2023 REQUEST FOR PROPOSAL
COLLECTION OF SOLID WASTE, RECYCLABLES AND YARD WASTE

I. INTRODUCTION

The City of Peosta is seeking proposals from qualified firms to provide solid waste, recyclable and yard waste collection services for single family houses and multi-family residences. Approximately 775 households are served. The new contract with the award of the solid waste, recyclable and yard waste collection services contract will begin September 2023. It is anticipated that the contract will be for five years with the city’s option to renew.

In soliciting bids, the City seeks bids from waste haulers that can offer the following to City residents:

- provide 1 plastic garbage container with an attached lid per household;
- provide 1 recycling container with lid or 1 cart with attached lid per household;
- provide color coded lids on garbage and recycling containers so that both are distinguishable from one another (or will consider other options);
- provide replacements for damaged containers;
- offer second containers for those addresses that request it;
- provide garbage and recycling collection for all households 1 time per week; with Thursday as the collection days in accordance with current routes;
- deliver garbage to the Dubuque Metropolitan Area Solid Waste Agency;
- provide household bulk and excess garbage collection on request;
- collaborate with the City on an semi-annual bulk pick up;
- provide a Christmas tree pick up in January;

In addition to solid waste, recyclable and yard waste collection services for single family houses and multi-family residences, the Contractor shall provide service to dumpsters located at City parks, City Hall, Police Department, Fire Department, Public Works Maintenance Garage, and City Wastewater Disposal Plant and any other Municipal Building(s) premises to be built or leased by the City during the term of this contract.

The City of Peosta utilizes the Dubuque Metropolitan Area Solid Waste Agency for trash at 101 Airborne Road, Dubuque, Iowa 52003. Tag axles are to be lifted when in the city limits.
All services shall be performed in compliance with local, county, state, and federal ordinances, laws, and regulations.

“Recyclable” and “Recycling” means the following: newspapers, magazines, corrugated cardboard, mixed paper, glass, aluminum cans, tin cans, plastic containers marked with a recycling logos and number 1-5 and 7, and other items mutually agreed upon as recyclable.

Preference will be given to proposals that allow recyclables to be commingled.

Interested bidders are to submit proposed costs on a per-household, per tote, per bin, per-month basis. All households will be charged for collection of at least one garbage tote and one recycling bin weekly regardless of their use. Refining the actual number of households and the locations of solid waste and recyclable collection (curbside or alley) will be determined by the City of Peosta in conjunction with the Contractor prior to contract award. Once the Contractor is selected, a contract will be negotiated based on a mutually agreed upon scope of services, which shall be subject to approval by the City Council.

Responses to this RFP must be received by the City of Peosta according to the Proposal Submission Requirements set forth in Section III, below.

ALTERNATE BID 1. CITY-WIDE BULK COLLECTION. Provide a price and description of a semi-annual city-wide bulk collection service (spring and fall clean-up day). Provide a per household cost along with any volume or other restrictions. Excluded or additional charge items.

ALTERNATE BID 2. INDIVIDUAL BULK PICK UP. Provide a price and description for individual household by request bulk pick up. Provide a breakdown by type (furniture, electronics, appliance) if applicable.

ALTERNATE BID 3. TAGS FOR EXCESS GARBAGE. Provide a price and description for individual household by request excess garage collection.
II. SCOPE OF WORK

Following is the scope of services to be provided by the contractor:

- The contractor shall be required to provide labor and equipment needed to collect solid waste and recyclable materials from the curbside or housing unit on weekdays between the hours of 7:00 A.M. and 4:00 P.M. with the exception of the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Pickups scheduled for holidays will be picked up the following Saturday as designated by the contractor and communicated to the city.

- The City of Peosta requires that solid waste collection and recyclables collection occur on the same day.

- The contractor shall be required to deliver solid waste to the Dubuque Metropolitan Solid Waste Agency for trash at 101 Airborne Road, Dubuque, Iowa 52003 during hours of operation.

- The contractor is responsible for solid waste and recyclable material during collection and delivery to the landfill.

- Equipment to handle spills must be maintained in good usable condition on each truck.

- All contractor personnel are to act in a courteous manner (i.e., polite responses to resident’s questions, controlled handling of bins, etc.).

