIP - REFUND MOBSTERS IN MINNE	198.00	110787
200-40-41-344000-PR0274	Fee Program Revenue	LIZ JAEGER	PICNIC SHELTER KEY DEPOSIT VIA CHECK	50.00	110843
200-40-41-430000-PR0210	Professional Services	AARP	SMART DRIVER PAYMENT	390.00	110748
200-40-41-430000-PR0212	Professional Services	Willie McCray	SOFTBALL UMPIRE PAYMENT	1,947.00	1928
200-40-41-430000-PR0212	Professional Services	Willie McCray	SOFTBALL UMPIRE PAYMENT	1,947.00	2013
200-40-41-430000-PR0227	Professional Services	Austin Beatty	VOLLEYBALL REFEREE PAYMENT	135.00	2019
200-40-41-430000-PR0227	Professional Services	Breanna Burmester	VOLLEYBALL REFEREE PAYMENT	651.00	2015
200-40-41-430000-PR0227	Professional Services	Darla Weiss	VOLLEYBALL REFEREE PAYMENT	54.00	2020
200-40-41-430000-PR0227	Professional Services	FEST, ANNA	VOLLEYBALL REFEREE PAYMENT	216.00	2026
200-40-41-430000-PR0227	Professional Services	JAMIE NOBLE PRICE	VOLLEYBALL REFEREE PAYMENT	54.00	2023
200-40-41-430000-PR0227	Professional Services	Kathie Urbaniak	VOLLEYBALL REFEREE PAYMENT	270.00	2008
200-40-41-430000-PR0227	Professional Services	MYA MARTENSON	VOLLEYBALL REFEREE PAYMENT	616.00	2022
200-40-41-430000-PR0227	Professional Services	OWEN COUNCIL	VOLLEYBALL REFEREE PAYMENT	54.00	2021
200-40-41-430000-PR0227	Professional Services	Patrick Hubbard	VOLLEYBALL REFEREE PAYMENT	54.00	110819
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	SPORTS CLASSES	9,877.92	110762
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	REVSORTS AUGUST PROGRAMS	9,175.60	110830
200-40-41-430000-PR0250	Professional Services	Aksel Brathen Johnson	YOUTH FALL SOCCER REFEREE PAYMENT	80.00	110775
200-40-41-430000-PR0250	Professional Services	BUTLER, INMAN ELLIOT	YOUTH FALL SOCCER REFEREE PAYMENT	240.00	110790
200-40-41-430000-PR0250	Professional Services	Ellington Sweeney	YOUTH FALL SOCCER REFEREE PAYMENT	80.00	110776
200-40-41-430000-PR0250	Professional Services	JOHNSON, LEO	YOUTH FALL SOCCER REFEREE PAYMENT	80.00	110777
200-40-41-430000-PR0250	Professional Services	KLARQVIST, SOREN FREDERICK	YOUTH FALL SOCCER REFEREE PAYMENT	160.00	110789
200-40-41-430000-PR0250	Professional Services	MALENKE, SCHUYLER	YOUTH FALL SOCCER REFEREE PAYMENT	204.00	110791
200-40-41-430000-PR0250	Professional Services	Meghan Seeger	YOUTH FALL SOCCER REFEREE PAYMENT	192.00	110771
200-40-41-430000-PR0270	Professional Services	Elizabeth Fletcher	CLASS PAYMENT	448.80	1931
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	2,089.70	1910
		Total Department 40-41 RECREATION FEE PROGRAMS		29,264.02	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0101	Operating Supplies	Groth Music	MUSICAL PURCHASES COMMUNITY BAND	272.00	110807
200-40-42-424000-PR0101	Operating Supplies	Groth Music	MUSICAL PURCHASES FOR COMMUNITY BAND	178.40	110726
200-40-42-438000	Rental	On Site Companies-OSSTC	WILD RICE PORTABLES	298.00	110728
200-40-42-438000	Rental	On Site Companies-OSSTC	TAPPED AND UNCORKED PORTABLES	816.00	110728

