

CITY OF PEA RIDGE
SOLID WASTE SERVICES AGREEMENT

BID SPECIFICATIONS

City of Pea Ridge, Arkansas
Solid Waste Services

Bid Notice and Advertisement to Bidders

Notice to Bidders

The City of Pea Ridge is requesting bids for the exclusive provision of residential and commercial solid waste services. Such services will include the collections of solid waste materials from residences, multiple-family dwellings and commercial establishments as well as the transfer of such materials to disposal and processing sites.

Sealed bids must be received at City Hall, P O Box 10, Pea Ridge, Ar. 72751, Attention Nathan See, Mayor, **January 6th, 2025 at 2:00 p.m.**

Bids will be opened and read aloud at that time. Bids received after that time and date shall be returned to the Bidder unopened.

Bids shall be in a sealed envelope or other container and shall be marked "Solid Waste Services Bid" on the front. Complete bid specifications may be obtained from the office of the Mayor at the address set forth above. For information, bidders may call (479) 451-1122 ext.102.

The City reserves the right to reject any or all proposals and to waive any irregularities not otherwise bound by Arkansas Statutes.

A bid bond in the amount of \$100,000.00 shall be furnished by each bidder. The bond shall be forfeited immediately to the City of Pea Ridge as an agreed amount of liquidated damages if the bidder to whom the contract is awarded fails to enter into a contract and to furnish a payment and performance bond as required by the Service Agreement within 30 days of receiving the contract.

Instructions to Bidders

1. Items to Bid: The City of Pea Ridge is seeking bids from qualified solid waste management companies to provide for the exclusive collection and transfer of solid waste from all residential and commercial properties within its corporate boundaries, excluding roll off containers. The scope of service that will be required of bidders is set forth in detail in the attached agreement. This Agreement, along with the following documents, comprises the Bid Documents as they are referred to herein:

1. Notice to Bidders
2. Bid Specifications
3. Bid Submittal Form
4. Bid Bond in the amount of \$100,000.00
5. Statement of Bidder's Qualifications and Performance History.

2. Compliance with Proposed Agreement Terms: The attached Agreement describes in detail the services that the City intends to make available to citizens. It also sets forth the benefits and obligations of all parties including customers, the service providers and the City. Bidders should familiarize themselves with the rules of the new systems proposed in the Agreements and be prepared to comply with all the rules and terms of service required therein. However, the City understands that some bidders may wish to propose similar or substitute features of service for some items. Bidders are permitted to substitute features if such substitutions are minor and do not detract from the overall spirit and intent of the services set forth in the Agreement. If any part of the Bidder's proposal is not in strict compliance with the terms of the Agreement, bidders are required to so note and attach substitute specifications for the items that fail to comply. The City reserves the right to

waive individual items of compliance in favor of overall compliance with the spirit and intent of the comprehensive service specifications, or to reject bids.

3. Prices: The City is requesting two bids from each bidder, a primary bid and an alternate bid. For services bid upon, bidders are requested to provide prices using the Bid Form provided along with these specifications.

The bid form attached is a one-page form entitled "Residential and Commercial Services Bid Form." For bidders wishing to bid on this contract, the prices are the amount to be charged to the customers for the collection of solid waste materials.

Bidders should submit a bid for an amount to be charged each month to each Residential customer in the City to cover all costs of billing, collection and disposal.

When determining these prices, at minimum, bidders should consider:

- An amount necessary to compensate for disposal expense and/or processing expense;
- All Fees assessed by the City, the Benton County Solid Waste District, the State of Arkansas, and the Federal Government;
- The costs of providing excessive holiday waste collection;
- The costs of providing any optional services;
- The bidder should also bid amounts separately for disposal and other special charges, such as low-volume/senior citizen, or disabled citizen discounted service..

Alternate Bid Request

The City requests each bidder to submit a second bid, labeled "Alternate Bid," using the same one-page bid form entitled "Residential and Commercial Services Bid Form." The Alternate Bid should be based upon all of the same specifications contained within this bid packet, except:

1. the City would be responsible for the monthly billing and collection of all Residential Customers in the Service Area that have a single trash receptacle and/or a single recycling receptacle ("basic service")
 - a. charges for additional carts/services (above the "basic service") for all Residential Customers would be billed separately by the Contractor
 - b. all billing and collection for commercial customers would be handled by the Contractor
2. a cost-based, processing fee (to reimburse the city for its expenses associated with the billing and collection) would be added to each residential invoice billed and collected by the City
3. the amounts collected by the City on behalf of the Contractor would be paid to Contractor monthly, and the City would not be required to pay Contractor uncollected amounts from customers

The City expects the Alternate Bid to be a less expensive alternative for its citizens and wants to analyze the option of handling the residential billing and collection with the above limitations.

