



**CITY OF TOMBSTONE, ARIZONA
REQUEST FOR PROPOSALS
RESIDENTIAL SOLID WASTE SERVICES
RFP NO. 2026-01**

PUBLIC NOTICE

Notice is hereby given that the City of Tombstone, Arizona will receive sealed proposals for Residential Solid Waste Services until **4:00 P.M.**, local time, on **October 23, 2026**. The proposals will be opened by the City Clerk's Office at **9:00 A.M.**, local time, on **October 26, 2026**.

All proposals shall be directed to:

Mail Delivery:

City of Tombstone
Attn: City Clerk
P.O. Box 339
Tombstone, Arizona 85638

Physical Delivery:

City of Tombstone City Hall
Attn: City Clerk
613 E Allen Street
Tombstone, Arizona 85638

All proposals shall be clearly marked: ***"SEALED RESIDENTIAL SOLID WASTE SERVICES PROPOSAL – CITY OF TOMBSTONE"***

The City shall not be responsible for the premature opening, delayed opening, misdirection, or failure to open any proposal that is not properly addressed, submitted, or identified.

The Scope of Work may be obtained from the City Clerk's Office, Monday through Friday, from 8:00 a.m. to 5:00 p.m. It may also be requested via email at cityhall@cityoftombstoneaz.gov or accessed through the City's website at www.cityoftombstoneaz.gov.

For questions or additional information, please contact the City Clerk's Office at 520-457-2202.

The City of Tombstone reserves the right to reject any or all proposals, waive informalities or irregularities, and accept the proposal determined to be in the best interest of the City. Proposals received after the specified submission deadline shall be returned unopened.

REQUEST FOR PROPOSALS (RFP) FOR RESIDENTIAL SOLID WASTE SERVICES FOR THE CITY OF TOMBSTONE, ARIZONA

1. SUMMARY STATEMENT OF WORK

- 1.1 The City of Tombstone, Arizona ("City") is soliciting proposals from qualified and licensed solid waste collection contractors ("Proposer") for the collection and transportation for disposal of residential solid waste generated within the incorporated limits of the City of Tombstone.
- 1.2 The City intends to award one (1) contract for residential solid waste collection services.
- 1.3 The anticipated initial term of the Contract shall be *five (5) years*. The City may, at its option and subject to applicable City approval, extend the Contract for an additional period of up to five (5) years.
- 1.4 The successful Proposer shall provide residential solid waste collection services to occupied residential accounts within the City's designated residential service area.
- 1.5 The City requires residential solid waste to be collected one (1) day each week.
- 1.6 The City shall provide billing and collection of residential solid waste charges through the City's utility billing system. Service shall be initiated, modified, or terminated through the City's billing office in accordance with procedures established by the City.
- 1.7 The City shall collect applicable residential solid waste charges from customers and shall remit payment to the successful Contractor in accordance with the terms established in the final Contract.
- 1.8 The successful Proposer shall provide and maintain all necessary manpower, supervision, vehicles, equipment, residential garbage carts, maintenance, transportation, and disposal services necessary to provide the required collection services.
- 1.9 The successful Proposer shall provide one (1) residential garbage collection each week for each authorized residential account.
- 1.10 The successful Proposer shall be responsible for transporting collected residential solid waste to an appropriately authorized disposal facility.
- 1.11 The City does not currently provide residential recycling services. Recycling is not included in this solicitation. Proposers shall not include recycling services or recycling-related charges in the base residential collection rate.

- 1.12 The Contractor shall provide 96-gallon, wheeled residential garbage carts for authorized residential accounts. The City anticipates approximately 700 residential services requiring these carts.
- 1.13 Each residential account may be authorized by the City to receive one (1) or two (2) residential garbage carts.
- 1.14 The Contractor shall provide replacement carts when necessary due to normal wear, damage, or other circumstances determined to be the Contractor's responsibility.
- 1.15 The City anticipates that all standard residential collection services will be provided for one monthly residential rate per authorized account.

2. GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

- 2.1 The City Clerk shall maintain the original RFP documents, related terms and conditions, exhibits, attachments, addenda, and other official documents associated with this solicitation.
- 2.2 The Proposer is responsible for fully understanding this RFP, the proposed Contract, all associated documents, and any written responses or addenda issued by the City.
- 2.3 Proposers should carefully study all materials, inspect the City and proposed service area as they deem necessary, ask questions of the appropriate City official, and consult such experts as they deem necessary prior to submitting a proposal.
- 2.4 It is the responsibility of each Proposer to determine all conditions that may affect the performance and cost of the services.
- 2.5 No verbal communication shall modify the requirements of this RFP unless confirmed in writing by the City through an authorized written addendum or other official written response.
- 2.6 All questions, communications, and inquiries concerning this RFP shall be submitted in writing.
- 2.7 **Questions shall be directed to:**

City Clerk
City of Tombstone
613 E Allen Street
Tombstone, Arizona 85638
Telephone: 520-457-2202
Email: cityhall@cityoftombstoneaz.gov

- 2.8 Once this RFP has been issued, Proposers shall not contact other City employees, elected officials, or representatives concerning this RFP except as specifically authorized by the City Clerk.
- 2.9 Collusion between Proposers, City employees, City officials, or other parties concerning this RFP is prohibited.
- 2.10 Proposers may bring to the City's attention any errors, omissions, discrepancies, or other matters requiring clarification. Such matters shall be submitted in writing.
- 2.11 The City may issue written responses to questions and may issue addenda when necessary.
- 2.12 Proposers shall submit pricing in the format provided in this RFP.
- 2.13 Failure to provide a response to mandatory service requirements may result in disqualification.
- 2.14 A Proposer may submit supplemental information; however, supplemental information shall not replace the required response format.
- 2.15 Proposals may not be modified after the proposal closing date and time except as permitted by the City.
- 2.16 A City representative may contact a Proposer for clarification of information contained in its proposal.
- 2.17 The proposal must be properly signed by an authorized representative of the Proposer.
- 2.18 The City reserves the right to reject information that is overly complex, disorganized, incomplete, or difficult to evaluate.
- 2.19 Proposals shall be submitted to the City Clerk at the address identified in the Public Notice prior to the stated deadline.
- 2.20 The City shall not accept proposals received after the deadline.
- 2.21 Proposals shall be submitted in a sealed envelope or package clearly marked:
"SEALED RESIDENTIAL SOLID WASTE SERVICES PROPOSAL – CITY OF TOMBSTONE"
- 2.22 The City shall not be responsible for any costs incurred by a Proposer in preparing, submitting, or presenting a proposal.
- 2.23 Proposals shall remain valid for a minimum of ninety (90) days following the proposal deadline.

- 2.24 The City intends to contract with one (1) Proposer for residential solid waste collection and transportation services.
- 2.25 The City reserves the right to terminate the RFP process at any time prior to execution of a Contract.
- 2.26 The City may accept or reject any proposal, in whole or in part, if the City determines that the proposal contains errors, omissions, qualifications, or other information that is not in the best interest of the City.
- 2.27 The City reserves the right to review the capability of each Proposer to deliver the proposed services.
- 2.28 The City may use information submitted by the Proposer as well as other relevant information available to the City when evaluating the Proposer's capability.
- 2.29 The City is under no obligation to select the lowest-priced proposal.
- 2.30 The City may consider the Proposer's ability to provide reliable service, experience in other communities, financial and operational stability, equipment, customer service, proposed pricing, and other pertinent information.
- 2.31 The City reserves the right to communicate with Proposers during the evaluation process to clarify information submitted in their proposals.
- 2.32 After award and execution of the Contract, proposals shall become public records to the extent required by Arizona law.
- 2.33 In the event of a conflict between documents associated with this RFP, the order of precedence shall be:
1. Executed Contract
 2. Request for Proposals
 3. Written addenda and official responses issued by the City and
 4. Proposer's response.
- 2.34 The successful Proposer shall be required to execute a Contract with the City according to the City's approved contract terms.
- 2.35 The planned schedule for this RFP is:
- October 2, 2026 – RFP Issued
 - October 12, 2026 – Questions Due
 - October 16, 2026 – City Responses/Addendum Issued
 - October 23, 2026 – 4:00 P.M. – Proposals Due

