



**ALEXANDRIA**

WHERE THE CITY MEETS THE COUNTRY.

## **SOLID WASTE & RECYCLING COLLECTION SPECIFICATIONS**

October 2025

### **INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS**

#### **1.01 DESCRIPTION OF PROPOSAL**

The City of Alexandria (City) is accepting bids from qualified Solid Waste Contractors (Contractor) for the purpose of granting a contract for the purpose of collection, transportation and disposal of all solid waste generated in the City from residential sources. Curbside waste and recycling services shall be performed in accordance with the specifications contained herein.

The Contractor will provide all labor, equipment, and materials necessary to comply with the terms of the bid below. Only closed trucks, maintained in a clean and sanitary condition, shall be used within the City. The Contractor is responsible for complying with all local, state and federal laws, particularly those pertaining to the collection, transport and final disposal of solid waste.

#### **1.02 CUSTOMER SERVICE**

The City of Alexandria is committed to providing the highest level of service possible to its customers. All Contractors working for the City shall make customer service a priority. The Contractor shall designate a specific contact person assigned to insure a high level of customer service in Alexandria. The contact person's name and phone number shall be provided to the City with the bid. This contact person shall have full authority to act on

behalf of the Contractor for the purpose of receiving, investigating, and resolving complaints received from residents or the city. The contact person should work closely with City staff to ensure all customer complaints are resolved in a timely manner. The contact person shall also work to identify and implement solutions to persistent customer complaints.

In the case of alleged missed scheduled collections, the Contractor shall investigate, and, if such allegations are verified, shall arrange for the collection of the solid waste not collected within twelve (12) hours after receipt of complaint.

### **1.03 STATEMENT OF QUALIFICATIONS**

The opening and reading of bids shall not be construed as an acceptance of the bidder as a qualified responsible bidder. The City of Alexandria reserves the right to determine competence and responsibility of a bidder through appropriate investigation of qualifications. The bidder shall provide, at the time of the bid submission, a list of all municipal accounts in the Greater Cincinnati area. At a minimum, the list shall contain a contact person, address, and phone number. In addition, the Contractor shall describe the experience and supporting data that qualifies it to undertake the responsibilities described in this request. This information shall include but not be limited to:

- A. Evidence the bidder possesses the financial capacities to perform all work contained herein.
- B. Evidence the bidder is in good standing in the State of Kentucky and the City of Alexandria. If the bidder is a corporation, organized under the laws of any other State, evidence the bidder is licensed to do business in the State of Kentucky or, a sworn statement that said bidder will take all necessary action to become so licensed if the bid is accepted.
- C. Evidence the bidder has been in existence for a reasonable amount of time and possesses operating experience necessary to perform the business of refuse collection and disposal, and recycling.
- D. Bidders must demonstrate sufficient availability of equipment to execute the services outlined below beginning on January 1, 2026. Standby equipment must be available and ready to operate in case of breakdown, or accidents involving regular equipment. A list of all equipment available to service the City of Alexandria account must be submitted with the bid.
- E. At time of bid submission bidder must provide documentation that all waste will be collected, handled, transported and disposed of according to federal, state, and local laws. Bidder will identify what landfill will be used and the status of space availability and any pending permits for that landfill.
- F. All requested information will be used in evaluating bids. Contract award will not necessarily be based on lowest rate.

## **1.04 SCOPE OF SOLID WASTE SERVICES**

Bids submitted under this contract shall remove all single-family residential waste and recyclables generated in the city limits of Alexandria, KY. In this case, single family residential is defined as all traditional single-family homes, \*condos that have a garage, and apartments that have two or fewer units within.

No collections shall be made on Christmas Day or New Year's Day. Waste service shall occur as scheduled on all other holidays as applicable to the city and Contractor. Should there be a holiday celebrated by the Contractor where waste services will not be supplied, services may be delayed by one day. The Contractor shall make provisions to ensure no reduction in service occurs during any holiday week.

\* "Condos which have a garage" is a requested condition from the HOA in the Arcadia/Shire subdivision. Having a garage allows residents to place cans inside and is the sole factor the community has insisted upon. All single dwelling unit elsewhere as indicated by this agreement should be serviced if it is on the master list. This condition is currently in effect and has been for several years.

### **A. FREQUENCY, TIMES AND PENALTIES**

Residential units shall receive once a week curbside collection of waste and recycling services. This shall occur on the same day each week. There shall be no limit to the number of containers per residence for service.

