

Request for Proposals (RFP): Operation of Wayne Recycling & Trash Center (RTC)

Date Issued: February 17, 2026

Proposals Due: March 27, 2026

Issued By: City of Wayne, NE

Project Location: 110 Windom Street, Wayne, NE

1. Purpose

The City of Wayne, Nebraska (“City”) is seeking proposals from qualified vendors to provide comprehensive management and operation services for the Wayne Recycling & Trash Center (“RTC”). The City intends to enter into a professional services agreement with a provider (hereinafter “Operator”) to manage waste disposal and recycling streams for the benefit of the community.

2. Contract Duration

The term of the agreement shall be no less than two (2) years and no more than five (5) years, effective from the date of execution.

3. Scope of Services & Operator Obligations

Proposals should address how the Operator will be responsible for the following items:

- A. Operational Management: Provide staffing and management for the RTC. The facility must be open to the public for a minimum of 20 hours per week, with additional availability by appointment.
- B. Regulatory Compliance: Operate under the City of Wayne’s Nebraska Department of Water, Energy, and Environmental (NDWEE) Solid Waste Permit, adhering to all state requirements and conditions.
- C. Waste & Recycling Collection: Supply clearly labeled containers (identifying whether for garbage or recycling) and collect garbage/recycling from all City buildings, parks, and facilities, as well as special community events (e.g., the Wayne Chicken Show) at no cost to the City. Accept garbage and recycling from Wayne County road litter and the Wayne County Fair at no cost to the County.
- D. Community Support: Provide continued access, containers, space, and assistance for the following recycling programs at no cost to the City or public:
 1. the local Boy Scout troop recycling program;
 2. the City’s glass and light string recycling programs; and
 3. other recycling programs added upon mutual agreement by the parties.
- E. Recycling Logistics: Provide containers for co-mingled recycling, single-stream recycling, and scrap metal at the RTC at no cost to the City or public. Materials outside of the City’s and Boy Scout’s programs must be transported and/or sold by the Operator. The Operator will collaborate with the City on public education materials and signage.
- F. Special Materials Handling:
 1. Tires: Accepted for a fee (determined by Operator to cover disposal).
 2. Waste Oil: Accepted at no charge (collected by Wayne County).

3. Appliances: Refrigeration units accepted for a fee; Operator must drain and certify units as Freon-free.

4. Financial & Administrative Requirements

A. Usage Fee: Operator shall pay the City for the use of the RTC. Specify the terms the Operator is offering, including, but not limited to, the contract duration, monthly fee, and expected City responsibilities regarding maintenance of grounds and building.

B. Operating Costs: Operator is responsible for all utility costs at the RTC and the Nebraska Department of Water, Energy, and Environment (NDWEE) Permit Fee (if applicable).

C. Insurance: Operator must provide proof of \$1,000,000 liability insurance, naming the City as an additional insured, and cover the cost of the City's insurance for the RTC.

D. Reporting: Monthly reports must be submitted to the City, including scale tickets for all waste/recycling streams (tonnage), a log of customer complaints/resolutions, and identification of disposal/processing destinations.

E. Fee Transparency: A schedule of public fees for garbage or special materials must be posted at the RTC and made available for the City to post on its website/social media.

5. City Responsibilities

Maintenance provided by the City will be negotiated in an agreement after reviewing Operators' proposals. The City will insure the property and hold the Operator harmless for claims arising specifically from the City's negligence. The Operator will reimburse the City for City's insurance costs.

6. Proposal Evaluation

Proposals received by the deadline will be reviewed in a timely manner to ensure the Wayne City Council can consider approving an agreement in April or May 2026. Proposals will be evaluated on meeting the scope outlined and the terms of the proposal (i.e., contract duration, monthly fee, and maintenance responsibilities of the grounds/facility).

7. Proposal Submission

Interested parties should submit a formal proposal detailing their experience, staffing plan, and ability to meet the requirements outlined above no later than Friday, March 27, 2026.

Direct inquiries and proposals to:

City of Wayne
Attn: Wes Blecke, City Administrator
513 Main Street
Wayne NE 68787
wblecke@cityofwayne.org
(402) 375-1733

The City of Wayne reserves the right to reject any or all proposals and to waive informalities in the proposal process.