

## HIGHER GROUND ACADEMY

### REQUEST FOR PROPOSALS (RFP)

#### Waste Collection and Recycling Services

**RFP Released:** June 16, 2026

**Questions Due:** July 3, 2026

**Responses Posted:** July 10, 2026

**Proposals Due:** by 2:00 pm on July 16, 2026

**Evaluation/Interviews:** July 17 – July 18

**Board Approval:** July 21, 2026

**Contract Start:** Prior to the start of the 2026–27 school year

**August 1, 2026 – July 31, 2028**

### 1. INTRODUCTION

Higher Ground Academy (HGA), a public charter school serving approximately 1,200 students in grades K–12, is seeking proposals from qualified waste management companies to provide trash collection and recycling services for its two campuses located in Saint Paul, Minnesota.

The Academy invites interested vendors to submit proposals for waste disposal and recycling services beginning August 1, 2026.

### 2. SCHOOL LOCATIONS

#### Marshall Campus

Higher Ground Academy  
1381 Marshall Avenue  
Saint Paul, MN 55104

#### Brewster Campus

Higher Ground Academy  
1471 Brewster Street  
Saint Paul, MN 55108

### 3. SCOPE OF SERVICES

The selected contractor shall provide regularly scheduled collection and disposal of solid waste and recyclable materials at both campuses.

#### Marshall Campus Requirements

- One (1) trash dumpster
- One (1) recycling dumpster

Collection Schedule:

- Trash collection: Three (3) times per week
- Recycling collection: Two (2) times per week

### **Brewster Campus Requirements**

- One (1) trash dumpster
- Two (2) recycling dumpsters

Collection Schedule:

- Trash collection: Three (3) times per week
- Recycling collection: Two (2) times per week

The contractor shall provide all containers, maintenance, and collection services necessary to ensure clean and efficient waste management.

### **4. CONTRACT TERM**

The initial contract term shall be two (2) years beginning August 1, 2026, and ending July 31, 2028.

The Academy reserves the right to terminate the contract for cause based on unsatisfactory performance, failure to meet service requirements, safety concerns, or other material breaches of contract.

### **5. CONTRACTOR RESPONSIBILITIES**

The contractor shall:

- Provide all dumpsters and recycling containers.
- Empty containers according to the agreed schedule.
- Maintain containers in safe and sanitary condition.
- Replace damaged containers promptly.
- Respond to service requests and complaints within one business day.
- Comply with all applicable federal, state, county, and local regulations.

### **6. PROPOSAL REQUIREMENTS**

Proposals shall include:

#### **Company Information**

- Company name
- Address
- Primary contact person
- Telephone number
- Email address

#### **Experience**

Description of the company's experience providing waste and recycling services to schools, municipalities, or commercial facilities.

**References**

Provide at least three references from current or recent customers.

**Service Plan**

Describe:

- Collection schedule
- Container sizes proposed
- Customer service procedures
- Emergency service capabilities

**Pricing**

Provide separate pricing for:

- Marshall Campus
- Brewster Campus

Include:

- Monthly service cost
- Fuel surcharges (if applicable)
- Environmental fees (if applicable)
- Any other recurring or one-time charges

**7. EVALUATION CRITERIA**

Proposals will be evaluated based on:

<b>Criteria</b>	<b>Weight</b>
Cost	40%
Experience and References	25%
Service Reliability	20%
Customer Service	15%

The Academy reserves the right to request additional information or conduct interviews with respondents.

**8. RESERVATION OF RIGHTS**

Higher Ground Academy reserves the right to:

- Reject any or all proposals.
- Waive informalities in proposals.
- Negotiate with one or more vendors.
- Award the contract deemed most advantageous to the Academy.
- Cancel this RFP at any time.

## **9. SUBMISSION OF PROPOSALS**

Proposals must be received no later than:

**Date:** July, 16, 2026

**Time:** 2:00 pm

Submit proposals electronically or by mail to:

**Samuel Yigzaw**

Executive Director

Higher Ground Academy

1381 Marshall Avenue

Saint Paul, MN 55104

Email: [samuel@hgacademy.org](mailto:samuel@hgacademy.org)

Questions regarding this RFP should be directed to the Chief of Operations, Mr. Maxamed ahmed at [maxamed@hgacademy.org](mailto:maxamed@hgacademy.org).

Higher Ground Academy

*"How are the children? The children are well and learning."*