No collections shall be made before 7:00 a.m. except in pre-authorized areas or after 7:00 p.m. Collections shall occur on Monday through Friday. No collections shall occur on Saturday or Sunday.

Should repeated occurrences of pickup happen outside of the timeframe listed above, 1% of the next quarterly bill will be withheld from pay, with each occurrence there after accruing an additional 1%. For every infraction, the city will provide the designated customer representative with a letter detailing the proof of the accusation which will list the time, place and date.

### **B. TOTES**

For no charge, residents of Alexandria shall have it provided to them a waste and recycling tote. Contractor should offer multiple sizes for both waste and recycling should the resident request it.

### **C. NEW PROPERTIES**

As new homes are constructed and occupied, the Contractor shall provide waste services at the next scheduled day of collection. Such coordination may be provided either by the resident seeking service, or from the City, reaching out on behalf of the resident.

Contractor shall be responsible for notifying the owner of all collection locations being serviced, which do not appear on the original agreement. Failure of the Contractor to notify the City of these new homes, the City reserves its right to withhold pay to the Contractor for services rendered at those locations where proper notification has not been made.

#### **D. EXTRA SERVICES/FEES**

The Contractor shall list any and all extra services and fees in a concise schedule with the bid. All costs should be wrapped into a final, overall number for the base bid.

#### **E. PLACEMENT**

Containers should be placed at the curbside. Curbside shall be defined as that area adjacent to back of curb or edge of roadway. Proper placement of containers shall be the responsibility of the residents. Failure of the Contractor and resident to agree on the proper trash container location shall result in the Superintendent of Public Works, or his designate, determining proper placement.

#### **F. NOTIFICATIONS**

Upon approval by the City, the Contractor shall take all necessary steps to notify the city and residents as it relates to operations (changes in schedule, routes or collections).

#### **G. CITY DELIVRABLES**

Events - If services are available from the Contractor, the city will require 3 port-o-lets and a hand washing station during the Business Showcase event, which takes place early May each year. In addition, up to 30 temporary trash cans shall be provided upon request for city events throughout the year. Assets should be coordinated with the City Administrator at 859-635-4125.

Dumpsters - The city requires weekly dumpster service for small commercial dumpsters usually emptied by overhead trucks. These locations are at: 1) 8236 West Main Street; 2) Alexandria Community Park at 3965 Alexandria Dr.; 3) Public Works Garage at 865 Gilbert Ridge Road.

Weekly Service – The City additionally requires weekly service of 75-gallon waste and recycling totes at the Alexandria Community Park and at City Hall at 8236 West Main Street.

#### **H. LARGE ITEMS**

Large item pick up should be offered to residents of the City. Base bid should reflect this service at one time a week, and the Contractor will additionally provide a contact number on how to access this service.

### **1.06 PAYMENT/BILLING/CONTRACT DURATION**

The Contractor shall seek payment from the city in quarterly installments throughout the

calendar year. Cost for residential waste collection services shall be expressed as rate per dwelling unit per month, with totals thereafter. During contract years, the price per household shall not change.

Please break out any additional charges beyond a service fee so comparisons may be made (Like fuel charges).

### **1.07 TERM OF CONTRACT AND TERMINATION**

The first period of the contract commences on January 1, 2026, and concludes on March 31<sup>st</sup>, 2029 (3.25 years). Two (2) options for an extension of two years each should also be included in the bid. These timeframes will put the city on contract years of April 1<sup>st</sup> through March 31<sup>st</sup> service period. This will help with budgeting and planning expenses when contract years are up.

Options shall be exercised at the exclusive pleasure of the City of Alexandria. The City reserves the right to terminate any agreement with the Contractor upon 30-day written notice.

### **1.08 DISCLAIMER AND START DATE**

The City of Alexandria reserves the right to reject any and all bids.

The bidder who receives this franchise must be prepared to begin full operation by January 1, 2026.

Any bidder who has defaulted on any contract within the past four years shall not be qualified for any portion of the work.

### **1.08 GENERAL INFORMATION**

Population is approximately 10,700 residents. Alexandria has approximately 26 road miles.

Total number of residents is approximately 4073 single family units (which includes traditional homes and condos with garages and apartments with 2 families or less).

The current Contractor has indicated the 4084 pickups occur as the number of current pickups being done on a weekly basis.

