

The Village of Golf Manor

**REQUEST FOR PROPOSALS:
SOLID WASTE COLLECTION, RECYCLING, AND
RELATED SERVICES**

**PROPOSALS DUE
March 5, 2026 AT 11:59 PM**

**6450 Wiehe Road, Golf Manor, Ohio 45237
e.pridonoff@golfmanoroh.gov**



SCOPE OF WORK

The Village of Golf Manor (the “Village”) seeks proposals from qualified vendors to provide solid waste collection, recycling, and related services (the “Services”) for residential and municipal customers within the Village.

The Village serves approximately 1,800 households and seeks a qualified vendor capable of delivering reliable, compliant service in a cost-effective manner. Based on average Services the Village has historically required and on the current service levels being provided, the Village seeks a vendor qualified to meet the following minimum requirements:

- Weekly solid waste collection for single-family and qualifying multi-family residences such as attached townhomes, duplexes, or condos, but not apartment complexes
- Weekly collection schedules may consist of single day, multi-day or other options that will allow for a reduced cost to Village residents
- Weekly curbside recycling collection
- Standard weekly cart provisioning for solid waste and recycling
- Seasonal yard waste collection (spring and fall)
- Collection of one bulk item with regular trash service
- Customer service and administrative support

The selected vendor shall be responsible for all operational and customer service functions associated with the Services. Billing for services shall be provided as a lump sum invoice to the Village, and resident-level billing and collections shall be administered by a third-party vendor selected by the Village, based on factors determined by the Village. The vendor shall coordinate as necessary with the Village and its designated billing partner to support accurate service delivery and reporting, in compliance with all applicable federal, state, and local laws and regulations.

This will be a service agreement with an initial term of three (3) years. Renewal options may be available at the sole discretion of the Village.

The Effective Date for the commencement of Services is October 1, 2026.

A vendor submitting a proposal in response to this Request for Proposals (“RFP”) should take care to ensure it meets all qualifications, and adheres to the instructions for submission of proposals, set forth herein in order for its proposal to be considered by the Village. The Village Council shall have final authority to select the successful bidder.

The Village reserves the right to negotiate final terms prior to execution of a contract.



RFP SCHEDULE

| | |
|---------------------------------------------|-------------------------------------------------------------------|
| RFP Issue Date | January 19, 2026 |
| Last Day to Submit Questions | February 2, 2026 |
| Deadline for Village Responses to Questions | February 16, 2026 |
| Last Day to Submit Proposals | March 5, 2026 |
| Village Selection of Successful Bidder | March 17, 2026 (Regular Council Meeting – Third Tuesday of March) |

INSTRUCTIONS TO BIDDERS

I. Questions Regarding RFP. All communications and questions regarding this RFP and the Services shall be submitted in writing to the Village Manager using the following contact information: e.pridonoff@golfmanoroh.gov

Written communications and questions must be submitted prior to the “Last Day to Submit Questions” listed in the above RFP Schedule, properly addressed, and sent to the Village Manager via: (i) personal delivery; (ii) certified U.S. mail, return receipt requested; (iii) overnight mailing, with delivery receipt verification; or (iv) electronic mail, with confirmation of receipt.

II. Submission of Proposals. Each vendor seeking to be considered for selection as a successful bidder shall submit a written “Proposal” to the Village which meets all requirements set forth in this RFP. The Proposal must be submitted to the Village Manager in accordance with Section I above on or before the “Last Day to Submit Proposals” listed in the RFP Schedule. The Village Manager, in conjunction with other appropriate staff, shall conduct a preliminary review of each Proposal to determine compliance with the requirements of this RFP.

The Village reserves the right to: (i) reject any Proposal which does not strictly comply with the requirements of this RFP; (ii) waive any irregularities in any Proposal; (iii) accept any Proposal which, in the judgment of appropriate Village officials, is in the best interests of the Village; (iv) seek clarification from any vendor with respect to its Proposal; and/or (v) request from any vendor additional information in connection with its Proposal.

III. Required Proposal Contents. All vendors shall submit a Proposal containing the following documentation and information:

1. Cover letter signed by an authorized representative of the vendor





2. Executive summary of the proposal
3. Completed Exhibit A – Pricing Schedule (all sections completed)
4. Detailed description of base service delivery approach
5. Itemized pricing for all optional and enhanced services
6. Description of customer service structure and response times
7. Description of coordination with Village-designated third-party billing and collections provider
8. Description of operational capabilities, equipment, vehicles, and routing approach
9. Approach to servicing multi-family properties
10. Description of reporting and performance monitoring capabilities
11. Proposed price escalation methodology (or statement of no escalation)
12. Minimum of three (3) Ohio municipal references
13. Proof of ability to meet insurance requirements
14. Disclosure of any exceptions or requested modifications to RFP terms

Vendors may include additional information with this RFP, as necessary to fully respond to all questions.

IV. Additional Information on Pricing.

a. Base Service Pricing (Required)

Vendors shall provide pricing for baseline services. Base pricing shall include all labor, equipment, fuel, administration, and overhead necessary to perform the required services. Vendor pricing shall assume invoicing directly to the Village on a lump sum basis rather than individual resident billing.