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-42 RECREATION NON FEE PROGRAMS					
		Total Department 40-42 RECREATION NON FEE PROGRAMS		1,564.40	
Department: 40-50 NATURE CENTER					
200-40-50-430000-PR0119	Professional Services	Anthony Frank	WILD RICE FESTIVAL PERFORMANCE	1,200.00	110768
200-40-50-430000-PR0119	Professional Services	Paul Rice	WILD RICE FESTIVAL DEMONSTRATION	400.00	110755
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	682.43	1914
		Total Department 40-50 NATURE CENTER		2,282.43	
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	R & R Specialties of Wisco	PAINT FOR OVAL	3,462.00	2002
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT	97.98	110742
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT	94.75	110743
200-40-53-424000	Operating Supplies	The Retrofit Companies Inc	LIGHTS	59.16	1920
200-40-53-424000	Operating Supplies	Total Mechanical Services,	SERVICES	511.00	110835
200-40-53-424000	Operating Supplies	Viking Electric Supply, In	ELECTRICAL SERVICE	355.08	110813
200-40-53-424000-PR5507	Operating Supplies	Ice Sports Industry-ISI	BADGES	48.00	110729
200-40-53-430000	Professional Services	FinnlyTech, Inc.	SCHEDULING SOFTWARE	3,148.00	110770
200-40-53-430000	Professional Services	MR Cutting Edge	BLADE SHARPENING	134.00	110831
200-40-53-430000	Professional Services	The Retrofit Companies Inc	RECYCLING OF LIGHT BULBS	91.88	110817
200-40-53-436000	Utilities	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - JULY 2024	1,138.63	1932
200-40-53-439000	CONTRACT MAINTENANCE	Voss Lighting	LIGHTING FOR OVAL STADIUM LIGHTS	1,948.58	2000
		Total Department 40-53 SKATING CENTER		11,089.06	
		Total Fund 200 Recreation Fund		44,779.67	
Fund: 202 Park Dedication Fund					
Department: 40-68 LAND PURCHASES					
202-40-68-430000-PR2230	Professional Services	Sunram Construction, Inc	COUNTY ROAD B PARK	177,518.19	110752
		Total Department 40-68 LAND PURCHASES		177,518.19	
		Total Fund 202 Park Dedication Fund		177,518.19	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	COVERALL / NAVY TWILL	2.73	110747
204-40-43-422000	Clothing	Cintas Corporation	COVERALL / NAVY TWILL	2.73	110747
204-40-43-424000	Operating Supplies	E&T Plastics Manufacturing	PCCL037GCP	343.54	110756
204-40-43-424000-PR0627	Operating Supplies	Wagners Greenhouses, Inc.	VARIOUS PLANTS FOR ARBORETUM	1,261.45	110753
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL - CENTRAL PARK VICTORIA	599.50	110739
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL - LINDY & ELDRIDGE	885.00	110739
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVALS - CENTRAL PARK LEXINGTO	835.00	110739
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	STUMP GRINDINGS - CENTRAL PK, ROSEBRO	857.00	110739
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	5,423.53	1913
204-40-43-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, LEXINGTON AVE	CENTRAL PARK BLVD WEEDI	1,820.00	1929
204-40-43-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, LEXINGTON AVE	CENTRAL PARK BLVD WEEDI	3,120.00	1929
		Total Department 40-43 RECREATION MAINTENANCE		15,150.48	
		Total Fund 204 PARK MAINTENANCE		15,150.48	
Fund: 260 Community Development					
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	37.44	110730
260-56-57-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	31.20	110730
		Total Department 56-57 PLANNING DEPARTMENT		68.64	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 Community Development					
Total Fund 260 Community Development				68.64	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL/TOILET TISSUE	75.48	2012
265-05-00-430000	Professional Services	SANDSTROM LAND MANAGEMENT,	CITY HALL AND LIC. CENTER MOWING	400.00	2014
265-05-00-431000	Telephone	CenturyLink	SERVICE 9/10 - 10/9/24, ACCT 33353145	51.28	110812
265-05-00-432000	Transportation	Vicki Linneil	MILEAGE REIMBURSEMENT	260.63	2018
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	876.11	1909
265-05-00-439000	CONTRACT MAINTENANCE	Distinctive Window Cleanin	WINDOW CLEANING	177.00	110829
Total Department 05-00 DEPUTY REGISTER				1,840.50	
Total Fund 265 License Center				1,840.50	
Fund: 295 Police Grants					
Department: 10-00 POLICE DEPARTMENT					
295-10-00-441000-PD0031	Training	Bryan Anderson	REIMB FOR AUTO THEFT GRANT CONFERENCE	91.25	1921
295-10-00-441000-PD0031	Training	Jonah Figueiredo	REIMB FOR AUTO THEFT GRANT CONFERENCE	3,331.06	1934
Total Department 10-00 POLICE DEPARTMENT				3,422.31	
Total Fund 295 Police Grants				3,422.31	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD 2536 SETUP AND STRIP OF DURANGO	4,697.03	1899
400-10-00-452000	Vehicles / Equipment	Knox Company	ANNUAL CLOUD LICENSE	1,374.50	110825
Total Department 10-00 POLICE DEPARTMENT				6,071.53	
Total Fund 400 Equipment Revolving				6,071.53	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	Knox Company	FLAT MOUNT BRACKET	102.00	110758
401-13-00-453000	Other Improvements	MacQueen Equipment	BOOTS	630.30	1902
401-13-00-453000	Other Improvements	Neil Sjostrom	REIMBURSEMENT FOR STATION SUPPLIES	499.99	2009
401-13-00-453000	Other Improvements	Neil Sjostrom	REIMBURSEMENT FOR STATION ITEMS	75.99	2009
Total Department 13-00 FIRE DEPARTMENT				1,308.28	
Total Fund 401 Fire Equipment				1,308.28	
Fund: 402 Parks & Recreation Vehicle Rev					
Department: 40-40 RECREATION ADMINISTRATION					
402-40-40-452000	Vehicles / Equipment	Crysteel Truck Equipment,	TOMMY GATE AND ASSOCIATED ITEMS, INST	5,665.00	1919
402-40-40-452000	Vehicles / Equipment	Crysteel Truck Equipment,	TOMMY GATE 1500LB AND ASSOC ITEMS, IN	5,652.50	1919
402-40-40-452000	Vehicles / Equipment	MIDWAY FORD CO.	2024 F350 4x4	49,749.64	110727
Total Department 40-40 RECREATION ADMINISTRATION				61,067.14	
Total Fund 402 Parks & Recreation Vehicle Rev				61,067.14	
Fund: 408 Pathway Maintenance Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
408-20-20-438000	Rental	BNSF Railway Company	LAND LEASE - 8/1/24 - 7/31/25	300.00	110734
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				300.00	
Total Fund 408 Pathway Maintenance Fund				300.00	
Fund: 409 Plant Fund					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 409 Plant Fund					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438101	Postage Meter	GreatAmerica Financial	Ser COPIER RENTAL	332.00	110836
			Total Department 08-00 CENTRAL SERVICES	332.00	
			Total Fund 409 Plant Fund	332.00	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
410-13-13-424200	Repairs & Maintenance	HEADWATERS PAINTING	BIFOLD DOOR PAINTING	14,660.00	110840
			Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION	14,660.00	
Department: 40-53 SKATING CENTER					
410-40-53-452000	Vehicles & Equipment	APEX MECHANICAL	GENERAL OFFICE HEAT PUMP REPLACEMENT	27,524.90	110779
			Total Department 40-53 SKATING CENTER	27,524.90	
			Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND	42,184.90	
Fund: 420 Recreation Facilities					
Department: 56-57 PLANNING DEPARTMENT					
420-56-57-321050	Tree Preservation Fee	Twin Cities Habitat for Hu	PARTIAL REFUND FOR TREE PRSERVATION	3,950.00	110838
			Total Department 56-57 PLANNING DEPARTMENT	3,950.00	
			Total Fund 420 Recreation Facilities	3,950.00	
Fund: 589 TIF District #22 Twin Lakes II					
Department: 57-00 EDA - GENERAL					
589-57-00-448002	Administrative Charge TIF	EHLERS & ASSOCIATES, INC.	TIF NOTE WORK	232.50	110738
			Total Department 57-00 EDA - GENERAL	232.50	
			Total Fund 589 TIF District #22 Twin Lakes II	232.50	
Fund: 592 Street Construction - 2022					
Department: 20-23 STREET CONSTRUCTION					
592-20-23-490000-PW2222	Contractor Payments	Braun Intertec Corporation	MCCARRONS RETAINING WALL	2,348.50	110722
			Total Department 20-23 STREET CONSTRUCTION	2,348.50	
			Total Fund 592 Street Construction - 2022	2,348.50	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	CAROL ELLIS	UB refund for account: 014205-000	76.98	110803
600-00-00-202000	Accounts Payable	CLARISSA DONAHUE	UB refund for account: 011015-000	26.43	110801
600-00-00-202000	Accounts Payable	DAN SEABERG	UB refund for account: 003399-000	31.07	110849
600-00-00-202000	Accounts Payable	KATHERINE LARSON	UB refund for account: 024889-000	93.96	110795
600-00-00-202000	Accounts Payable	MARTIN S TOLLEFSON	UB refund for account: 007639-000	21.58	110793
600-00-00-202000	Accounts Payable	OSCAR MALDONADO	UB refund for account: 016724-000	27.26	110798
600-00-00-202000	Accounts Payable	ROBERT HYAMS	UB refund for account: 007065-000	35.51	110794
600-00-00-202000	Accounts Payable	ROBERTA R WILLIAMS	UB refund for account: 008206-000	19.15	110853
600-00-00-202000	Accounts Payable	SPENCER NEWMAN	UB refund for account: 017975-000	62.39	110800
600-00-00-202000	Accounts Payable	STEVE ZEECE JR	UB refund for account: 000882-000	30.65	110799
600-00-00-202000	Accounts Payable	TEODULO DINO	UB refund for account: 021985-000	104.47	110852
600-00-00-202000	Accounts Payable	TWIN CITIES HABITAT FOR HU	UB refund for account: 025922-000	12.77	110850
600-00-00-202000	Accounts Payable	TYLER HALBERG	UB refund for account: 024174-000	74.40	110797
600-00-00-202000	Accounts Payable	ZACHARY VARBERG	UB refund for account: 021452-000	65.93	110851
			Total Department 00-00 GENERAL	682.55	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 50-00 SANITARY SEWER					
600-50-00-422000	Clothing	FOXTROT MARKETING GROUP	WEBSITE BUILD- ONE TIME FEE	250.00	1935
600-50-00-423000	Vehicle Supplies & Mainten	MacQueen Equipment	VACTOR PTO REPAIR UNIT #204	522.41	1902
600-50-00-424000	Operating Supplies	Batteries Plus Bulbs	12V BATTERIES FOR UPS LIFT STATIONS	189.15	110751
600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER RE	BENJAMIN TUSETH	I & I GRANT REBATE 80%/\$8,000	8,000.00	110784
600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER RE	YOUNG, JENNA	I & I GRANT REBATE - 50%	3,902.00	110841
600-50-00-430000	Professional Services	GOPHER STATE ONE CALL	GOPHER STATE ONE CALL	250.65	1900
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	211.34	1905
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	241.72	1906
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	184.29	1907
600-50-00-438000	Rental	2277 ROSEVILLE LLC	2277 ROSEVILLE LLC MONTHLY LEASE PAYM	1,722.43	2025
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	292,802.56	1903
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	AUGUST INVOICE AND CC PROCESSING FEES	4,565.04	2024
600-50-00-453000-PW2406	Other Improvements	Hydro Klean	2024 SEWER LINING - PAY REQUEST 7	69,707.56	1925
Total Department 50-00 SANITARY SEWER				382,549.15	
Total Fund 600 Sanitary Sewer				383,231.70	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	CAROL ELLIS	UB refund for account: 014205-000	68.03	110803
610-00-00-202000	Accounts Payable	CLARISSA DONAHUE	UB refund for account: 011015-000	23.04	110801
610-00-00-202000	Accounts Payable	DAN SEABERG	UB refund for account: 003399-000	43.94	110849
610-00-00-202000	Accounts Payable	JEAN BRIESE	UB refund for account: 005977-000	20.67	110802
610-00-00-202000	Accounts Payable	KATHERINE LARSON	UB refund for account: 024889-000	133.20	110795
610-00-00-202000	Accounts Payable	MARTIN S TOLLEFSON	UB refund for account: 007639-000	14.07	110793
610-00-00-202000	Accounts Payable	OSCAR MALDONADO	UB refund for account: 016724-000	16.70	110798
610-00-00-202000	Accounts Payable	ROBERT HYAMS	UB refund for account: 007065-000	6.57	110794
610-00-00-202000	Accounts Payable	ROBERTA R WILLIAMS	UB refund for account: 008206-000	15.45	110853
610-00-00-202000	Accounts Payable	SPENCER NEWMAN	UB refund for account: 017975-000	82.66	110800
610-00-00-202000	Accounts Payable	STEVE ZEECE JR	UB refund for account: 000882-000	23.45	110799
610-00-00-202000	Accounts Payable	TEODULO DINO	UB refund for account: 021985-000	91.79	110852
610-00-00-202000	Accounts Payable	TWIN CITIES HABITAT FOR HU	UB refund for account: 025922-000	17.29	110850
610-00-00-202000	Accounts Payable	TYLER HALBERG	UB refund for account: 024174-000	65.29	110797
610-00-00-202000	Accounts Payable	ZACHARY VARBERG	UB refund for account: 021452-000	67.07	110851
Total Department 00-00 GENERAL				689.22	
Department: 51-00 WATER FUND					
610-51-00-422000	Clothing	FOXTROT MARKETING GROUP	WEBSITE BUILD- ONE TIME FEE	250.00	1935
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	MTR FLG KIT	961.60	2011
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	5/8X3/4 T10 METERS	5,849.84	2011
610-51-00-430000	Professional Services	GOPHER STATE ONE CALL	GOPHER STATE ONE CALL	250.65	1900
610-51-00-430000	Professional Services	Twin City Water Clinic, In	AUGUST DISTRIBUTION SAMPLES	680.00	110811
610-51-00-430000	Professional Services	Water Conservation Service	LEAK LOCATE 2685 PATTON RD	347.69	110746
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	6,846.53	1911
610-51-00-438000	Rental	2277 ROSEVILLE LLC	2277 ROSEVILLE LLC MONTHLY LEASE PAYM	1,722.43	2025
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL - AUGUST	593,481.97	110741
Total Department 51-00 WATER FUND				610,390.71	
Total Fund 610 Water Fund				611,079.93	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(95.59)	1915

