



13030 Executive Drive PO box 127 Dillsboro, IN 47018
(812) 432-3243 www.dillsboro.in

Request for Proposals (RFP)

Residential Solid Waste and Recycling Collection Services

Issue Date: April 20, 2026 (revised 04/23/2026)

Proposal Due Date: 2:00 PM, May 20, 2026

1. INTRODUCTION

The Town of Dillsboro, Indiana ("Town") is seeking sealed proposals from qualified firms for:

- The collection and disposal of 542 residential solid waste and recyclable materials within the Town limits. Services shall include weekly curbside solid waste collection, bi-weekly curbside recycling collection, and
- The provision and servicing of a 30-yard dumpster at the Town's Wastewater Treatment Plant, and
- The provision and servicing of a 6-yard dumpster at the Dillsboro Community Park from approximately April 15th through October 31st
- The provision and servicing of a 30-yard dumpster during the Homecoming Fair, approximately May 15th.
- Alternate Bid Items. The following items should be provided as an optional alternate bid:
 - Business account dumpster service to include a monthly fee for weekly dumpster service. Proposal should include the cost of dumpster by size options willing to be offered. Currently there are 23 commercial customers within the town incorporated boundary (3 of which are apartment complexes).
 - Quarterly curbside heavy trash pickup for town residential properties.

The Town's current three-year contract expires on July 31, 2026. The Town intends to award a contract in advance to ensure continuity of service.

2. PROCUREMENT TIMELINE

- RFP Issued: April 20, 2026
- Deadline for Questions: May 8, 2026
- Proposals Due: May 20, 2026 (ahead of the **June 8**, 2026 Town Council meeting)
- Evaluation Period: May 20-May 29, 2026
- Preferred Contract Award Date: June 8, 2026 (regular Town Council meeting)
- Final Contract Execution Deadline: July 13, 2026 (regular Town Council meeting)
- Service Start Date: August 1, 2026



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The Town anticipates selecting a preferred proposer as early as its June 8, 2026 meeting and entering into contract negotiations thereafter. Final contract execution is anticipated no later than July 13, 2026.

3. SCOPE OF SERVICES

3.1 Residential Units

The Town currently has approximately 542 residential customers receiving curbside collection.

3.2 Required Collection Services

Respondents shall provide the following minimum services:

A. Weekly Solid Waste Collection

- Weekly curbside collection of bagged and containerized household trash.
- Collection from private residence-owned cans shall be permitted.
- Indicate whether vendor-provided cans are available, mandatory, or optional, including associated costs.

B. Bi-Weekly Recycling Collection

- Bi-weekly curbside collection of recyclables.
- Indicate acceptable recyclable materials and any preparation requirements.
- Indicate whether recycling carts are provided by the vendor.

C. 30-Yard Dumpster Service

- Provide and maintain one (1) 30-yard roll-off dumpster located at:
Dillsboro Wastewater Treatment Plant
13824 Spangler Road
Dillsboro, IN 47018
- Removal and replacement shall be on-demand, when notified by Town personnel.
- Average anticipated haul frequency: once per month.
- Required response/removal time: within 3 business days of notification.

D. 6-Yard Dumpster Service

- Provide and maintain one (1) 6-yard roll-off dumpster located at:
Dillsboro Community Park
9495 Arlington Road
Dillsboro, IN 47018
- Removal and replacement shall be once per month from April through October.
- Dumpster must be capable of being locked and sealed.



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E. Temporary 30-Yard Dumpster Service

- Provide and maintain one (1) 30-yard roll-off dumpster located at:
Dillsboro Town Shop
10107 Western Row
Dillsboro, IN 47018
- Placement and removal shall occur once annually from the middle of May until requested to be disposed of, approximately 2 weeks.

3.3 Optional / Alternate Services (Alternate Bids)

Respondents shall provide separate pricing for:

1. Business account dumpster service to include a monthly fee for weekly dumpster service. Proposal should include the cost of dumpster by size options willing to be offered.
2. Periodic heavy trash/bulk item pickup (describe acceptable items, frequency, and scheduling process). Proposal shall include a quarterly curbside heavy pickup option for residential customers. The town is open to alternative delivery methods as the contractor's suggestions, such as, price per pickup, billed directly to residents or service provided based on a fee built into monthly service.
3. Three-year contract term (base bid).
4. Five-year contract term (alternate bid).