Base services shall include, at a minimum:

- Weekly solid waste collection for single-family and qualifying multi-family residences such as attached townhomes, duplexes, or condos, but not apartment complexes
- Weekly curbside recycling collection
- Standard cart provisioning consistent with current service levels
- Seasonal yard waste collection (spring and fall)
- Collection of one bulk item with regular trash service
- Customer service and administrative support

Pricing shall be presented on a per-unit basis and clearly identify annual costs for each contract year.

b. Optional and Enhanced Services (Itemized – Required)

All optional or enhanced services shall be priced separately from base services. Vendors shall not bundle optional services into base pricing.



Each optional service shall be clearly identified and priced as a one-time charge, monthly charge, or per-occurrence charge, as applicable.

Failure to clearly itemize optional services may result in reduced evaluation scores or disqualification.

c. Price Adjustments and Escalation

Vendors shall disclose all proposed price adjustment mechanisms. Any escalation methodology shall be clearly defined, limited, and subject to Village approval.

The Village reserves the right to reject proposals containing unclear, excessive, or open-ended pricing adjustments.

V. Selection of Successful Bidder. The Village Council shall have ultimate authority to select the final successful bidder. In the event the Village receives Proposals from multiple qualified vendors, Village staff will compile the qualified Proposals for Village Council's review. Qualified vendors may be invited to attend a public meeting of Village Council, and be given the opportunity to make an oral presentation to Council and participate in a "question and answer" session with respect to the Services.

The Village makes no representations or warranties, express or implied, that a Contract for Services will be awarded as a result of this RFP. The Village shall have the right to reject any and all Proposals received in its sole discretion.

Presuming the Contract for Services is awarded, the Contract shall be awarded to the lowest and best bidder, as determined by Village Council in its sole discretion. In determining the lowest and best bidder, Council shall consider:

- The best interests of the Village community;
- Proposed fees for Services;
- Competence and qualifications to perform the Services, as indicated by stated vendor certifications, licenses, training and experience;
- Vendor experience in providing similar Services to other governmental entities;
- Referrals and recommendations from previous or current individuals or entities for whom vendor performs or has performed similar Services; and
- Vendor ability to perform the Services efficiently based on vendor's profile and availability of personnel, equipment, facilities and resources.

VI. Insurance, Indemnification, and Bonding Requirements.

a. Insurance

The successful vendor shall, at its own expense, procure and maintain insurance coverage with carriers licensed to do business in the State of Ohio, including at a minimum:



-
- Commercial General Liability insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
 - Automobile Liability insurance covering all owned, non-owned, and hired vehicles with a combined single limit of not less than \$1,000,000
 - Workers' Compensation insurance in compliance with Ohio law

The Village of Golf Manor shall be named as an additional insured on all applicable policies. Certificates of insurance shall be provided prior to contract execution and upon renewal.

b. Indemnification

The vendor, if awarded the Contract for Services, shall indemnify, defend, and hold harmless the Village, its elected officials, officers, employees, and agents from and against any and all claims, damages, losses, liabilities, and expenses arising out of or resulting from the vendor's performance of the services under the contract.

c. Performance Bond (If Required)

The Village reserves the right to require a performance bond or other form of financial security prior to contract execution.



EXHIBIT A – PRICING SCHEDULE (MANDATORY SUBMISSION)

Vendors must complete and submit Exhibit A as part of their proposal. Pricing shall be provided exactly as requested below. Failure to complete Exhibit A in full may result in disqualification.

1. Base Residential Service Pricing (Required)

| Service Category | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|----------------------------------------------------------|--------|--------|--------|--------|--------|
| Single-Family Residential – Weekly Trash & Recycling | \$ | \$ | \$ | \$ | \$ |
| Two-Family Residential – Weekly Trash & Recycling | \$ | \$ | \$ | \$ | \$ |
| Three–Four Family Residential – Weekly Trash & Recycling | \$ | \$ | \$ | \$ | \$ |

2. Optional and Enhanced Services Pricing (Itemized – Required)

| Optional Service | Unit of Measure | Price |
|----------------------------------|----------------------|-------|
| Additional Trash Cart | Per cart / per month | \$ |
| Additional Recycling Cart | Per cart / per month | \$ |
| Cart Replacement | Per occurrence | \$ |
| Cart Size Upgrade/Downgrade | Per occurrence | \$ |
| Set-Out / Set-Back Service | Per unit / per month | \$ |
| Additional Bulky Item Pickup | Per occurrence | \$ |
| Expanded Yard Waste Collection | Per week | \$ |
| Off-Season Yard Waste Pickup | Per occurrence | \$ |
| Multi-Family Overflow Mitigation | Per occurrence | \$ |



3. Municipal and Event Services

| Service | Unit of Measure | Price |
|-------------------------------------|----------------------|-------|
| Roll-Off Dumpster (10–20 yd) | Per week | \$ |
| Roll-Off Dumpster (30–40 yd) | Per week | \$ |
| Municipal Facility Dumpster Service | Per month | \$ |
| Event Containers | Per event | \$ |
| Portable Restrooms | Per unit / per event | \$ |
| Cardboard-Only Containers | Per month | \$ |

4. Price Escalation

Describe any proposed annual price escalation, including method, percentage or index, and any caps. If no escalation is proposed, state "No Escalation.".