- The Contractor will maintain a customer service center open on weekdays between the hours of 7:30 A.M. and 4:30 P.M. with the exception of holidays to receive calls from residents and city representatives.

- The Contractor is required to pick up missed garbage or recyclables the same day if reported before 2 P.M. and the following day if reported after 2 P.M.

- All equipment utilized for service in the City of Peosta by the Contractor shall be kept in sanitary and good operating condition; trucks should be washed weekly. Said
equipment shall be properly licensed and subject to periodic inspection by the City of Peosta or its designee.

- The Contractor will be required to collect data to be used for solid waste and recycling evaluation and submit it along with a monthly or quarterly invoice, whichever is more convenient. Such data is anticipated to include, but not be limited to, the following: the number of households; the number of setouts weekly; the amount of recyclable material collected (by weight); the amount of garbage collected (by weight) and other similar data pertinent to evaluation.

III. PROPOSAL SUBMISSION REQUIREMENTS

Responses to this Request for Proposal must be received by noon on Monday, July 31, 2023, in the City Hall, City of Peosta 7896 Burds Road, Peosta, IA 52068. The proposals will be opened at 2 P.M. on August 1, 2023, at the Peosta City Hall. All responses must include a complete copy of all required submission materials, including Forms I, II and III.

A. GENERAL REQUIREMENTS

- Name, address, telephone number of firm, emergency contact number available at all times, and a contact person.

- Proposed cost per household per month for curbside/housing unit collection of solid waste and commingled recyclables for the City of Peosta with details of any options, which may be presented by the contractor.

- A description of how the service will be provided, including:
  ▪ An agreement to pick up recyclables the same day as solid waste service.
  ▪ A detailed description of past experience with similar types of operation and references to be contacted for verification.
  ▪ A list of all equipment to be used for collection service.
  ▪ Describe how equipment and labor will be utilized to accomplish collection services in the defined time period.
  ▪ Include make, model, year, overall capacity available for the different materials as specified in Section II.
▪ A description of procedures for residents to follow to contact the Contractor for customer services and missed pickups. At a minimum, the following should be addressed:
  - A phone number available from 7:30 A.M. until 4:30 P.M. on collection days and method for handling after-hours calls, including an emergency contact number available at all times.
  - A procedure for collection of missed solid waste and recyclables.
  - Availability of vehicles and personnel to handle missed pickups.
▪ A statement that all trucks and equipment will be maintained in good working condition.
▪ A description of any innovative provisions of the contractor’s service, such as the inclusion of specialized collection equipment, assistance with public information activities for project start-up and promotion of participation, and so forth.

B. PERFORMANCE BOND AND/OR LETTER OF CREDIT, AND INSURANCE REQUIREMENTS

A. It will be expected that the prevailing waste/recycling/yard waste hauler will be required to either post a performance bond, or provide a letter of credit in the amount of 10% of the projected annual value of the contract, and language will be included within the contract that will define what will trigger liquidated damages if not resolved, and will be drawn from the performance bond or letter of credit – whichever is established

B. Proof of insurance as stated below must be provided prior to the contract being approved.

Maintain and carry adequate policies of insurance to cover all liabilities and contingencies which may arise out of, and in pursuit of this Contract and to indemnify and hold the City harmless from any such liabilities and contingencies. This insurance must include the following features: coverage for all premises and operations. The policy shall be endorsed to provide the aggregate per project endorsement. The Contractor will include the City as an additional insured on all polices, except Workers’ Compensation. Evidence of insurance shall be furnished to the City by contractor in the following minimum limits, to with:
Commercial general liability insurance in the amount of
$2,000,000 General Aggregate Limit (other than Products-Completed Operations)
$2,000,000 Products-Completed Operations Aggregate Limit
$1,000,000 Personal & Advertising Injury Limit
$1,000,000 Each Occurrence Limit
$50,000 Fire Damage Limit
$5,000 Medical Expense Limit

Commercial auto coverage insurance in the amounts of
$1,000,000 Liability/Combined Single Limit (Bodily Injury & Property Damage)
$2,000,000 Umbrella policy
$5,000 Auto Medical Payments (per scheduled units)
$1,000,000 Uninsured & Underinsured