4. CONTRACTOR RESPONSIBILITIES

The selected contractor shall:

- Furnish all labor, equipment, materials, trucks, carts, and containers necessary for service provision.
- Maintain vehicles in clean and safe working order, clearly marked with company identification.
- Ensure all personnel are trained, licensed, and identifiable.
- Provide customer service contact information and a complaint/issue resolution procedure.
- Comply with all applicable federal, state, and local regulations, including IDEM regulations governing municipal solid waste and recycling.
- Maintain insurance coverage meeting Indiana municipal contract requirements (general liability, auto liability, workers compensation, etc.).
- Provide monthly reports including tonnage of solid waste and recyclables collected.



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5. TOWN RESPONSIBILITIES

The Town of Dillsboro will:

- Provide and maintain a list of residential units to be serviced.
- Provide public information regarding service expectations and any changes.
- Designate authorized staff to coordinate dumpster removal and service concerns.

6. PROPOSAL REQUIREMENTS

Proposals shall include, at minimum, the following information:

1. Company Overview
 - Legal name, address, point of contact, years in operation.
 - Description of company experience with municipal solid waste collection.
2. Service Plan
 - Proposed collection schedule.
 - Description of equipment to be used.
 - Description of recycling program.
 - Response time commitments (including the required 3-business-day roll-off removal time).
3. Container Information
 - Whether trash or recycling carts are provided.
 - Options and pricing for Town-wide uniform carts.
 - Policies for servicing resident-owned cans.
4. Pricing Proposal
 - Per-residence rate for weekly solid waste service.
 - Per-residence rate for bi-weekly recycling service.
 - Per pull and per-ton pricing for 30-yard dumpster haul.
 - Cost structure for optional heavy trash pickup.
 - Alternate pricing for three-year and five-year contract terms.
5. Compliance and Safety
 - Proof of insurance.
 - Proof of compliance with IDEM requirements.
 - Safety policies.
6. References
 - Contact information for at least three (3) municipal customers have served within the past five (5) years.

Proposals remain valid for a minimum of 120 days from the submission deadline.



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7. EVALUATION CRITERIA

Proposals will be evaluated on the basis of:

- Cost and competitiveness.
- Contractor experience and qualifications.
- Ability to meet required service levels.
- Approach to recycling and waste reduction.
- Availability and quality of equipment and containers.
- Responsiveness to Town needs, including response times.
- References and past performance.

The Town reserves the right to reject any or all proposals, waive minor informalities, and negotiate with the preferred proposer.

8. CONTRACT TERM

The Town anticipates entering into a three-year contract, with an optional five-year alternate, beginning August 1, 2026, immediately following expiration of the current contract.

9. SUBMISSION INSTRUCTIONS

Proposals must be submitted in a sealed envelope **by hand or mailed**, clearly labeled:

"Proposal – Solid Waste & Recycling Collection Services"

"Name of the responding firm"

Submissions shall be delivered to:

Town of Dillsboro
Attn: Town Manager / Clerk-Treasurer
13030 Executive Drive
Dillsboro, IN 47018

Deadline: Proposals must be received no later than Wednesday, May 20, 2026 at 2:00 PM (local time).

Public Opening: All sealed proposals will be publicly opened and read aloud at 2:00 PM on Wednesday, May 20, 2026, in the Town Council Chambers, located at:

Town Hall – Council Chambers
13030 Executive Drive
Dillsboro, IN 47018

Late proposals will not be accepted.



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10. QUESTIONS

Questions regarding this RFP shall be directed to:

Town Manager
Town of Dillsboro
13030 Executive Drive
Dillsboro, IN 47018
812-432-9002
manager@townofdillsboro.com

11. ADDITIONAL REQUIREMENTS FOR INDIANA MUNICIPAL SOLID WASTE CONTRACTS

Contractors must comply with:

- Indiana Code Title 36 (local government contracts and solid waste regulations).
- Indiana Department of Environmental Management (IDEM) solid waste transporter requirements.
- All municipal bidding and procurement requirements, including non-collusion affidavit and E-Verify enrollment documentation.
- Requirement to provide a certificate of insurance naming the Town as an additional insured.