- October 26, 2026 – 9:00 A.M. RFP Opening/Evaluation/Possible Contract Negotiations
- November 10, 2026 – Proposed Contract to Council for Approval
- December 01, 2026 – Anticipated Service Commencement

3. SCOPE OF WORK AND REQUIREMENTS

- 3.1 The successful Proposer shall provide all labor, supervision, training, tools, equipment, vehicles, maintenance, insurance, transportation, containers, and other resources necessary to provide a complete residential solid waste collection and disposal system.
- 3.2 The successful Proposer shall provide regularly scheduled residential solid waste collection one (1) time each week.
- 3.3 The successful Proposer shall provide service to all occupied residential accounts designated by the City.
- 3.4 The successful Proposer shall provide one (1) or two (2) residential garbage carts for each authorized residential account, as determined by the City.
- 3.5 The standard residential cart shall be approximately 96 gallons.
- 3.6 Proposers may propose an alternative cart size or configuration if the Proposer believes the alternative would provide a more efficient or cost-effective service. Any alternative shall be clearly identified and separately explained.
- 3.7 All residential carts shall be durable, weather-resistant, equipped with secure lids, and suitable for the Contractor's collection equipment.
- 3.8 The Contractor shall maintain residential carts in a safe and sanitary condition.
- 3.9 The Contractor shall provide replacement carts when a cart becomes damaged, unusable, or otherwise requires replacement due to normal use or circumstances for which the Contractor is responsible.
- 3.10 The Contractor shall maintain sufficient replacement carts to avoid unreasonable delays in providing service.
- 3.11 The Contractor shall provide all collection vehicles and equipment necessary to perform the services.
- 3.12 Collection vehicles shall be maintained in good working condition and shall be operated in a manner that minimizes leakage, spillage, property damage, and unnecessary disruption.
- 3.13 The Contractor shall provide sufficient backup equipment to minimize service interruptions.

- 3.14 Vehicles shall contain clear and readable identification showing the Contractor's name and a customer service telephone number.
- 3.15 The Contractor shall provide a customer service representative during normal business hours to receive and address calls regarding services provided under the Contract.
- 3.16 The Contractor shall establish a procedure for receiving and correcting missed collection complaints.
- 3.17 When a missed collection is determined to be the responsibility of the Contractor, the Contractor shall make reasonable efforts to complete the collection within one (1) business day.
- 3.18 The Contractor shall make reasonable efforts to return residential carts to an appropriate location following collection.
- 3.19 The Contractor shall make reasonable efforts to prevent garbage from being spilled during collection operations.
- 3.20 Any garbage spilled as a result of the Contractor's collection operations shall be cleaned up promptly.
- 3.21 The Contractor shall provide the City with a proposed residential collection schedule prior to commencement of service.
- 3.22 The Contractor shall make reasonable efforts to maintain consistent collection days for individual residential areas.
- 3.23 The Contractor shall provide the City with an annual holiday collection schedule.
- 3.24 When a scheduled collection day falls on a holiday, the Contractor shall establish an alternate collection schedule and provide reasonable notice to the City.
- 3.25 The Contractor shall promptly notify the City of any significant interruption of residential collection services.
- 3.26 The Contractor shall provide the City with a designated representative responsible for communicating with City staff concerning service issues.
- 3.27 The Contractor shall provide customer service procedures for:
- Missed collections;
 - Damaged carts;
 - Additional carts;
 - Service complaints; and
 - General service questions.

