

**Village of Metroville**  
**REQUEST FOR PROPOSALS**  
**Comprehensive Organic Waste Diversion Program Services**  
**RFP #ENV-2025-103**

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**INTRODUCTION AND BACKGROUND**

The Village of Metroville, hereinafter referred to as the “Village,” is issuing this Request for Proposals (RFP) to qualified Offerors for the purpose of soliciting proposals for the administration of a comprehensive waste diversion program. The program will promote sustainable waste diversion strategies through the distribution, coordination, and monitoring of municipally owned organic composting receptacles to eligible households and entities located within the incorporated boundaries of the jurisdiction of Metroville, pursuant to local ordinance No. 23-2447 and any applicable successor regulations.

Offerors shall comply with all relevant federal, state, and local laws and ordinances governing the administration of organic waste programming, including but not limited to the Organic Waste Recovery Act of 2021, Section 3b of the City’s Refuse Collection Code, and Article IV of the Metroville Health and Sanitation Manual, as well as any codes or supplemental directives established or enacted after the publication of this RFP and prior to contract award.

**Issue Date:** May 14, 2025

**Due Date:** Responses must be submitted no later than “30 days from posting.”

**Questions must be submitted no later than the 3rd Tuesday in April.**

Respondents are hereby advised to contact Environmental Services via fax, letter, or in-person visit at 112 Civic Center Drive, Room 3B.

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**RFP Contact:**

*Terry Fictionalman, Waste Diversion Program Manager*

Email: tfictionalman@metroville.gov

Phone: (555) 800-1432

## **SCOPE OF WORK**

The purpose of this contract is to enhance the Village of Metroville's capacity to reduce residential and small commercial food waste by means of a coordinated waste diversion program and contractor-supported outreach and logistics.

### **Key Responsibilities Include:**

- Develop an implementation methodology that accounts for variable household access needs.
- Coordinate distribution of 4,200 residential compost bins and 300 commercial units across all five districts.
- Maintain thorough records of distribution (including bin serial #s).
- Incorporate accessible instruction materials for non-English speakers and elderly residents.
- Ensure successful Offerors are not already disqualified by Section 48 of the Village's Environmental Sanctions Schedule (Metroville Council, 2017).

The Offeror is expected to execute all related tasks outlined in Appendix IV-C of the Village's Municipal Composting Charter.

Offeror shall submit detailed reporting metrics and utilize the village's proprietary WasteNet submission portal within 10 business days of each distribution effort. Required fields must include: site ID code, address, delivery timestamp, bin model, and outreach record. Reports must be verified with both digital and physical signatures.

### **Expected Project Timeline: Early Q3**

### **Important Reminders**

- The expected service delivery model must incorporate a vertically integrated logistics plan.
- Respondents must demonstrate "maximum proficiency" in the areas of transportation ecology, stakeholder harmonization, and bin lifecycle administration.

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### **Optional Pre-Proposal Webinar:**

Monday, May 13, 2025 at 10:00am CST via MS Teams  
[Registration link will be emailed by city staff.]