12. RESERVATION OF RIGHTS

The Town reserves the right to:

- Reject any and all proposals.
- Request additional information.
- Modify or amend this RFP.
- Negotiate with any proposer.
- Cancel this procurement at any time.

End of RFP

Revision 1: RFP revised on 4/22/2026, updated residential customer count from 477 to 542. These changes and future revision changes will remain highlighted in yellow.

Revision 2: RFP revised on 4/23/2026 to correct date of Council meeting when proposals will be discussed to Monday, June 8th, 2026. Require name of responding firm on proposal. Proposals are also noted to be delivered by hand or mailed. A copy of the legal notice was provided in the RFP.



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The following notice is scheduled to be published in the Dearborn Register Publications on Thursday, April 30th and Thursday, May 7th, 2026.

Legal Notice

Residential Solid Waste and Recycling Collection Services

Notice is hereby given that the Town of Dillsboro, Indiana ("Town"), will receive sealed proposals for residential solid waste and recycling collection services.

Project Description:

The Town is soliciting proposals from qualified contractors to provide weekly curbside solid waste collection, bi-weekly recycling collection, and related dumpster services for approximately 542 residential customers within the Town limits, along with certain optional services as further described in the Request for Proposals (RFP).

Proposal Submission Deadline:

Sealed proposals must be received no later than 2:00 PM (local time) on Wednesday, May 20, 2026.

Submission Location:

Town of Dillsboro
Attn: Town Manager / Clerk-Treasurer
13030 Executive Drive
Dillsboro, Indiana 47018

Public Opening:

All proposals will be publicly opened and read aloud at 2:00 PM on May 20, 2026, at:

Town Hall - Council Chambers
13030 Executive Drive
Dillsboro, Indiana 47018

Obtaining the RFP:

The full Request for Proposals may be obtained at Dillsboro Town Hall, 13030 Executive Drive, Dillsboro, Indiana, during normal business hours, or by contacting the Town Manager at (812) 432-9002 or manager@townofdillsboro.com.

Questions:

Questions regarding the RFP must be submitted no later than May 8, 2026 to the Town Manager by calling 812-432-9002 or emailing manager@townofdillsboro.com

Additional Information:

The Town reserves the right to reject any or all proposals, waive informalities, and negotiate with the selected proposer. All proposals shall remain valid for a period of 120 days.



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BID FORM

Residential Solid Waste and Recycling Collection Services

RFP INFORMATION

- RFP Title: Residential Solid Waste and Recycling Collection Services
- Issue Date: April 20, 2026
- Proposal Due Date & Time: 2:00 PM, May 20, 2026
- Service Start Date: August 1, 2026

BIDDER INFORMATION

- Legal Name of Company: _____
- Business Address: _____
- Primary Contact Name & Title: _____
- Phone Number: _____ Email: _____
- Years in Operation: _____
- Indiana Solid Waste Transporter Permit No.: _____

REQUIRED SUBMITTAL COMPONENTS

- Completed and signed Bid Form
- Company Overview (including legal name, address, and years in operation)
- Service Plan (collection schedule, equipment, recycling program, response times)
- Container Information (trash/recycling carts, options, and pricing if applicable)
- Pricing Proposal (all required base and optional alternate pricing completed)

COMPLIANCE & QUALIFICATIONS

- Proof of Insurance (or certificate of insurability meeting Town requirements)
- Indiana Solid Waste Transporter Permit (valid and current)
- Documentation of Compliance with Indiana Department of Environmental Management (IDEM) requirements

REQUIRED FORMS & CERTIFICATIONS

- Non-Collusion Affidavit
- E-Verify Enrollment Documentation



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EXPERIENCE & REFERENCES

At least three (3) municipal references (within past five years), including contact information

OPTIONAL / SUPPORTING INFORMATION (IF PROVIDED)

- Additional information on optional services (business dumpsters, heavy trash programs, etc.)
- Alternative service approaches or value-added services
- Supporting materials, brochures, or technical specifications

BASE BID – REQUIRED SERVICES

All prices shall be quoted in U.S. dollars. Pricing shall include all labor, equipment, fuel, disposal, administrative costs, and any other expenses necessary to provide the services described in the RFP.