- 3.28 The Contractor shall transport all collected residential solid waste to an appropriately authorized disposal facility.
- 3.29 The Proposer shall identify the disposal facility or facilities it proposes to use.
- 3.30 All costs associated with transportation and disposal shall be included in the proposed residential service rate unless specifically identified otherwise in the proposal.
- 3.31 The Contractor shall comply with all applicable federal, state, county, and local laws, rules, regulations, permits, and requirements relating to solid waste collection, transportation, and disposal.
- 3.32 The Contractor shall obtain and maintain all licenses, permits, registrations, and authorizations required to perform the services.
- 3.33 The Contractor shall provide proof of required licenses and permits upon request.
- 3.34 The Contractor shall provide all required insurance coverage and shall provide certificates of insurance prior to commencement of services.
- 3.35 The Contractor shall provide at least three (3) references from governmental entities or other customers for which the Proposer has provided comparable residential solid waste collection services.

4. CITY FACILITY WASTE COLLECTION (NO COST TO CITY)

- 4.1 As a condition of receiving the exclusive right to provide residential solid waste collection services within the City of Tombstone, the successful Proposer shall provide garbage collection, hauling, and disposal services at no cost to the City for the following municipal facilities once a week:
 - City Hall/Public Works (Eight (8) 96 gallon carts)
 - Tombstone Public Library (One (1) 96 gallon carts)
 - Tombstone Marshal's Office (Two (2) 96 gallon carts)
 - Fire Department (Two (2) 96 gallon carts)
 - Senior Center (One (1) 4 yard dumpster)
 - Tombstone Food Bank (One (1) 4 yard dumpster)
 - Visitor Center (Two (2) 96 gallon carts)
 - BootHill Graveyard (Two (2) 96 gallon carts)
- 4.2 The Contractor shall provide collection services at locations and on schedules coordinated with the City to ensure regular and reliable removal of waste.

- 4.3 The Contractor shall provide and maintain any containers necessary for these services unless otherwise agreed to in writing by the City.
- 4.4 The City shall not be charged any separate fees for these services, including collection, labor, containers, fuel, transportation, hauling, or disposal costs. All costs shall be included in the Contractor's proposed residential collection rates.
- 4.5 The Contractor shall coordinate with the City Clerk or designated City representative regarding collection schedules, container placement, and service adjustments as needed. Reasonable adjustments within the scope of this section shall be provided at no additional cost.
- 4.6 Each Proposer shall expressly acknowledge acceptance of this requirement in its proposal and account for these services in its proposed residential collection rates. The City shall not provide separate compensation for these services. Failure to accept this requirement may result in the proposal being deemed nonresponsive.

5. CITY BILLING AND CUSTOMER ACCOUNTS

- 5.1 The City shall establish and maintain residential solid waste accounts through the City's utility billing system.
- 5.2 The City shall be responsible for billing residential customers for the standard residential solid waste service.
- 5.3 The City shall collect payments from residential customers.
- 5.4 Service shall be initiated, modified, or terminated through the City's billing office.
- 5.5 The Contractor shall provide the City with information reasonably necessary to establish, modify, or terminate residential solid waste service.
- 5.6 The Contractor shall not independently bill a residential customer for the standard contracted residential service.
- 5.7 Any additional charges to residents for optional services must be authorized by the City before being billed through the City's utility billing system.
- 5.8 The City shall remit payments to the Contractor in accordance with the payment terms established in the final Contract.
- 5.9 The Contractor shall provide the City with an accurate information necessary to reconcile the number of residential accounts receiving service.

6. PRICING PROPOSAL

- 6.1 Each Proposer shall submit pricing in the format provided in this section.

6.2 The standard residential service price shall include all costs necessary to provide one (1) weekly residential garbage collection.

