



**REQUEST FOR PROPOSALS**  
**Curbside Recycling & Optional Trash Collection**  
**Services**  
**RFP No. NSVRC 2025-002**  
**January 6, 2025**

The Northern Shenandoah Valley Regional Commission (“NSVRC”) is seeking proposals from qualified firms (“Provider” or “Offeror”) interested in providing curbside recycling services, with the option for trash collection, to serve towns and jurisdictions within the NSVRC service area.

Additional information pertaining to this RFP is available in the accompanying “Proposal Information and Requirements” document, including a full description of the scope of services and proposal requirements.

**Proposal Submission Instructions**

One (1) electronic copy of the proposal must be submitted by the deadline in one of the following ways:

- **Via email** to Amanda Kerns at [akerns@nsvregion.org](mailto:akerns@nsvregion.org) with the subject line: “NSVRC Curbside Recycling Program – [Your Organization’s Name]”;
- OR
- **Through the Commonwealth of Virginia’s eVA system** at [www.eva.virginia.gov](http://www.eva.virginia.gov) by **5:00 PM on February 13, 2026** (the “Application Deadline”).

Offerors submitting through eVA must be properly registered in the system.  
Proposals submitted via mail, fax, or in-person delivery will **not** be accepted.

**Questions and Clarifications**

All questions regarding this RFP must be submitted via email to:

Amanda Kerns, Senior Planner  
Email: [akerns@nsvregion.org](mailto:akerns@nsvregion.org)

The deadline to submit questions is **Wednesday, January 21, 2026, by 5:00 PM**. No questions will be accepted after this time.

A consolidated response to all questions received by the deadline will be issued in the form of an RFP addendum and posted on the eVA website no later than **4:00 PM January 23, 2026**. It is the responsibility of each Offeror to monitor eVA for updates and addenda related to this solicitation.



# Proposal Information and Requirements

## 1. About the NSVRC

The Northern Shenandoah Valley Regional Commission (NSVRC) is a regional planning organization serving the counties of Clarke, Frederick, Page, Shenandoah, and Warren, as well as the City of Winchester and all the towns located within their boundaries (collectively, the “Localities”). NSVRC collaborates with local governments, state agencies, and other stakeholders to address regional challenges and advance sustainable growth, environmental stewardship, and economic development.

Key focus areas include environmental planning, community planning, housing, transportation, and economic resilience. NSVRC also serves as a conduit for federal and state funding, providing technical assistance and grant administration for regional initiatives.

## 2. Program Background

In 2017, nine of the fourteen towns within the NSVRC region operated active curbside recycling programs. At that time, the region's recycling rate peaked at 56.6%, reflecting strong participation and infrastructure. However, by 2022, only three towns—Front Royal, Edinburg, and Berryville—continued to offer curbside recycling services. The regional recycling rate declined to 37% by 2020, its lowest level in five years.

This decline was largely due to rising operational costs, volatility in end-use recycling markets, and a shrinking pool of available local haulers. Many towns lacked the technical and financial resources to maintain programs independently and were forced to suspend curbside collection altogether.

To reverse this trend, the NSVRC is launching a region-wide curbside recycling initiative funded by the U.S. Environmental Protection Agency (EPA) through the Solid Waste Infrastructure for Recycling (SWIFR) grant program. This initiative aims to:

- Establish or re-establish curbside recycling service in at least six additional towns;
- Provide service to at least 10,000 new households;
- Procure and distribute at least 10,000 recycling bins or carts; and
- Support long-term recovery of the regional recycling rate to above 50% within two years of implementation.



Importantly, the program emphasizes local autonomy and regional cooperation. Each town will be able to select its preferred level and type of service—ranging from weekly to monthly collection and from small bins to large carts—based on its population density, geography, and budget. While service costs will be covered by the budgets of the localities, the NSVRC will fund the initial purchase of bins and support marketing, procurement, and performance monitoring efforts to ensure long-term success.

This project is a key component of NSVRC’s broader effort to modernize recycling infrastructure, promote environmental justice in rural and underserved communities, and support sustainable materials management throughout the region.

### **3. Scope of Services**

The NSVRC seeks proposals from qualified providers for flexible, locality-specific residential curbside recycling and optional trash collection services. The goal is to support a variety of service models that meet the unique needs of Localities within the region, with the potential for bundling recycling and trash services to improve cost-efficiency and provider accessibility.