A. Residential Curb Side Solid Waste (weekly) & Recycling Collection (bi-weekly)

Service Component	3-Year Term (Base Bid)	5-Year Term (Optional Alternate)
Residential Solid Waste (Monthly / Residence)	\$ _____	\$ _____
Residential Recycling (Monthly / Residence)	\$ _____	\$ _____
Combined Monthly Rate (if bundled)	\$ _____	\$ _____

- Trash & Recycling Containers Provided by Contractor? Yes No Optional

If containers are provided or an optional add, describe container size(s) and any additional cost, noting accepted materials / preparation requirements (summary):



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DUMPSTER SERVICES

B. 30-Yard Roll-Off Dumpster – Wastewater Treatment Plant

Location: 13824 Spangler Road, Dillsboro, IN 47018

Service Component	3-Year Term (Base Bid)	5-Year Term (Optional Alternate)
Per Pull / Haul Charge	\$ _____	\$ _____
Disposal Rate (per ton)	\$ _____	\$ _____

Average Anticipated Frequency: Once per month. Guaranteed Response Time (requesting ≤ 3 business days): _____

C. 6-Yard Dumpster – Dillsboro Community Park

Location: 9495 Arlington Road, Dillsboro, IN 47018
Service Period: Approximately April 15 – October 31

Service Component	3-Year Term (Base Bid)	5-Year Term (Optional Alternate)
Monthly Service Rate	\$ _____	\$ _____

Dumpster Locking / Sealing Capability Confirmed: Yes

D. Temporary 30-Yard Dumpster – Homecoming Fair

Location: 10107 Western Row, Dillsboro, IN 47018
Duration: Approximately mid-May for two (2) weeks

Service Component	3-Year Term (Base Bid)	5-Year Term (Optional Alternate)
Per Pull / Haul Charge (once annual)	\$ _____	\$ _____
Disposal Rate (per ton)	\$ _____	\$ _____

E. OPTIONAL / ALTERNATE BIDS: Heavy Trash / Bulk Item Pickup (Optional)

Proposed Frequency: On-demand Scheduled Other: _____

Acceptable Items (summary): _____



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Service Component	3-Year Term (Base Bid)	5-Year Term (Optional Alternate)
<input type="checkbox"/> Per Pickup – Price per occurrence	\$ _____	\$ _____
<input type="checkbox"/> Included via Monthly Fee – Monthly Amount per Residence:	\$ _____	\$ _____
<input type="checkbox"/> Billed Directly to Resident		

ALTERNATE SERVICE APPROACHES (OPTIONAL)

If proposing alternative service models (e.g., subscription-based heavy pickup, pay-per-use programs, bundled pricing, etc.), provide details below.

F. OPTIONAL / ALTERNATE BIDS: BUSINESS DUMPSTER SERVICE

(Provide typical pricing structure. Attach additional sheets if needed.)

Dumpster Size	3-Year Monthly Rate (Weekly Service)	5-Year Monthly Rate (Weekly Service)
2-Yard	\$ _____	\$ _____
4-Yard	\$ _____	\$ _____
6-Yard	\$ _____	\$ _____
8-Yard	\$ _____	\$ _____
Other: -----	\$ _____	\$ _____



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Describe additional fees (if applicable), delivery / removal, overweight / contamination, extra pickup request: _____

G. ALTERNATE SERVICE APPROACHES (OPTIONAL)

If proposing alternative service models (e.g., subscription-based heavy pickup, pay-per-use programs, bundled pricing, etc.), provide details below.

CERTIFICATIONS & ACKNOWLEDGEMENTS

By signing below, the undersigned certifies that: This proposal is submitted in accordance with the RFP requirements; pricing is firm and valid for the evaluation period; the bidder is not engaged in collusion and will submit a Non-Collusion Affidavit if selected; the bidder complies with Indiana Code Title 36, IDEM requirements, and E-Verify enrollment; and the bidder can provide required insurance naming the Town of Dillsboro as an additional insured.

AUTHORIZED SIGNATURE

Signature: _____ **Date:** _____

Printed Name: _____

Title: _____

-----*End of Bid Form*-----