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
Total Department 00-00 GENERAL				(95.59)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-382100	Building Rental	JIMMY HARTMAN	ROOM RENTAL DAMAGE DEPOSIT REFUND	200.00	110847
620-52-51-382100	Building Rental	MOHAMMAD NAJAJRAH	ROOM RENTAL DAMAGE DEPOSIT REFUND	200.00	110844
620-52-51-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	RIM	325.02	1998
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEER FOR RESALE	430.80	1897
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEER FOR RESALE	138.50	1993
620-52-51-425000	Merchandise for Sale	SMALL LOT COOP LLC	WINE & SELTZERS FOR RESALE	268.67	110780
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,486.05	1915
620-52-51-439000	CONTRACT MAINTENANCE	ELECTRO WATCHMAN	MAINTENANCE SHOP SECURITY ALARM MONIT	512.36	1898
620-52-51-439000	CONTRACT MAINTENANCE	ELECTRO WATCHMAN	CLUBHOUSE: FIARE ALARM MONITORING	705.38	1898
620-52-51-439000	CONTRACT MAINTENANCE	ELECTRO WATCHMAN	CLUBHOUSE: SECURITY ALARM MONITORING	448.23	1898
Total Department 52-51 CEDARHOLM GOLF COURSE				4,715.01	
Total Fund 620 Golf Course				4,619.42	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ANN THELEN TRUST	UB refund for account: 007508-000	19.36	110796
640-00-00-202000	Accounts Payable	CAROL ELLIS	UB refund for account: 014205-000	40.65	110803
640-00-00-202000	Accounts Payable	CLARISSA DONAHUE	UB refund for account: 011015-000	13.76	110801
640-00-00-202000	Accounts Payable	JEAN BRIESE	UB refund for account: 005977-000	18.03	110802
640-00-00-202000	Accounts Payable	MARTIN S TOLLEFSON	UB refund for account: 007639-000	8.40	110793
640-00-00-202000	Accounts Payable	OSCAR MALDONADO	UB refund for account: 016724-000	9.98	110798
640-00-00-202000	Accounts Payable	ROBERT HYAMS	UB refund for account: 007065-000	13.77	110794
640-00-00-202000	Accounts Payable	ROBERTA R WILLIAMS	UB refund for account: 008206-000	9.23	110853
640-00-00-202000	Accounts Payable	SPENCER NEWMAN	UB refund for account: 017975-000	8.85	110800
640-00-00-202000	Accounts Payable	STEVE ZEECE JR	UB refund for account: 000882-000	14.01	110799
640-00-00-202000	Accounts Payable	TEODULO DINO	UB refund for account: 021985-000	54.83	110852
640-00-00-202000	Accounts Payable	TWIN CITIES HABITAT FOR HU	UB refund for account: 025922-000	3.94	110850
640-00-00-202000	Accounts Payable	TYLER HALBERG	UB refund for account: 024174-000	38.98	110797
640-00-00-202000	Accounts Payable	ZACHARY VARBERG	UB refund for account: 021452-000	39.94	110851
Total Department 00-00 GENERAL				293.73	
Department: 54-00 STORM WATER					
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	WEBSITE BUILD- ONE TIME FEE	250.00	1935
640-54-00-424000	Operating Supplies	WM CORPORATE SERVICE INC	RECYCLING ELECTRONICS EACH STANDARD E	281.50	110786
640-54-00-424000	Operating Supplies	WM CORPORATE SERVICE INC	ORGANIC WASTE	210.00	110786
640-54-00-424000	Operating Supplies	RAMSEY/WASHINGTON RECYCLIN	DISPOSAL FEE	55.29	110804
640-54-00-424000	Operating Supplies	SKB Environmental, Inc.	COUCH/LG ITEM DEMOLITION	286.22	110721
640-54-00-430000	Professional Services	GOPHER STATE ONE CALL	GOPHER STATE ONE CALL	250.65	1900
640-54-00-430000	Professional Services	Pace Analytical	STREET SWEEPING TESTING	3,216.00	110761
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	20.56	1904
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	2,461.15	1912
640-54-00-438000	Rental	2277 ROSEVILLE LLC	2277 ROSEVILLE LLC MONTHLY LEASE PAYM	1,722.43	2025
640-54-00-439000	CONTRACT MAINTENANCE	TWIN CITIES FOUNTAIN SERVI	WATERFALL MAINTENANCE 6 MONTHS	1,440.00	110785
640-54-00-453000	Other Improvements	Erickson Electric Company,	CHECK PUMP AT WATERFALL	966.80	110764
640-54-00-453000-PW2409	2024 BMP Maintenance	MNL	CORPUS CHRISTI MAINTENANCE	250.00	110767
640-54-00-453000-PW2410	Other Improvements	Bituminous Roadways Inc	2024 DRAINAGE IMP PROJECT CLEVELAND A	44,662.08	1992
Total Department 54-00 STORM WATER				56,072.68	
Total Fund 640 Storm Drainage				56,366.41	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ANN THELEN TRUST	UB refund for account: 007508-000	10.50	110796
650-00-00-202000	Accounts Payable	CAROL ELLIS	UB refund for account: 014205-000	22.03	110803
650-00-00-202000	Accounts Payable	CLARISSA DONAHUE	UB refund for account: 011015-000	7.46	110801
650-00-00-202000	Accounts Payable	JEAN BRIESE	UB refund for account: 005977-000	8.15	110802
650-00-00-202000	Accounts Payable	MARTIN S TOLLEFSON	UB refund for account: 007639-000	4.55	110793