#### **A. Flexible Curbside Recycling Services**

Offerors must propose comprehensive curbside recycling services that can be customized based on locality preference. Service flexibility is a core requirement. Providers must be capable of offering:

- **Variable Collection Frequencies:** Weekly, bi-weekly, or monthly pickup schedules depending on each participating locality's need.
- **Custom Container Options:** Multiple cart sizes (e.g., 18-gallon bins, 65-gallon carts, and 95-gallon carts) to match household volumes and operational needs.
- **Material Handling:** Single-stream or dual-stream collection of common household recyclables, including but not limited to:
  - Paper and cardboard
  - Plastics (PET, HDPE, etc.)
  - Metals (aluminum, steel)
  - Glass (clear and colored)
- **Contamination Management:** Contamination minimization practices and routine feedback loops with localities and residents.



- Data Reporting: Quarterly tonnage, contamination, and participation reporting, disaggregated by locality and formatted to comply with DEQ and EPA requirements.

## **B. Optional and Bundled Trash Collection Services**

Recognizing that many localities within the NSVRC region are preparing to procure or renegotiate trash contracts in FY26, this RFP invites providers to submit proposals that include:

- Standalone Trash Collection: Residential trash pickup offered independently of recycling services.
- Bundled Service Packages: Proposals that integrate trash and recycling services to streamline billing, improve logistical efficiency, and potentially reduce per-household costs through economies of scale.
- Collection Frequency and Container Options: Flexibility in trash collection frequency (weekly, bi-weekly) and container sizing to align with local preferences and budgets.
- Disposal Site Coordination: Clear plans for trash disposal, including facility locations, tipping fees, and environmental compliance.

## **C. Value-Added and Support Services**

Offerors are encouraged to propose additional services that enhance overall program performance, customer satisfaction, and public education. These may include:

- Yard waste and bulky item collection (scheduled or on-demand)
- Community recycling events or drop-off programs
- Multilingual public outreach campaigns and educational materials
- Digital platforms or apps for service updates, customer support, and contamination feedback

## **D. Multi-Jurisdictional Coordination and Rider Clause**

This RFP is a cooperative procurement issued on behalf of the Localities, and intended to serve multiple Localities within the NSVRC region. Providers must demonstrate capacity to offer services across multiple communities with potential for staggered implementation. Each locality retains autonomy in selecting service types and levels.



- Any contract awarded by the NSVRC (the “Base Contract”) will include a rider clause permitting any NSVRC member jurisdiction to purchase from the contract, and to negotiate directly with the selected provider(s) regarding the applicable service types and levels, and any other additional terms. The NSVRC does not anticipate making purchases itself under the Base Contract.
- Offerors should describe their approach to scaling services, adjusting routes, and coordinating individualized service plans across jurisdictions.

## **E. Recycling Bin Procurement and Distribution**

As part of the EPA-funded grant supporting this initiative, NSVRC intends to cover the cost of a one-time purchase of recycling bins for participating localities. These bins are not to be leased or rented by residents. Offerors capable of supplying recycling containers must address the following in their proposal:

- **Per-Unit Pricing:** Provide a detailed cost breakdown for bins of various sizes (e.g., 18-gallon, 65-gallon, and 95-gallon), including delivery and any administrative fees associated with distribution.
- **Bulk Pricing:** Offer scalable pricing tiers or bundling discounts for large-volume orders across multiple towns, reflecting potential regional economies of scale.
- **Branding and Customization:** Indicate whether bins can be branded with town logos or messaging (e.g., recycling instructions, contact information). Include design options, color availability, and timelines for customized orders.
- **Implementation Support:** Describe how bins would be distributed (e.g., curbside drop-off, public pickup events), how distribution would coordinate with service startup, and any logistical or tracking tools to ensure households receive appropriate containers.

This section should be included in the cost proposal and will be considered as part of the evaluation under both pricing and service approach criteria.

## **4. Proposal Content**

Proposals should be as thorough and detailed as possible and must include:

1. Firm history and organization.
2. Firm experience in recycling and solid waste services.
3. Service approach and timeline.
4. Detailed cost estimates including per-household pricing and equipment costs.
5. References from at least three municipal clients.



6. Liability insurance details including carrier and limits.
7. Identification of subcontractors (if applicable).
8. Include a signed proposal cover sheet with your Virginia State Corporation Commission (SCC) ID number and signature of an authorized representative.

