



**OGDEN CITY CORPORATION**  
**REQUEST FOR PROPOSAL**  
**DUMPSTER AND WASTE REMOVAL SERVICES**



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Fleet, Facilities, Central Stores

November 14, 2025

**OGDEN CITY CORPORATION**  
**REQUEST FOR PROPOSAL**  
**DUMPSTER AND WASTE REMOVAL SERVICES**

ADVERTISEMENT

Ogden City is requesting sealed proposals from qualified Proposers to conduct dumpster and waste removal services to several City properties.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

**Sealed responses** to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **December 9, 2025, no later than 11 AM.**

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

**Ad Published:** November 15, 2025

**OGDEN CITY CORPORATION**  
**REQUEST FOR PROPOSAL**  
**DUMPSTER AND WASTE REMOVAL SERVICES**

**I. INTRODUCTION**

Ogden City desires to establish dumpster and waste removal services at various City properties.

It is anticipated that this RFP process will result in one OR may result in multiple contract award. **The RFP document will become part of the final contract. The contract will be issued for a total period of three (3) years.**

**II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A**

**III. RESPONSE TO RFP**

Ogden City is seeking proposals from providers capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a **minimum**, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
  - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded. Include -
  - a. Company history with biographies and/or resumes for principal contacts,
  - b. Past performance on similar contracts,
  - c. Equipment list,
  - d. Information on location and accessibility of offices to Ogden City locations.

3. Team Information – Provide the names of any outside partners and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the contract.
4. Confirmation / acknowledgement that firm can meet the schedule per Exhibit A, Scope of Work.
5. Cost Proposal - A detailed breakdown of the proposed costs.
  - a. Include a price guarantee period.
6. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.
7. Evidence of Insurability.

B. Proposals are to be no longer than 20 pages. Double-sided pages count as two pages (Case by Case).

C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:

- a. Submitted as loose leaf with binder clip
- b. Submitted in a regular 3-ring binder

D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

#### **IV. EVALUATION OF PROPOSALS**

Proposals will be evaluated in accordance with the criteria listed below:

|                                |                    |
|--------------------------------|--------------------|
| A. Capability and experience   | 30 Possible Points |
| B. Acknowledgement of Schedule | 30 Possible Points |
| C. Cost / fee proposal         | 40 Possible Points |

*A total of 100 possible points may be awarded to one proposal.*

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each Proposer bears sole responsibility for the items included or not included in the response submitted by that Proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a Proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the Proposer will be extended any specific amount of work.

## **V. SUBMISSION OF PROPOSALS**

**A. Deadline:** Proposals are due by **December 9, 2025, no later than 11 AM.**

**B. Submittal and Format**

- a. Copies: Submit five (5) complete copies of the proposal in one sealed envelope.
- b. Envelope Labeling: Clearly indicate the firm's name and RFP title on the exterior of the envelope.
- c. If using a courier, ensure that the outer packaging is labeled as above to properly identify your submittal.

**Submit to:**

Ogden City Corporation  
c/o 2<sup>nd</sup> Floor Information / Constable Desk  
ATTN: Purchasing Office  
“Dumpster and Waste Removal Services RFP”  
2549 Washington Blvd.  
Ogden, UT 84401

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

**C. Delivery & Important Information**

- a. If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.
- b. The sealed Proposal may also be hand-carried to the 2<sup>nd</sup> Floor Information / Constable Desk at the same address.
- c. **No facsimile or email transmittals will be accepted.**
- d. It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.
- e. City offices are closed on the weekends and observed holidays.

**VI. INSURANCE REQUIREMENTS**

The successful Proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **Commercial General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include

coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.

2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.

**3. Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is

maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as material breach of contract.

- E. City shall be furnished with original certificates of insurance and endorsements affecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be received by Ogden City before work begins on the premises.**
- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all the requirements stated herein.
- I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.
- J. For purposes of this contract, under the "**Certificate Holder**" section, list the following information:

Ogden City Corporation  
2549 Washington Blvd.  
Suite 510  
Ogden, UT 84401

## **VII. GENERAL TERMS AND CONDITIONS**

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of the information submitted, and to request additional information from any Proposer.
- E. Ogden City will make every effort to ensure all Proposers are treated fairly and equally throughout the entire advertisement review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the Proposer. Ogden City assumes no liability for any costs incurred by Proposers throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the Proposer.