650-00-00-202000	Accounts Payable	OSCAR MALDONADO	UB refund for account: 016724-000	5.41	110798
650-00-00-202000	Accounts Payable	ROBERT HYAMS	UB refund for account: 007065-000	7.46	110794
650-00-00-202000	Accounts Payable	ROBERTA R WILLIAMS	UB refund for account: 008206-000	5.01	110853
650-00-00-202000	Accounts Payable	SPENCER NEWMAN	UB refund for account: 017975-000	4.73	110800
650-00-00-202000	Accounts Payable	STEVE ZEECE JR	UB refund for account: 000882-000	7.60	110799
650-00-00-202000	Accounts Payable	TEODULO DINO	UB refund for account: 021985-000	29.73	110852
650-00-00-202000	Accounts Payable	TWIN CITIES HABITAT FOR HU	UB refund for account: 025922-000	2.14	110850
650-00-00-202000	Accounts Payable	TYLER HALBERG	UB refund for account: 024174-000	21.14	110797
650-00-00-202000	Accounts Payable	ZACHARY VARBERG	UB refund for account: 021452-000	21.78	110851
Total Department 00-00 GENERAL				157.69	
Total Fund 650 ENVIRONMENTAL				157.69	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-435000	Insurance	League of MN Cities Ins Tr	Property/Casualty Coverage Premium, A	58,491.00	110818
710-61-00-441000	Training	OECS - 170064	SEPT	525.00	110772
Total Department 61-00 RISK MANAGEMENT				59,016.00	
Total Fund 710 Risk Management				59,016.00	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-433000	Advertising	Golden Shovel Agency	MARKETING SERVICES	1,050.00	2017
Total Department 57-00 EDA - GENERAL				1,050.00	
Total Fund 725 EDA Operating Fund				1,050.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210500	Life Ins. Employee	6,602.96	
		100-00-00-210502	Employer Life Insurance	1,216.00	
		100-00-00-210900	Long Term Disability	7,304.45	
		100-00-00-211100	ICMA Def Comp	9,463.88	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-01-00-430000	Professional Services	4,468.00	
		100-01-00-433000	Advertising	493.48	
		100-01-00-442000	Memberships & Subscriptions	9,588.00	
		100-02-00-424000	Operating Supplies	108.50	
		100-02-00-430099	Drug Testing	221.48	
		100-02-00-439000	CONTRACT MAINTENANCE	5,366.09	
		100-02-00-441000	Training	1,700.00	
		100-04-00-420000	Office Supplies	52.15	
		100-04-00-430000	Professional Services	781.39	
		100-06-00-430000	Professional Services	34,172.28	
		100-08-00-424000	Operating Supplies	957.36	
		100-10-00-422000	Clothing	3,550.62	
		100-10-00-424000-PD0002	Operating Supplies	15.00	
		100-10-00-430000	Professional Services	205.56	
		100-10-00-430001	Dispatching Services	36,754.50	
		100-10-00-437000	Contract Maint. - Vehicles	168.67	
		100-10-00-439000	CONTRACT MAINTENANCE	4,770.09	
		100-10-00-451000-PD0001	Furniture & Fixtures	10,320.17	
		100-13-00-423000	Vehicle Supplies & Maintenance	1,300.00	
		100-13-00-424000	Operating Supplies	552.99	
		100-13-00-430000	Professional Services	3,568.76	
		100-13-00-439000	CONTRACT MAINTENANCE	7,634.87	
		100-13-13-436000-FD2660	Utilities	386.71	
		100-13-18-436000	Utilities	76.79	
		100-20-20-420000	Office Supplies	52.15	
		100-20-21-422000	Clothing	250.00	
		100-20-21-423000	Vehicle Supplies & Maintenance	1,150.93	
		100-20-21-424000	Operating Supplies	8,526.24	
		100-20-21-439000	CONTRACT MAINTENANCE	115.44	
		100-20-22-436000	Utilities	14,515.97	
		100-20-30-421000	Motor Fuel	10,517.40	
		100-20-30-422000	Clothing	44.11	
		100-20-30-423000	Vehicle Supplies & Maintenance	4,546.00	
		100-20-30-424000	Operating Supplies	301.92	
		100-20-30-437000	Contract Maint. - Vehicles	3,809.61	
		100-23-00-430000	Professional Services	15,605.57	
		100-23-00-436001	Utilities-City Hall	4,679.38	
		100-23-00-436001-PW2660	Utilities-City Hall	386.71	
		100-23-00-436003-PW2660	Utilities-City Garage	1,354.40	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	5,256.33	
		103-00-00-230000	Deposits	8,000.00	
		103-00-00-230150	Cell Tower Escrow	511.00	
		110-09-00-431100	Postage	4,608.03	
		200-40-40-420000	Office Supplies	104.33	
		200-40-40-424000	Operating Supplies	246.96	
		200-40-40-432000	Transportation	228.47	
		200-40-41-344000-PR0273	Fee Program Revenue	198.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-41-344000-PR0274	Fee Program Revenue	50.00	
		200-40-41-430000-PR0210	Professional Services	390.00	
		200-40-41-430000-PR0212	Professional Services	3,894.00	
		200-40-41-430000-PR0227	Professional Services	2,104.00	
		200-40-41-430000-PR0234	Professional Services	19,053.52	
		200-40-41-430000-PR0250	Professional Services	1,036.00	
		200-40-41-430000-PR0270	Professional Services	448.80	