## **5. Proposer's Representations**

By submitting a proposal, Offerors certify that they:

- Have read and understand the specifications and applicable laws.
- Submit their proposal without collusion or fraud, and without offering inducements to public employees.
- Do not knowingly employ undocumented workers.
- Are not currently suspended, debarred, or otherwise ineligible to contract with the Commonwealth of Virginia or the federal government, including being listed as ineligible in the federal System for Award Management (SAM.gov).
- Will comply with all applicable federal, state, and local laws and regulations governing public contracts, including the Virginia Public Procurement Act (VPPA), §2.2-4300 et seq.



## 6. Evaluation Criteria

<b><u>Evaluation Category</u></b>	<b><u>Points</u></b>
<b>1. Firm Qualifications and Experience</b>	20 points
Demonstrated experience in providing recycling and/or trash collection services, particularly for municipal clients of similar size and scope.	
<b>2. Service Approach and Flexibility</b>	25 points
Ability to deliver varied service levels (e.g., weekly/bi-weekly, different cart sizes), coordinate across jurisdictions, and adapt to town-specific needs.	
<b>3. Pricing and Cost-Effectiveness</b>	25 points
Competitive per-household pricing, bundled service savings, cost transparency, and value for long-term implementation.	
<b>4. Capacity to Serve Multiple Localities</b>	10 points
Ability to scale service regionally and manage concurrent implementations in diverse rural and small-town settings.	
<b>5. Data Collection and Reporting Systems</b>	10 points
Systems for tracking tonnage, participation, and contamination rates, with accurate and timely reporting by locality.	
<b>6. Innovation and Value-Added Services</b>	5 points
Educational outreach, customer support tools, yard waste/bulk pickup, or other enhancements to improve recycling outcomes.	
<b>7. Recycling Bin Procurement and Branding</b>	5 points
Clear pricing for bin procurement, bulk discounts, distribution logistics, and ability to provide customized/municipal-branded containers.	
NSVRC reserves the right to conduct interviews, reject proposals, and award contracts to multiple providers. The anticipated initial contract term is one year with up to three one-year renewals.	



## **8. Record Retention and Access**

The Provider shall retain all financial records, supporting documents, statistical records, and other relevant materials related to this contract for a period of three (3) years following final payment or the resolution of any audit findings, whichever is later, in accordance with 2 CFR §200.334.

The NSVRC, the U.S. Environmental Protection Agency (EPA), the Comptroller General of the United States, and the EPA Office of Inspector General shall have the right to access and examine any pertinent documents or records for the purpose of audit, examination, evaluation, or other oversight activity, as required under 2 CFR §200.337.

## **9. EPA Branding and Public Acknowledgment**

As required by the EPA assistance agreement, any public-facing materials, equipment, or communications developed under this contract must acknowledge federal support from the U.S. Environmental Protection Agency (EPA). This includes, but is not limited to, recycling bins, educational flyers, websites, and signage.

The Provider shall coordinate with NSVRC to ensure proper use of EPA branding and acknowledgment statements, consistent with EPA guidance. All materials are subject to review and approval by NSVRC prior to public release or distribution.

## **10. Required Contract Terms**

Contracts resulting from this solicitation shall include, at a minimum, the following terms and conditions:

- **Governing Law and Venue:** This contract shall be governed by the laws of the Commonwealth of Virginia. Any legal action shall be brought in the General District Court or Circuit Court of Warren County, Virginia, as applicable.
- **Termination:** NSVRC reserves the right to terminate the Base Contract, in whole or in part, with or without cause, upon thirty (30) days' written notice to the Provider. Termination of the Base Contract will not affect any existing contracts between Provider and any Localities.
- **The NSVRC does not assume liability for payments under any contracts between Provider and any Localities.**
- **Indemnification:** The Provider shall indemnify, defend, and hold harmless NSVRC, its officers, agents, and employees from any claims, damages, losses, or expenses arising out of the Provider's negligence or willful misconduct in the performance of services under this contract.





- **Insurance Requirements:** The Provider shall maintain adequate general liability, automobile liability, and workers' compensation insurance throughout the contract term. Proof of insurance and coverage limits must be provided upon request.
- **Non-Discrimination:** The Provider shall comply with the non-discrimination requirements set forth in §2.2-4310 of the Virginia Public Procurement Act and all applicable federal and state civil rights laws.
- **Legal Compliance and Permits:** The Provider is responsible for securing all necessary licenses and permits and for complying with all applicable federal, state, and local laws and regulations.
- **Debarment Certification:** The Provider shall certify that it is not currently debarred, suspended, or otherwise ineligible to participate in federally funded contracts by any agency of the United States or the Commonwealth of Virginia.
- **Federal Funding Compliance:** If applicable, the contract shall incorporate all federal clauses required by the EPA assistance agreement, including but not limited to:
  - Disadvantaged Business Enterprise (DBE) participation requirements;
  - Compliance with 2 CFR Part 200 and 2 CFR Part 1500;
  - Record retention and audit access provisions;
  - Acknowledgement of EPA funding and branding guidelines.