4. Schedule: The anticipated schedule for the procurement process is as follows:

January 6th, 2026	Deadline for bids
January 20, 2026	Awarding of contract
April, 1st, 2026	Beginning of services

5. Reservation of Rights:

-The city reserves the rights and options to:

- Issue addenda to the Bid Specifications, including extending or otherwise revising the timeline for submittals;
- Withdraw the Bid Solicitation;
- Keep bid documents submitted after the bid process is complete for official records;
- Request clarification and/or additional information from the Bidder at any point in the bidding process;
- Reject any or all bids, waive irregularities in any bid, accept or reject all or any part of a bid; and
- Reissue the Bid Solicitation or modify the Bid Solicitation.

6. Consequence of Submission of bid:

The submission of a bid shall not be deemed an Agreement or a Contract between the Bidder and the City. Specifically, the following provisions apply:

- The City shall not be obligated to respond to any proposal submitted nor bound in any matter by the submission of a bid;
- Acceptance of the bid by the City obligates the City to enter into an Agreement with the Contractor for the services as proposed by the Bidder and selected by the City; and

The Contract shall not be binding or valid against the City unless and until it is executed by the City and the selected Bidder, and a bidder's performance bond in the amount \$500,000 has been accepted by the City.

7. Communication and Understandings between the Bidder and the City

The submission of a bid shall be deemed a representation and warranty by the Bidder that the Bidder has investigated all aspects of the Bid Documents, that the Bidder is aware of the applicable facts pertaining to the Bid process and that the Bidder has read and understands the bid documents. No request for modification of the provisions of a bid shall be considered after its submission on the grounds that the Bidder was not fully informed as to any fact or condition. Research and statistical data that is contained in the bid documents is for informational purpose only.

No person is authorized to give oral interpretations of, or make oral changes to, the bid documents. Any interpretation of, or changes to, the Bid Documents will be made in the form of written Addenda.

The Bidder shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum, by listing the addendum in the executed submittal form, and by submitting all addenda with the bid submittal.

Bidders are notified to examine thoroughly the instructions, specifications and the service requirements as set forth in the Bid. If there is any doubt or uncertainty as to the meaning of the same, Bidder may ask for any explanation or clarification before submitting the Bid. All requests for explanation or clarification must be presented to the designated representatives of the City in written form, or by verbal question made at the pre-bid meeting.

CITY OF PEA RIDGE

SOLID WASTE SERVICES

BID SUBMITTAL FORM

Bid of _____ (Insert company name)

hereinafter called "Bidder", organized and existing under the laws of the State of _____

doing business as _____ (Insert "a corporation", "a partnership", or "an individual" as applicable)

to the City of Pea Ridge (hereinafter call "City"). In compliance with the Advertisement for Bids, the Bidder hereby proposes to provide services to the city as specified herein. Monthly charges to customers shown below are for once a week pick up and disposal of trash and garbage, once a week pickup and processing of recyclable solid waste materials, and once per year pickup of excess holiday waste. Bid includes customers outside city limits currently being served by City water services, unless otherwise noted.

Customer Type	Basic Residential Solid Waste and Recycling Service*			Senior and Disabled Customers*
Level of Service Selected	One (1) 96-gallon solid waste cart once per week AND one (1) 96-gallon recycling cart once per week	Additional fee for each one (1) additional 96-gallon solid waste cart per week	Additional fee for each one (1) additional 96-gallon recycling cart per week	One (1) 64-gallon solid waste cart once per week AND one (1) 64-gallon recycling cart once per week
Hauler Monthly Cost Include all taxes and fees				
City Processing Fee (\$0.82)				
Total Paid by Customer Each Month				

Customer Type	Small Commercial Customers	
Level of Service Selected	One (1) 96-gallon solid waste cart once per week AND one (1) 96-gallon recycling cart once per week	Two (2) 96-gallon solid waste cart once per week AND two (2) 96-gallon recycling cart once per week
Hauler Monthly Cost Include all taxes and fees		
City Processing Fee (\$0.82)		
Total Paid by Customer Each Month		

All Customer Types*
Surcharge for Excess material outside of carts per occurrence.

This form is available as an Excel document upon request

CURRENTY COUNT

RESIDENTIAL CARTS	3260
EXTRA CARTS	529
2 EXTRA CARTS	25
COMMERCIAL CARTS	36
EXTRA COMMERCIAL CARTS	4
2 YD DUMPSTER	26
4YD DUMPSTER	19
4YD DUMPSTER / EMPTY TWICE WK	1
6YD DUMPSTER	29
8YD DUMPSTER	31
8YD DUMPSTER / EMPTY TWICE WK	2
8YD DUMPSTER / EMPTY 3 TIMES WK	1
8YD DUMPSTER / EMPTY 4 TIMES WK	2