		200-40-41-436000-PR0253	Utilities	2,089.70	
		200-40-42-424000-PR0101	Operating Supplies	450.40	
		200-40-42-438000	Rental	1,114.00	
		200-40-50-430000-PR0119	Professional Services	1,600.00	
		200-40-50-436000-PR0119	Utilities	682.43	
		200-40-53-424000	Operating Supplies	4,579.97	
		200-40-53-424000-PR5507	Operating Supplies	48.00	
		200-40-53-430000	Professional Services	3,373.88	
		200-40-53-436000	Utilities	1,138.63	
		200-40-53-439000	CONTRACT MAINTENANCE	1,948.58	
		202-40-68-430000-PR2230	Professional Services	177,518.19	
		204-40-43-422000	Clothing	5.46	
		204-40-43-424000	Operating Supplies	343.54	
		204-40-43-424000-PR0627	Operating Supplies	1,261.45	
		204-40-43-430000-PR0400	Professional Services	3,176.50	
		204-40-43-436000	Utilities	5,423.53	
		204-40-43-439000	CONTRACT MAINTENANCE	4,940.00	
		260-56-57-433000	Advertising	68.64	
		265-05-00-424000	Operating Supplies	75.48	
		265-05-00-430000	Professional Services	400.00	
		265-05-00-431000	Telephone	51.28	
		265-05-00-432000	Transportation	260.63	
		265-05-00-436000	Utilities	876.11	
		265-05-00-439000	CONTRACT MAINTENANCE	177.00	
		295-10-00-441000-PD0031	Training	3,422.31	
		400-10-00-452000	Vehicles / Equipment	6,071.53	
		401-13-00-453000	Other Improvements	1,308.28	
		402-40-40-452000	Vehicles / Equipment	61,067.14	
		408-20-20-438000	Rental	300.00	
		409-08-00-438101	Postage Meter	332.00	
		410-13-13-424200	Repairs & Maintenance	14,660.00	
		410-40-53-452000	Vehicles & Equipment	27,524.90	
		420-56-57-321050	Tree Preservation Fee	3,950.00	
		589-57-00-448002	Administrative Charge TIF	232.50	
		592-20-23-490000-PW2222	Contractor Payments	2,348.50	
		600-00-00-202000	Accounts Payable	682.55	
		600-50-00-422000	Clothing	250.00	
		600-50-00-423000	Vehicle Supplies & Maintenance	522.41	
		600-50-00-424000	Operating Supplies	189.15	
		600-50-00-424200-PW2418	PRIVATE SANITARY SEWER REPAIRS	11,902.00	
		600-50-00-430000	Professional Services	250.65	
		600-50-00-436000	Utilities	637.35	
		600-50-00-438000	Rental	1,722.43	
		600-50-00-445000	Metro Waste Control Board	292,802.56	
		600-50-00-448600	Credit Card Fees	4,565.04	
		600-50-00-453000-PW2406	Other Improvements	69,707.56	
		610-00-00-202000	Accounts Payable	689.22	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		610-51-00-422000	Clothing	250.00	
		610-51-00-424000	Operating Supplies	6,811.44	
		610-51-00-430000	Professional Services	1,278.34	
		610-51-00-436000	Utilities	6,846.53	
		610-51-00-438000	Rental	1,722.43	
		610-51-00-444000	St.Paul Water	593,481.97	
		620-00-00-209001	Use Tax Payable	(95.59)	
		620-52-51-382100	Building Rental	400.00	
		620-52-51-423000	Vehicle Supplies & Maintenance	325.02	
		620-52-51-425000	Merchandise for Sale	837.97	
		620-52-51-436000	Utilities	1,486.05	
		620-52-51-439000	CONTRACT MAINTENANCE	1,665.97	
		640-00-00-202000	Accounts Payable	293.73	
		640-54-00-422000	Clothing	250.00	
		640-54-00-424000	Operating Supplies	833.01	
		640-54-00-430000	Professional Services	3,466.65	
		640-54-00-436000	Utilities	2,481.71	
		640-54-00-438000	Rental	1,722.43	
		640-54-00-439000	CONTRACT MAINTENANCE	1,440.00	
		640-54-00-453000	Other Improvements	966.80	
		640-54-00-453000-PW2409	2024 BMP Maintenance	250.00	
		640-54-00-453000-PW2410	Other Improvements	44,662.08	
		650-00-00-202000	Accounts Payable	157.69	
		710-61-00-435000	Insurance	58,491.00	
		710-61-00-441000	Training	525.00	
		725-57-00-433000	Advertising	1,050.00	
--- TOTALS BY FUND ---					
		100	General Fund	223,162.91	
		103	Contracted Engineering Svcs	8,511.00	
		110	Telecommunications	4,608.03	
		200	Recreation Fund	44,779.67	
		202	Park Dedication Fund	177,518.19	
		204	PARK MAINTENANCE	15,150.48	
		260	Community Development	68.64	
		265	License Center	1,840.50	
		295	Police Grants	3,422.31	
		400	Equipment Revolving	6,071.53	
		401	Fire Equipment	1,308.28	
		402	Parks & Recreation Vehicle Rev	61,067.14	
		408	Pathway Maintenance Fund	300.00	
		409	Plant Fund	332.00	
		410	GENERAL FACILITIES REPLACEMENT FUND	42,184.90	
		420	Recreation Facilities	3,950.00	
		589	TIF District #22 Twin Lakes II	232.50	
		592	Street Construction - 2022	2,348.50	
		600	Sanitary Sewer	383,231.70	
		610	Water Fund	611,079.93	
		620	Golf Course	4,619.42	
		640	Storm Drainage	56,366.41	
		650	ENVIRONMENTAL	157.69	
		710	Risk Management	59,016.00	
		725	EDA Operating Fund	1,050.00	
		Total For All Funds:		1,712,377.73	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve 1 Temporary Liquor License