## **11. Discrimination and Disadvantaged Business Enterprises (DBEs)**

In accordance with Title VI of the Civil Rights Act of 1964 and applicable federal and state laws, no proposer will be excluded from participation in, denied the benefits of, or subjected to discrimination under this program on the basis of race, color, national origin, sex, age, disability, or religion.

NSVRC strongly encourages participation by Disadvantaged Business Enterprises and small, minority-, and women-owned businesses. Offerors are expected to make good-faith efforts to subcontract with DBEs where feasible and shall provide documentation of such efforts upon request. Providers must also complete Title VI compliance forms as required by the funding agency or NSVRC.

## **12. Claims and Appeals**

All claims and appeals arising from this procurement shall be handled in accordance with Virginia Code §2.2-4363, part of the Virginia Public Procurement Act (VPPA). Compliance with the procedures outlined in this statute is mandatory. This includes requirements for the timely filing of protests, decision-making authority, and remedies available to offerors.



### **13. Federal Procurement Compliance**

This procurement is funded in whole or in part by the EPA through a Solid Waste Infrastructure for Recycling grant. As the recipient, NSVRC is required to conduct all procurement in accordance with the Uniform Guidance (2 CFR Part 200, Subpart D, §§200.317–200.327).

While these federal procurement rules primarily apply to NSVRC as the contracting agency, certain provisions will extend to any resulting contract with a selected provider, including but not limited to:

- Debarment and suspension certification (2 CFR Part 180);
- Record retention and access by federal agencies;
- Compliance with cost principles for federally funded work (2 CFR Part 200, Subpart E);
- Encouragement of participation by disadvantaged business enterprises (2 CFR §200.321);
- Prohibition on geographic preferences in procurement;
- Allowance for federal audit and oversight.

Offerors are advised that contract awards must reflect and support these federal requirements, and all selected vendors will be subject to compliance clauses as a condition of award.



## **Attachment A: Offeror Cover Sheet**

**RFP No.:** NSVRC 2025-002

**Title:** Curbside Recycling & Optional Trash Collection Services

**Legal Name of Offeror:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Virginia SCC ID Number:** \_\_\_\_\_

**Federal Tax ID (EIN):** \_\_\_\_\_

**eVA Vendor Number (if registered):** \_\_\_\_\_

**Proposal Valid Until (MM/DD/YYYY):** \_\_\_\_\_

By signing below, the undersigned certifies that the information provided is true and complete, and that they are authorized to submit this proposal and bind the Offeror to its terms.

**Authorized Representative (Signature):** \_\_\_\_\_

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

**Printed Name & Title:** \_\_\_\_\_



## **Attachment B: Certification Regarding Debarment, Suspension, and Ineligibility**

This certification is required by U.S. Environmental Protection Agency (EPA) regulations pursuant to 2 CFR Part 180 and Executive Order 12549, and applies to all recipients of federal funds passed through the Virginia Department of Environmental Quality (DEQ) to the Northern Shenandoah Valley Regional Commission (NSVRC).

By signing below, the Offeror certifies that, to the best of their knowledge and belief:

1. Neither the Offeror nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federally funded program or activity.
2. The Offeror has not been convicted of or had a civil judgment rendered against it within the past three (3) years for fraud, criminal offenses, or violations involving the use of public funds.
3. The Offeror is not currently indicted or otherwise criminally or civilly charged by a governmental entity for any of the offenses listed in 2 CFR §180.800.
4. The Offeror has not had a public contract or agreement terminated for cause or default within the past three (3) years.

Note: If the Offeror cannot certify to any of the above statements, an explanation must be attached to this form.

This certification is a material representation of fact upon which NSVRC will rely in evaluating proposals. If it is later determined that the Offeror knowingly submitted a false certification, NSVRC may reject the proposal or terminate the contract for cause.

**Organization Name:** \_\_\_\_\_

**Name & Title of Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### **Attachment C: References**



Offerors must provide at least three (3) references from municipal or governmental clients for which similar curbside recycling, trash collection, or solid waste management services have been provided within the past five years.

Please complete the table below. Additional reference sheets may be attached if needed.

Client Name	Contact Person & Title	Telephone / Email	Services Provided