6.3 Pricing shall include, but not be limited to:

- Labor
- Supervision
- Residential garbage carts
- Collection vehicles
- Equipment
- Fuel
- Maintenance
- Insurance
- Transportation
- Disposal
- Licensing
- Permits
- Administrative costs
- Other costs necessary to provide the required service

6.4 The Proposer shall clearly identify any costs not included in the proposed residential rate.

7. MANDATORY RESIDENTIAL PRICING

STANDARD RESIDENTIAL SERVICE

One (1) 96-Gallon Cart One (1) Pickup Per Week

Monthly Rate Per Residential Account: \$ _____

Two (2) 96-Gallon Cart One (1) Pickup Per Week \$ _____

This price is requested for comparison purposes only and shall not be considered part of the City's required base service unless specifically authorized by the City.

REPLACEMENT CART

Cost: \$ _____

OTHER MISCELLANEOUS CHARGES

Description: _____

Cost: \$ _____

Description: _____

Cost: \$ _____

8. RATE ADJUSTMENTS

- 8.1 The Proposer shall identify its proposed method for adjusting rates during the Contract term.
 - 8.2 The Proposer shall state whether proposed annual adjustments will be based upon the Consumer Price Index, a fixed percentage, disposal costs, fuel costs, or another methodology.
 - 8.3 Proposed annual adjustment: _____ %
 - 8.4 Proposed adjustment methodology:
-

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- 8.5 No rate adjustment shall become effective unless authorized in accordance with the final Contract and applicable City requirements.
 - 8.6 Any new governmental fee or cost imposed after execution of the Contract may be considered by the City separately from an ordinary annual rate adjustment.
 - 8.7 All rate adjustments must be submitted to the City by March 31st to accommodate the budget process. Adjustments would become effective July 1st of each fiscal year.

9. CONTRACT TERM

- 9.1 The anticipated initial term of the Contract shall be five (5) years.
- 9.2 The City may extend the Contract for up to an additional five (5) years, subject to satisfactory Contractor performance and applicable City approval.
- 9.3 Contract Extension and Notice of Non-Renewal. Any extension of this Agreement shall be documented in writing and mutually agreed upon by the City and the Contractor. Either party that does not wish to pursue negotiations for an extension or renewal of the Agreement shall provide written notice to the other party at least six (6) months prior to the expiration of the current contract term. Failure to provide such notice shall not constitute an automatic extension or renewal of the Agreement.

10. CONTRACTOR QUALIFICATIONS

10.1 Proposers shall demonstrate the ability and experience necessary to provide residential solid waste collection services.

10.2 Proposers shall provide:

Company Name: _____

Company Address: _____

City/State/ZIP: _____

Primary Contact: _____

Telephone: _____

Cell Phone: _____

Email: _____

Website: _____

Years in Business: _____

Number of Residential Accounts Currently Served: _____

10.3 The Proposer shall provide a description of its experience providing residential solid waste collection services.

10.4 The Proposer shall identify comparable municipal or governmental contracts currently or previously held.

10.5 The Proposer shall identify the number and type of collection vehicles proposed for use under the Contract.

10.6 The Proposer shall identify the proposed disposal facility.

11. REFERENCES

The Proposer shall provide at least three (3) references for comparable services.

REFERENCE 1

Entity/Company: _____

Contact Person: _____

Telephone: _____

Email: _____

Contract Dates: _____

Approximate Number of Customers: _____

Description of Services: _____

REFERENCE 2

Entity/Company: _____

Contact Person: _____

Telephone: _____

Email: _____

Contract Dates: _____

Approximate Number of Customers: _____

Description of Services: _____

REFERENCE 3

Entity/Company: _____

Contact Person: _____

Telephone: _____

Email: _____

Contract Dates: _____

Approximate Number of Customers: _____

Description of Services: _____

12. LEGAL AND DISCLOSURE INFORMATION

- 12.1 The Proposer shall identify any pending bankruptcy proceedings involving the company.
- 12.2 The Proposer shall identify any material litigation involving the company related to solid waste services, environmental violations, occupational health and safety violations, discrimination, or breach of governmental contracts.
- 12.3 The Proposer shall identify any material contract termination for cause by a governmental entity within the previous five (5) years.