Background

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Temporary Liquor License

Bent Brewstillery
1744 Terrace Dr.
Roseville, MN 55113

Bent Brewstillery is hosting a Halloween Event inside their establishment from October 31-November 3, 2024. This is their 5th event in 2024. Their total number of days is 8 out of the limit of 12 for the calendar year.

Policy Objectives

Required by City Code

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The correct fees were paid to the City at the time the application(s) were made.

Staff Recommendations

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

Requested Council Action

Motion to approve the Temporary Liquor Licenses for Bent Brewstillery.

Prepared by: Allie Sertich

Attachments: 1. Bent Brewstillery Temp Liquor



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized		Tax exempt number	
Bent Brewstillery		Jun 11, 2011		45-2650832	
Address		City	State	Zip Code	
1744 Terrace Dr		Roseville	Minnesota	55113	
Name of person making application		Business phone		Home phone	
Bartley Blume		651-233-3843			
Date(s) of event		Type of organization			
10/31/24 - 11/3/24		☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Bartley Blume		Roseville	Minnesota	55113	
Organization officer's name		City	State	Zip Code	
			Minnesota		
Organization officer's name		City	State	Zip Code	
			Minnesota		
Organization officer's name		City	State	Zip Code	
			Minnesota		

Location where permit will be used. If an outdoor area, describe.
 Halloween event all weekend

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

West Bend Insurance Company

Aggregate Limit \$2,000,000

Each Common \$1,000,000



APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 10.c.