Workers’ Compensation insurance in the amounts of
$100,000 each accident. Bodily Injury by Accident
$500,000 policy limit. Bodily Injury by Disease
$100,000 each employee. Bodily Injury by Disease

WAIVER OF SUBROGATION
The provider will be required to provide a waiver of subrogation to the benefit of the City as it relates to Workers Compensation

INSURANCE CERTIFICATES. Each policy noted above shall be issued by an insurance company authorized to write such insurance in the State of Iowa and shall reasonably be acceptable to the City. These insurance policies shall not be cancelled without at least 30 days’ prior written notice to the City. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to the City prior to the commencement of this contract.

GOVERNMENT IMMUNITY. The following clauses will be added to all liability coverages:

NONWAIVER OF GOVERNMENTAL IMMUNITY. The company and insured expressly agree and state that the purchase of this policy of insurance by the
insured does not waive any of the defenses of governmental immunity available to the City of Peosta under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

CLAIMS COVERAGE. The company and the insured further agree that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.

C. SECURITY REQUIREMENT
   
   A bid bond of $10,000 is required at time of bid submittal and provided by a bone-fide underwriter. If a bid bond is not submitted at the time of the bid submittal, the proposal will be rejected as a non-responsive and will not be considered. The City shall also surrender the bid bond to each bidder that fails to be selected promptly after the City awards the bid to the prevailing waste/recycling hauling contractor, unless a proposal has been deemed non-responsive and is no longer considered, the City will promptly release the bid bond if one was provided.

D. PROCEDURES
   
   • During the proposal evaluation, the City reserves the right to request additional written information to assist in the evaluation of proposals.

   • Proposals and written responses to the City’s request for additional information shall be signed by the Contractor (if an individual), by an officer of the proposing Contractor, or by a designated agent empowered to bind the Contractor in a contract.

   • Upon receipt, the proposals shall become the property of the City of Peosta for disposition or usage by the City of Peosta at its discretion.

   • 3 hard copies and 1 electronic copy of the proposals must be received by 12:00 P.M., Monday, July 31, 2023. Proposals can be mailed, or hand delivered to the City Hall, 7896 Burds Rd PO Box 65 Peosta, IA 52068. Proposals should be clearly labeled “PROPOSAL FOR COLLECTION OF SOLID WASTE AND RECYCLABLES” on the outside of the envelope. A minimum of a 5-year proposal is required that will include an option to renew for 4 additional years.
VI. SELECTION PROCESS

A. QUESTIONS. Questions regarding this Request for Proposal can be directed to:

Annette Ernst
City Administrator
City of Peosta
7896 Burds Road
Peosta, IA 52068
(563) 556-8755

All questions and responses will be made in writing and distributed by the City of Peosta to those firms on the Request for Proposal (RFP) mailing list as an amendment to the RFP. Origin of questions will be held in confidence until after the contract award.

B. SELECTION CRITERIA. Selection of a Contractor for contract negotiations will be based upon:

- the qualifications and experience of the firm in performing similar activities; (30 points)
- ability to meet services within the time schedule shown below; (15 points)
- suitability of equipment and personnel to meet the collection needs; and (15 points)
- service provider headquarters located in Dubuque County (10 points)
- the price proposed. (30 points)

The City of Peosta anticipates selection will occur no later than August of 2023. All firms submitting proposals will be notified in writing regarding the results of the selection process.

The City of Peosta reserves the right to reject any and all proposals or to waive any irregularities in any proposal if judged to be in the best interest of the City of Peosta. If a proposal does not satisfy the minimum requirements as set forth in this RFP as determined by the City of Peosta, the proposal may be disqualified on the basis of being non-responsive and the bid proposal will be removed from further consideration.
Each proposal will be reviewed by the City of Peosta and graded relative to the evaluation criteria set forth in this RFP. The best qualified proposer will be that which offers the best value to the City of Peosta on price and other factors considered.

