

MARSHFIELD R-1 SCHOOL DISTRICT

REQUEST FOR QUOTES (RFQ)

Trash Collection Services

Issue Date: April 29, 2026

Quote Due: Monday, May 18, 2026 at 2:00 PM

Contact:

Josh Hume

Assistant Superintendent of Operations

170 State Hwy DD

Marshfield, MO 65706

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1. GENERAL INFORMATION

The Marshfield R-1 School District is seeking qualified vendors to provide trash collection services for district facilities. The District intends to enter into a **three (3) year agreement** beginning July 1, 2026.

The goal is to secure dependable service, competitive pricing, and strong customer support.

2. INSTRUCTIONS TO VENDORS

Submission Requirements

- Quotes must be **sealed and clearly labeled**:
 "RFQ – Trash Services"
- Submit to:
 Josh Hume
 Marshfield R-1 Central Office
 170 State Hwy DD
 Marshfield, MO 65706

Deadline

- **Monday, May 18, 2026 at 2:00 PM (local time)**
- Late submissions will not be accepted

Required Documents

- Completed Pricing Sheet (Attachment A)
- Vendor Information Form (Attachment B)
- E-Verify Documentation (Attachment C)
- Certificate of Insurance
- Alternate Proposal

3. SCOPE OF SERVICES

Vendor shall provide:

- Dumpster/container delivery and placement
- Scheduled trash collection services
- Maintenance or replacement of containers
- On-call or emergency pickup as needed
- Disposal in compliance with all regulations

Pricing must include all applicable costs:

- Fuel
- Environmental fees
- Administrative fees
- Any surcharges

4. SERVICE SPECIFICATIONS (BASE BID)

Vendors must provide pricing based on the current service model below:

High School

- 2 × 8-yard dumpsters — 3 pickups/week

Maintenance

- 1 × 2-yard dumpster — 1 pickup/week

Transportation Barn

- 1 × 4-yard dumpster — 1 pickup every 2 weeks

Alternative School

- 1 × 2-yard dumpster — 1 pickup/week

Custodial Office

- 1 × 2-yard dumpster — 1 pickup/week

FEMA Shelter

- 2 × 6-yard dumpsters — 3 pickups/week

Junior High

- 2 × 8-yard dumpsters — 3 pickups/week

Shook Elementary

- 2 × 8-yard dumpsters — 3 pickups/week

Webster Elementary

- 2 × 8-yard dumpsters — 3 pickups/week

Hubble Elementary

- 2 × 8-yard dumpsters — 3 pickups/week

5. ALTERNATE PROPOSAL (REQUIRED)

Each vendor must include an alternate proposal that outlines:

- A recommended service plan
- Adjusted container sizes and/or pickup frequencies
- Any efficiencies or cost-saving measures

This should reflect what the vendor believes is the **best and most cost-effective solution** for the District.

6. PREFERENCES

The District will give preference to proposals that include:

- Low-profile dumpsters
- Recycling options (single stream or cardboard)
- Efficient routing based on vendor proximity
- Strong customer service and responsiveness

7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Cost
- Service reliability
- Customer service reputation
- Vendor proximity/logistics
- Quality of alternate proposal
- Recycling capabilities

8. VENDOR REQUIREMENTS

E-Verify Compliance

Vendor must participate in **E-Verify** and provide documentation.

Insurance Requirements

Vendor must provide:

- General Liability: \$1,000,000 / \$2,000,000
- Auto Liability: \$1,000,000
- Workers Compensation: Statutory

Certificate must be included with submission.

9. TERMS AND CONDITIONS

- The District reserves the right to reject any or all quotes
- The District may request clarification or additional information
- Contract may be terminated for cause or convenience
- Vendor must comply with all laws and regulations
- Missed pickups must be corrected promptly at no cost

ATTACHMENT A – PRICING SHEET

Vendor Name: _____

Location	Dumpster Size	Quantity	Pickup Frequency	Monthly Cost	Annual Cost
High School	8 yd	2	3x/week		
Maintenance	2 yd	1	1x/week		
Transportation	4 yd	1	bi-weekly		
Alt School	2 yd	1	1x/week		
Custodial Office	2 yd	1	1x/week		
FEMA	6 yd	2	3x/week		
Junior High	8 yd	2	3x/week		
Shook	8 yd	2	3x/week		
Webster	8 yd	2	3x/week		
Hubble	8 yd	2	3x/week		

Total Annual Cost: _____

ATTACHMENT B – VENDOR INFORMATION

- Company Name:
- Address:
- Contact Person:
- Phone:
- Email:

Experience

List 3 similar clients (schools or municipalities):

- 1.
- 2.
- 3.

ATTACHMENT C – E-VERIFY AFFIDAVIT

Vendor shall certify:

- Enrollment in E-Verify
- Compliance with Missouri law
- No unauthorized workers

Signature: _____

Date: _____

ATTACHMENT D – INSURANCE CERTIFICATION

Attach Certificate of Insurance showing required coverage.