Department Approval

City Manager Approval



Item Description: Adopt Ordinance Amending the 2024 City Fee Schedule to include fees related to Hotel Licenses

Background

On April 8, 2024, the City Council adopted an ordinance requiring hotels to receive a license in order to operate in Roseville. As part of that ordinance, the city was authorized to establish an annual license fee and background investigation fee. Staff is proposing to create an annual hotel licensing fee of \$150, which is the maximum under state law for a city-issued hotel license. Staff is also proposing to create a background investigation fee of \$30 per Interested Person as allowed by the hotel licensing ordinance. It is anticipated that this fee should be sufficient to cover the cost of doing the background check and staff's time to review the information coming from the background check.

Policy Objectives

With the creation of hotel licensing, Roseville will be able to better ensure that lodging establishments are maintained and are safe for visitors to Roseville, which is consistent with the following City Aspirations:

- A community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing
- A city where all people feel safe and secure and where mutual trust and respect are fostered between the community and their police, fire, and all emergency responders
- A community that is economically prosperous with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options

Equity Impact Summary

There are no anticipated equity impacts with the imposition of hotel licensing fees.

Budget Implications

With 12 hotels in Roseville and a \$150 license fee, the City would collect up to \$1,800 annually in licensing revenue. It is not known how many Interested Persons associated with the hotels will require a background check, so it is not known how much revenue will be generated from conducting background checks.

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35 **Staff Recommendations**

36 Staff recommends approval of the ordinance establishing annual hotel license and
37 background check fees.

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39 **Requested Council Action**

40 Motion to approve the ordinance establishing annual hotel license and background check
41 fees.

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43 **Prepared by:** Patrick Trudgeon, City Manager

Attachments: 1. Hotel Licensing Fee Ordinance

44

1 **City of Roseville**
2 **ORDINANCE NO. XX**

3
4 **AN ORDINANCE AMENDING**

5
6 **TITLE 3, SECTION 314.051**

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8 **AN ORDINANCE AMENDING TITLE 3, SECTION 314.051, FEE**
9 **SCHEULE, AMENDING THE 2024 FEE SCHEDULE TO INCLUDE FEES**
10 **RELATED TO HOTEL LICENSES**

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12 **THE CITY OF ROSEVILLE ORDAINS:**

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14 SECTION 1. Title 3, Section 314.051 of the Roseville City Code is
15 amended to include the following fees in the General Business Licenses
16 and Fees table:
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Item/Description	City Code Chapter	Amount
Hotel License Fee	317	\$150.00
Hotel License Background Fee, per individual	317	\$30.00

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21 SECTION 2: Effective date. This ordinance shall take effect upon its
22 passage and publication.

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24 Passed by the City Council of the City of Roseville this ____ day of _____ 20XX.
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Signatures as follows on separate page:

Ordinance – Title of Ordinance -

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/7/2024

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Consider Not Waiving Statutory Liability Limits for 2025

Background

Minnesota Statute 466.04 states that liability of any municipality on any one claimant shall not exceed \$500,000 when the claim is for death, wrongful act, or omission; and shall not pay more than \$1,500,000 for claims arising out of a single occurrence.

Policy Objectives

Not applicable.

Equity Impact Summary

Not applicable.

Budget Implications

Waiving the statutory limits would create greater risk and carry the potential for higher insurance payouts on claims brought against the City.

Staff Recommendations

Staff recommends the Council NOT waive the Statutory Liability Limits for 2025.

Requested Council Action

Motion to NOT waive the Statutory Liability Limits for 2025.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: None

FUTURE MEETING AGENDA HIGHLIGHTS

October 7, 2024

October 11, 2024 City Council Strategic Planning Meeting

- 1:00 – 5:00 p.m. (Fireside Room – OVAL)

October 14, 2024 Special EDA Meeting

- Discuss Replenishment of Revolving Loan Fund

October 14, 2024 City Council Meeting (Work Session)

- Receive Ramsey County Commissioner Mary Jo McGuire Presentation
- Receive Presentation regarding Ramsey County HRA/EDA Legislation
- Discuss Police Department Staff Allocation Study

October 21, 2024 City Council Meeting

- National Native American Heritage Month Proclamation
- Discuss Cannabis Regulations Draft Ordinance
- Consider Adoption of “Green to Go” Ordinance
- 435 Judith Avenue Abatement
- 923 County Road C2 Abatement
- 2799 Merrill Street Abatement

October 24, 2024 City Council Strategic Planning Meeting

- 3:00 – 7:00 p.m. (Fireside Room – OVAL)

Future Agenda Review - Longer Term Initiatives

(items that likely require council discussion/action)

9/4/20

<u>Item</u>				<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
Update on shopping carts left in public r-o-w				Strahan	Summer '24	CD Director provided email 7/14/23
Update SREAP with new goals/objectives				Staff/Council	4th qtr '24/1st qtr 2025	(City Manager goal item)
Zero Waste Packaging/Compostable Containers				Etten/Strahan	4th qtr '24	CC received update 1/22/24, 8/19/24 and 8/19/24. ordinance will brought back by end of year
Roseville Fire role in medical transport				Staff	TBD	Ongoing discussions with Allina, etc.
Review need of pet licenses				Council	TBD	Staff review amount of licenses issued and report back
City Speed Limit Review on Local Streets				Strahan/Council	TBD	PWET will continue to work on issue and report back
Sister City Relationship with Indigenous Tribal Nation				Strahan	TBD	
Addiction Month Awareness				Strahan	TBD	For September 2025