12.4 The Proposer shall disclose any other information that may materially affect its ability to perform the Contract.

13. INSURANCE

13.1 The successful Proposer shall maintain insurance coverage acceptable to the City.

13.2 Insurance Requirements. At a minimum, the Contractor shall maintain the following insurance coverage throughout the term of the Contract:

- Commercial General Liability: Minimum coverage of \$2,000,000 per occurrence.
- Automobile Liability: Minimum coverage of \$2,000,000 per occurrence.
- Excess Liability (Umbrella): Minimum coverage of \$2,000,000, providing total liability coverage of \$4,000,000.
- Workers' Compensation and Employer's Liability: As required by applicable law.

The Contractor shall provide certificates of insurance acceptable to the City, naming the City of Tombstone as an additional insured, prior to commencement of services. The Contractor shall provide the City with thirty (30) days' written notice prior to cancellation of any required insurance coverage.

The Contractor shall maintain adequate insurance coverage at all times. Failure to maintain the required coverage shall constitute a breach of the Contract. The Contractor's liability shall not be limited to the amount of insurance coverage maintained.

13.3 Certificates of insurance shall be provided prior to commencement of services.

13.4 The City will require additional insured status or other insurance provisions as specified in the final Contract.

14. EVALUATION OF PROPOSALS/CITY RIGHTS

14.1 The City shall evaluate responsive proposals based upon the information provided in each proposal and other relevant information the City may obtain.

14.2 The City is under no obligation to select the lowest-priced proposal.

14.3 The City may consider:

- Ability to provide reliable residential collection services;
- Experience providing similar services;
- Demonstrated performance in other communities;
- Ability to provide and maintain equipment;
- Financial and operational stability;
- Customer service;
- Proposed residential pricing;

- Proposed rate adjustment methodology;
- Disposal arrangements;
- Ability to commence service on the required date; and
- Other pertinent information concerning the Proposer's qualifications and capabilities.

- 14.4 The City reserves the right to request clarification of information submitted by a Proposer.
- 14.5 The City may conduct interviews with one or more Proposers.
- 14.6 The City may negotiate terms with the selected Proposer prior to execution of the final Contract.
- 14.7 The City may reject any proposal that does not adequately demonstrate the Proposer's ability to perform the required services.
- 14.8 The City reserves the right to reject any and/or all proposals.
- 14.9 The City reserves the right to waive minor informalities
- 14.10 The City reserves the right to request clarification of proposals.
- 14.11 The City reserves the right to cancel this RFP process prior to execution of a Contract.
- 14.12 The City reserves the right to modify the scope of services through written addendum prior to the proposal deadline.
- 14.13 The City reserves the right to negotiate with the selected Proposer.
- 14.14 The City reserves the right to determine which proposal provides the best overall value to the City and its residents.
- 14.15 The City shall not be liable for any costs incurred by a Proposer in preparing, submitting, or presenting a proposal.

CERTIFICATION OF PROPOSAL

This Proposal is submitted in response to the Request for Proposal for Solid Waste Collection Services issued by the City of Tombstone, Arizona.

The undersigned is a duly authorized Officer of the Proposer and hereby certifies and agrees that _____ agrees to be bound by the content of the RFP and agrees to comply with its terms, conditions, and provisions in the event of an award. The proposal shall remain in effect for a period of not less than ninety (90) days from the deadline for Proposals to be received by the City Clerk's Office.

The undersigned certifies that to the best of his/her knowledge:

_____ There is no officer or employee of the City of Tombstone who has, or whose relative has, any substantial interest in any contract that may be awarded pursuant to this RFP.

_____ The names of any and all public officers or employees of the City of Tombstone who have, or whose relatives have, a substantial interest in any contract award subsequent to this RFP are identified by name as part of this submittal. Specify on the bottom of this form the name(s).

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Telephone Number: _____

Organization: _____