H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

I. Non-Collusion – The Proposer guarantees the proposal is not a product of collusion with any other Proposer and no effort has been made to fix the proposal price or any Proposer or to fix any overhead, profit or cost estimate of any proposal price.

J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussing proposals received from prospective service providers.

a. The selected company shall enter into a written agreement with Ogden City.

b. Ogden City reserves the right to cancel this Request for Proposal.

c. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If Proposer wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Recorders Office at the time of submittal. The form can be accessed through the Recorder's webpage at this link: [https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim\\_revised](https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised)

## **VIII. ADDITIONAL INFORMATION**

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

The contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that were performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be promptly sent to the following address:

Ogden City Corporation  
Fleet, Facilities, Central Stores  
175 W 29<sup>th</sup> St  
Ogden, Utah 84401  
Or;

Email invoices to: FacilitiesAdministrative.Billing@ogdencity.gov

## **IX. GOVERNING INSTRUCTIONS**

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

## **X. RFP SCHEDULE**

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>

| EVENT                                  | TARGET DATE                           |
|--|---------------------------------------|
| Open RFP Process                       | November 14, 2025                     |
| Ad – Standard Examiner                 | November 15, 2025                     |
| Last day for Q&A                       | December 1, 2025; No later than 3 PM  |
| RFP Response Deadline                  | December 9, 2025; No later than 11 AM |
| Committee Review and Selection process | To Be Determined                      |
| Contract Start Date                    | To Be Determined                      |

## **XI. CONTACT INFORMATION**

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.gov](mailto:purchasing@ogdencity.gov) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on December 1, 2025.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -

<https://www.ogdencity.gov/264/Purchasing>

*Thank you for your interest in doing business with Ogden City.*

## **EXHIBIT A**

### **SCOPE OF WORK / SPECIFICATIONS**

- A. The Specifications and Scope of Work herein provides a list of specific work locations and specifications that are to be considered when submitting the proposal.
- B. Proposal Price shall include all materials, supplies (except as specifically noted) and equipment to complete the work.
- C. The successful Contractor will be expected to respond to special requests within a reasonable time, to report any known equipment or systems problems to Facilities Maintenance and to complete the work in a safe, professional manner. Specifics are included in the Scope of Work below:

**D. Building Locations:**

**Hinckley Airport**

3909 Airport Rd

Three 6-yd bins

Two lifts/week

**Union Station**

2501 Wall Ave

Three 8-yd bins

One lift/week

**Lorin Farr Park**

1680 Gramercy Ave

One 3-yd bin

Two lifts/week

**Marshall White Center**

222 28<sup>th</sup> St

One 6-yd bin

Three lifts/week

**Golden Hours Senior Center**  
680 25<sup>th</sup> St  
One 2-yd bin  
Three lifts/week

**Francom Public Safety**  
2186 Lincoln Ave  
Two 4-yd bins (one is recycle)  
Three lifts/week

**El Monte Golf Course**  
1300 Valley Dr  
Two 3-yd bins  
Two lifts/week

**Municipal Building**  
2549 Washington Blvd  
One 6-yd bin  
One 8-yd bin  
Two lifts/week

**4<sup>th</sup> Street Ballpark**  
4<sup>th</sup> St & Wall Ave  
One 4-yd bin  
One 8-yd bin  
One lift/week

**Mt Ogden Golf Course**  
1787 Constitution Way  
Two 6-yd bins  
One lift/week

**Miles Goodyear Park**  
2450 A Ave  
One 3-yd bin  
One lift/week

**Facilities (Public Works #8)**  
175 W 29<sup>th</sup> St  
One 4-yd bin  
On-Call basis

**Lindquist Stadium**  
2330 Lincoln Ave  
One 30-yd bin  
Two lifts/week

**Water Treatment Plant**  
Canyon Road near Pineview Dam  
One 4-yd bin  
One lift/week

**Community Services & Parks Shop**  
1875 Monroe Blvd  
One 3-yd bin  
One lift/week

## **E. Dial-A-Dumpster Program**

- a. Ogden City Public Service Operations has established a program to help Ogden City Residents keep their yards and neighborhoods clean year-round. The program allows five neighbors to have a dumpster delivered to their neighborhood for general cleanup. See Exhibit B.