Each bidder is responsible for verifying accuracy of count. The City of Alexandria makes no representation as to the reliability of residential unit count. Bidders should make such additional investigations as they consider necessary to determine actual numbers.

### **1.09 REPORTING**

The Contractor shall provide reports to the City Administrator that include at a minimum the tons of waste and recycling collected per calendar year.

In addition, the Contractor shall provide a report regarding the number and nature of complaints received by the Contractor from any Alexandria resident. The report shall also include what action was taken to resolve each Alexandria customer complaint.

The Contractor will ensure that the driver of each refuse truck utilizes adequate procedures to safely maintain the continued flow of traffic when operating on any public thoroughfare.

### **1.09 OCCUPATIONAL LICENSE REQUIRED**

The Contractor shall obtain an Alexandria and Campbell County occupational license from the Campbell County Occupational License Department. This license needs to be maintained during the life of the contract.

### **1.10 INSURANCE REQUIREMENTS**

The Contractor shall at all times during the contract maintain in full force and effect, Employers Liability, Workmen's Compensation, Auto, Public Liability and Property Damage Insurance, including contractual liability coverage. All insurance shall be provided by insurers and for policy limits acceptable to the City and before commencement of work hereunder, the Contractor agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force.

The Contractor shall name the City of Alexandria as an additional insured in the limits specified below upon acceptance of the bid:

#### **COVERAGE LIMITS OF LIABILITY**

- Workmen's Compensation Statutory Requirements Employers Liability \$500,000
- Bodily Injury Liability (Except Automobile) \$1,000,000 Each Person, \$1,000,000 Each Occurrence, \$2,000,000 Each Aggregate
- Property Damage Liability (Except Automobile) \$500,000 Each Occurrence, \$1,000,000 Aggregate
- Automobile Bodily Injury Liability \$1,000,000 Each Person, \$2,000,000 Each Occurrence
- Automobile Property Damage Liability \$500,000 Each Occurrence
- Excess Umbrella Liability \$1,000,000 Each Occurrence

A current certificate of insurance must be submitted prior to authorizing the contract. The City shall be made aware of any policy change sixty (60) days in advance of the change.

### **1.11 BOND REQUIREMENTS**

Bidders shall submit a bid bond in the amount of \$50,000.00, with their proposal. Bonds

shall be issued by a responsible surety company appearing on the U.S. Department of Treasury List of Certified Surety Companies and licensed to do business in the Commonwealth of Kentucky. The bid bonds for the unsuccessful bidders shall be returned as soon as practical after the time of contract awarding.

Successful bidders will be required to furnish contract surety in the form of a Performance and Payment bond in an amount of \$250,000. If the bid is accepted, a contract shall be entered into and the performance and payment bond secured within 10 days after written notice of acceptance. Bonds shall remain in effect for the length of the initial contract period and any subsequent optional renewal options.

### **1.12 SUBMISSION OF BID**

Bids shall be submitted in a sealed envelope plainly marked "Bid for City of Alexandria Solid Waste Residential Collection Services" to City of Alexandria, at 8236 West Main Street Alexandria, KY 41001. Sealed bids are due by and will be publicly opened at 11:30 a.m. local time on Friday, October 29, 2025.

In submitting a bid, the Contractor agrees that the proposal will remain open to the City of Alexandria for acceptance for a period of ninety (90) calendar days from bid date.

Inquiries regarding the language, intent, scope of services, or any aspect of this bid shall be made in writing either mailed, emailed, or hand delivered to:

**David Plummer**  
**City Administrator**  
**City of Alexandria**  
**8236 West Main Street**  
**Alexandria, KY 41042**  
**Phone Number: (859) 448-2803**  
**Email: [dplummer@alexandriaky.org](mailto:dplummer@alexandriaky.org)**

Any interpretation of these specifications which requires a change to this document will be made by addenda duly issued and mailed, emailed or delivered to each person, firm, or corporation on record as having received a copy.

The City of Alexandria will not be responsible for explanations or interpretations of the Solid Waste Collection Specifications except as those issued in accordance herewith. Questions received by the City of Alexandria less than three (3) days prior to the bid due date which would require the issuance of an addendum for resolution will not be answered.



## BID SUBMISSION COVERSHEET

CONTRACTOR \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE NO. (\_\_\_\_\_) \_\_\_\_\_

FAX NO. (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_