C. TIME SCHEDULE. The City of Peosta expects the following time schedule to be in effect in the selection of a Contractor for solid waste and recyclables collection in the City of Peosta:

- Issue Requests for Proposals (RFP) June 2023
- Proposal Due Date July 31, 2023
- Open Proposals at City Hall August 1, 2023
- Discussion with Selected Proposers August 2023
- Selection of Preferred Contractor August 2023
- Contract Awarded August 2023
- Implement Contract September 2023

During the Selection of Preferred Contractor phase, the City will review them internally and may meet with individual haulers separately for both question and answers and further clarification of their respective proposals. Once all proposals have been thoroughly reviewed, the City Administrator will present their recommendation to the City Council for their approval and formal action.

THIS RFP IS AN INVITATION FOR OFFERS ONLY AND DOES NOT ITSELF CONSTITUTE AN OFFER. ANY CONTRACT ENTERED INTO AS A RESULT OF THIS RFP SHALL BE SUBJECT TO FORMAL APPROVAL OF COUNCIL AS REQUIRED BY CITY AND STATE CODE
FORM I

COMPANY INFORMATION

Company Name ________________________________________________________________

Address  ____________________________________________________________________

___________________________________________________________________________

Phone Numbers ______________________________________________________________

Email  ______________________________________________________________________

Authorized Company Representative __________________________________________

Title  ______________________________________________________________________

Please supply a separate description of the general services which this Company provides and highlight any pertinent experience with solid waste and/or recyclables collection activities or experience. Include references that the City of Peosta may contact to get information on past performance. Provide appropriate documentation indicating the ability to obtain a performance bond meeting the evaluation criteria.

Authorized Signature _______________________________________________________

Date  ______________________________________________________________________
FORM II

PROPOSED COSTS

The undersigned proposes to furnish collection of solid waste and commingled recyclable material for the City of Peosta, Iowa for the following sums:

**Option I**

<table>
<thead>
<tr>
<th>Collection Costs</th>
<th>Containers Supplied by Contractor</th>
<th>Containers Supplied by Property owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly garbage collection 33 gallon</td>
<td>Not applicable</td>
<td>$ per household per week</td>
</tr>
<tr>
<td>Tag for additional bag</td>
<td>$ per tag/bag</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Weekly recycling collection</td>
<td>$ per household per week</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Proposed annual increase to household rate for Years 2, 3, 4 &amp; 5</td>
<td>% per year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of recycling (circle or highlight)</td>
</tr>
<tr>
<td>Garbage and recycling collection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternative Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. City-wide Bulk Collection</td>
</tr>
<tr>
<td>2. Individual bulk pick up</td>
</tr>
<tr>
<td>3. Tags for excess garbage</td>
</tr>
</tbody>
</table>
## Option II

### Collection Costs

<table>
<thead>
<tr>
<th></th>
<th>New Containers Supplied by Contractor</th>
<th>Containers Supplied by City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly garbage collection</td>
<td>$ per household per week</td>
<td>$ per household per week</td>
</tr>
<tr>
<td>Tag for additional bag</td>
<td>$ per tag/bag</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3, 4 &amp; 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Collection Schedule

<table>
<thead>
<tr>
<th>Type of recycling (circle or highlight)</th>
<th>Single stream</th>
<th>Sorted before pick up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garbage and recycling collection</td>
<td>Same day for each household as solid waste</td>
<td></td>
</tr>
</tbody>
</table>

### Alternative Bids

| 1. City-wide Bulk Collection | $ per household/year | Attach additional information |
| 2. Individual bulk pick up   | $ per item or price  | Attach additional information |
| 3. Tags for excess garbage   | $ per tag/bag        | |
LIST OF PROPOSED EQUIPMENT AND LABOR

A. Equipment
   1. Vehicle type(s) include:
      - make; __________________________
      - model; __________________________
      - year; ____________________________
      - overall capacity of each vehicle; ______________
      - number of vehicles to be used; and ______________
      - are vehicles available for missed collections ______________

   2. Any additional equipment to be used including garbage bins:
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________

B. Labor

   1. Personnel available for handling calls and missed pickups: __________

   2. How will the missed pickups be handled: _____________________________
      __________________________________________________________________
C. Requirements Please attach additional information as listed in General, Insurance, and Security Requirements.

D. Alternate Bid Detail Please attach.