## EXHIBIT B

### OGDEN CITY DIAL-A-DUMPSTER



#### Dial - A - Dumpster

A Neighborhood Clean-Up Program

Public Services Department  
Public Service Operations Division

*Ogden City Public Service Operations introduced a program that will help Ogden City Residents keep their yards and neighborhoods clean year round. The program allows 5 neighbors to have a dumpster delivered to their neighborhood for general clean up.*

**Qualifications:**

Five residents, at five different address's that are within a block of each other may sign up. You must have an active Ogden City Utility account and not signed up for a dumpster this year. You are only allowed to sign one form per calendar year.

**Use:**

This program is **not** for personal home projects; (renovating, remodeling, moving in or out, clearing basements, garages or sheds, etc.) This program is designed for the neighborhood to clean their yards and remove debris from the *neighborhood*.

**Procedure:**

Gather the five signatures and decide with the neighbors who signed the form, the best location for the dumpster to be placed. Bring this document to the office listed below. At that time you will schedule a date for delivery, based upon availability.

**Drop Offs and Pick ups:**

Dumpsters are delivered on the scheduled date and picked up approximately 48 hours later as early as 6am to 4pm. Drop off and pick up days are Mondays, Wednesdays and Fridays. For example, a dumpster that is dropped off on Monday will be picked up on Wednesday.

Please allow ample room for drop off and pick up along the City roadway. Dumpsters will not be placed on private property. Dumpsters must be placed on a flat, hard, level surface. Steep inclines may result in non-delivery of the dumpster based on the discretion of the company's employees. No overhead obstructions, utility lines or low tree branches.

**Penalties:**

There are no fees for this service *unless the dumpster is over-filled or filled with hazardous or other restricted materials or damaged*. Make sure that your dumpster is not filled past the marked weight capacity or limit line. If it is over weight and materials need to be scraped off to insure legal transport, you will be held responsible for the clean up of those materials and any City code violations that you are possibly cited for and/or fined. Items that are flammable or could possibly ignite causing a fire are not allowed. Please make note that **NO HAZARDOUS** materials will be accepted, including, but not limited to: Tires, Batteries, Chemicals, Shingles, Concrete, Dirt, Rocks, Refrigerators, Computer Monitors, Asphalt, or Tree Stumps. You will be held liable for disposal costs.

Should questions or concerns arise once the dumpster arrive please contact Ogden City Operations 801.629.8271. Please do not try to make changes with the driver.

**BEFORE SIGNING:**

Read all the rules and regulations. ***This is your one dumpster for the year***. You can not sign another form this year. The five residents that sign the form must share the dumpster among themselves. Make sure your name, address and phone number are legible.

| Printed Name (legible) | Address (legible) | Phone (legible) | Signature |
|------------------------|-------------------|-----------------|-----------|
|                        |                   |                 |           |
|                        |                   |                 |           |
|                        |                   |                 |           |
|                        |                   |                 |           |
|                        |                   |                 |           |

Applications can be picked up and dropped off, or mailed to the following location. (faxed or emailed applications are not accepted)

**Call 801-629-8271 for questions**  
Public Works Bldg - 133 W 29th St, Ogden UT 84401

|                                 |                   |
|---------------------------------|-------------------|
| Office Use Only: Date Scheduled | Delivery Location |
|---------------------------------|-------------------|

## **EXHIBIT C**

### **ACKNOWLEDGEMENT**

Ogden, Utah

Date: \_\_\_\_\_

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following proposal prices for the several proposal items of work named.

Receipt of the following addenda is hereby acknowledged:

1. (Date) \_\_\_\_\_
2. (Date) \_\_\_\_\_
3. (Date) \_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_

Signature