

REQUEST FOR PROPOSALS (RFP) FOR WASTE TRANSFER STATION

Request for Proposal (RFP) is hereby made for Residential Solid Waste Transfer Station Services for the City of Washington Terrace as identified in the RFP Packet. Please obtain a copy of the RFP Packet at the Washington Terrace City Hall located at: 5249 South 400 East, Washington Terrace, Utah. during business hours, or from the City's website: washingtonterrace.gov. The Response to the RFP must be submitted and received by the City Recorder no later than 2:00 PM on Thursday, July 2, 2026. For questions contact Tom Hanson at: 801-395-8282 or email tomh@washingtonterrace.gov.

Posted by Amy Rodriguez, City Recorder

June 17, 2026

REQUEST FOR PROPOSALS (RFP)

TRANSFER STATION SERVICES

Washington Terrace City, Utah



Washington Terrace City
5249 South 400 East
Washington Terrace, Utah 84405
(801) 393-8681

PURPOSE

Washington Terrace City is requesting proposals from qualified transfer station or landfill operators to provide municipal solid waste receiving, transfer, and disposal services for waste collected within the City.

The City intends to enter into a **five (5) year agreement** with the selected provider. The City reserves the right to reject any or all proposals and select the proposal that best serves the interests of Washington Terrace City.

SCOPE OF SERVICES

The successful proposer shall provide:

- Acceptance of municipal solid waste delivered by Washington Terrace City or its contractor.
 - Certified scale services and weight documentation.
 - Transfer and disposal of municipal solid waste in compliance with all applicable federal, state, and local regulations.
 - Monthly tonnage and billing reports.
 - Adequate staffing, equipment, and facility capacity to provide uninterrupted service throughout the contract term.
 - Acceptance of payment through check or credit card. List any fees if paid by credit card.
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PROPOSAL REQUIREMENTS

Please provide the following information:

Company Information

- Company Name
- Business Address
- Contact Person
- Phone Number
- Email Address

Qualifications

- Years in operation.
- Description of transfer station facility.
- Municipal references (minimum of three).
- Current permits and licenses.

Facility Information

- Facility location.
- Distance from Washington Terrace City.
- Hours of operation.
- Available daily capacity.

Cost Proposal

Provide all applicable fees including:

Service	Cost
Tipping Fee	\$_____ per ton
Minimum Load Charge (if applicable)	\$_____
Fuel Surcharge (if applicable)	\$_____
Other Fees	\$_____

Please identify any annual escalation provisions that would apply during the contract term.

Provide the web address and a detailed explanation of any service fee calculator, index, formula, or methodology referenced in the proposal that may impact the City's rates during the contract term, including but not limited to fuel surcharges, energy surcharges, disposal fee adjustments, consumer price index (CPI) escalators, environmental fees, regulatory fees, or any other variable cost recovery mechanisms. The proposer shall clearly identify how each adjustment is calculated, the frequency of adjustments, and the source of the data used to determine such adjustments.

EVALUATION CRITERIA

Proposals will be evaluated based on:

- Cost of Service.
- Facility Location and Accessibility.
- Experience and Qualifications.
- Operational Capacity and Reliability.
- Customer Service and Reporting Capabilities.

The City may request interviews or additional information from proposers.

INSURANCE REQUIREMENTS

The selected contractor shall maintain at a minimum:

- Commercial General Liability Insurance – \$2,000,000 minimum.
- Automobile Liability Insurance – \$2,000,000 minimum.
- Workers Compensation Insurance as required by Utah law.

Proof of insurance shall be provided prior to contract execution.

PROPOSAL SUBMISSION

Submit proposals to:

Tom Hanson, City Manager
Washington Terrace City
5249 South 400 East
Washington Terrace, UT 84405

Email: tomh@washingtonterrace.gov

Proposal Deadline

Date: July 2, 2026

Time: 2:00 PM

Late proposals will not be considered.

RESERVATION OF RIGHTS

Washington Terrace City reserves the right to:

- Reject any or all proposals.
 - Waive informalities or irregularities.
 - Request clarification or additional information.
 - Negotiate terms with one or more proposers.
 - Award a contract determined to be in the best interest of the City.
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PROPOSAL FORM

Company Name: _____

Contact Person: _____

Phone: _____

Email: _____

Pricing

Description	Unit Price
Municipal Solid Waste Tipping Fee	\$ _____ Per Ton
Minimum Load Charge	\$ _____
Fuel Surcharge	\$ _____
Other Fees	\$ _____

References

1. _____
2. _____
3. _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____