



May 1, 2026

To whom it may concern,

On behalf of the Phelps County Landfill Board (facility owner/operator), the City of Rolla is seeking quotes for grinding services for purposes of converting stockpiled organic debris into mulch. The mulch should be suitable for use as landscaping material, soil amendment, erosion control, etc. The material to be processed consists of brush, tree limbs, grass and leaves along with miscellaneous vegetative waste (e.g., shrubs, garden waste, etc.). The stockpile may also contain large diameter tree limbs or trunks, and/or stumps, although the site disposal rules prohibit stumps and trunk lengths greater than ten feet. The stockpile will also contain a limited amount of wooden pallet/crate material. The various materials do not need to be processed separately. The current stockpile has been accumulating since November of 2025. Pictures of the current stockpile can be emailed at your request, or you can visit the site at any time.

A tub grinder is preferred for the processing. When providing a quote, please specify the type of equipment you will use to process the material. **The processing equipment must include magnetic removal of nails and other incidental ferrous metals.** All metals must be collected and removed from the site. **Two-inch screens should be used for final particle size reduction.**

The scope of work shall include stockpiling the finished product (mulch) on-site in a location determined by the site owner's representative. The entire site consists of approximately three acres.

Proposals should include a flat fee for the specified services along with an estimated time frame for completing the work. **The work should be completed early part of June 2026.**

The site location is 2301 McCutchen Drive in Rolla, Mo. This site is open to the public and materials are received daily. **Please be aware that materials will continue to accumulate up until the grinding begins.** Materials arriving after the grinding begins are not expected to be included in the quoted service. The owner/operator will be responsible for restricting traffic flow during grinding operations.

Please submit your quote to my attention at the address listed below, or via email by close of business 1 June, 2026. Feel free to contact me if you have any questions.

Sincerely,

Roger Pankey, Director
Environmental Services Dept.
City of Rolla
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573-364-6693