

REQUEST FOR PROPOSALS

SOLID WASTE COLLECTION PROGRAM

CITY OF SERGEANT BLUFF, IOWA

Taxes, Terms, and Conditions: The City of Sergeant Bluff is exempt from federal and state sales tax. Payment terms are invoices received by the first of the month and will be paid in that month.

Insurance: The Company agrees to and shall procure and maintain during the duration of this contract, Contractor's general liability and property damage insurance, including auto liability, and employer's liability coverage, insuring Company from all claims from personal injury, including death, and claims for destruction or damage to property arising out of or in connection with any operations under this contract, whether such operations are by the Company or a subcontractor of the Company, and said insurance shall name as additional insured, waive and hold harmless the City.

Certificates of Insurance shall be filed with the City of Sergeant Bluff and list the City as additional insured. Include waiver of subrogation in the favor of the City. All liability insurance must contain contractual action over claims cause; insurance shall be written with limits of liability of not less than the following:

- A. Statutory Workers' Compensation
- B. Comprehensive General Liability – Combined Single limit \$2,000,000
- C. Motor Vehicle Bodily Injury Liability: \$2,000,000
- D. Property Damage: \$1,000,000 each occurrence
- E. Excess Liability - \$1,000,000
- F. Collision and Comprehensive Insurance (ACV)

Company shall provide Workers Compensation Insurance and maintain at its expense during the term of this Contract, in accordance with works compensation laws of the state, including occupational disease provisions, for all of the Company's employees, and in any case work is sublet. Company shall require any such sub-Company similarly to provide Workers Compensation Insurance, including occupational disease provisions, for all of the sub-Company's employees, unless such employees are covered by the protection afforded by the Company in case employees engaged in hazardous work under this contract are not protected under the Workers Compensation Law, the Company shall provide, and shall cause each sub-Company to provide adequate and suitable insurance for the protection of its employees not otherwise protected. Any uninsured sub-Company are hereby deemed to be covered by the Company's workers compensation coverage.

Indemnification: The Company shall hold harmless, defend, and indemnify the City of Sergeant Bluff and its officers, employees, and agents from and against any and all claims, losses, causes of action, judgement, damages, and expenses. This includes, but not limited to attorney's fees because of bodily injury or damage resulting from or arising out of (a) performance or breach of the Contract by the Company, or any act, error, or omission on the part of the Contractor, or its agents, employees, or subcontractors except where such claims, losses, causes of action, judgements, damages, and expenses result solely from the negligent acts or omissions or willful misconduct of the City, its officers, employees or agents.

Equal Opportunity: No Company under this RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, sex, sexual orientation, age, disability, or national origin.

SCOPE OF SERVICES REQUESTED

The City of Sergeant Bluff (City) is requesting services for solid waste collection for residents and city facilities. The winning Company must be able to provide the following areas of services to be considered for collection of waste, which shall be met or addressed with alternatives to meet the needs of the criteria that the City requires for the collection of solid waste.

1. **Solid Waste Collection:** The City is under contract with Woodbury County Solid Waste Agency which requires all solid waste to be delivered to the County Landfill near Anthon, Iowa. The Woodbury County Solid Waste Agency is under a separate contract with L.P. Gill, Inc of Jackson Nebraska where L.P. Gill manages the County Landfill. Currently, the City is allowed to haul its residential waste directly to L.P. Gill landfill to save fuel costs, and a separate accounting process is made available by L.P. Gill, Inc to document the tonnage tipping fees which are invoiced to the City. The solid waste collection contractor is only required to provide carts and containers and to haul waste to the landfill. The City is billed separately for the tonnage fees, landfill operations, and weekly recycling.
2. **Collection Carts:**
 - a. Company will be required to provide the 95-gallon residential cart as part of their base proposal and may provide options of carts for residents in smaller size carts at a mutually agreed reduced cost to the customers. If the Company only handles certain cart sizes other than 95-gallon, please note this in your bid.
 - b. Carts:
 - Carts will be made of sturdy resin material and can handle all types of weather.
 - The color of the carts can be the choice of the Company but must supply only one color.
 - The Company is responsible for the delivery, maintenance, and replacement of all carts during the period of this contract.
 - Carts will be delivered during August 2024.
 - c. The City does offer additional solid waste carts to the residents if requested.
3. **Residential Units:** The total number of households is 1,540 as of February 2024. (Household count does change periodically and the City will provide a count of current households to the Company on July 1st of each year.) Residential customers may request additional carts based on their solid waste production. The City does not intend for services to cover collection from High Density Residential Premises.
4. **Residential Property:** The Company selected will be required to use caution and to respect the resident's property to ensure no property damage. In the event that damage was to occur to a residential property or vehicle, it is the responsibility of the Company to handle all issues associated with the incident.
5. **Residential Concerns:** Prompt and exceptional customer service is expected of the Company. Residential concerns for cart issues or missed pickups shall be handled in an approved communication plan.

6. **City Facilities:** The City has facilities that are City owned and will need collection of solid waste. Below is a chart of the current locations and needs:

| Location | Address | 95-gallon carts | Other Containers |
|-----------------------|-----------------------------|-----------------|---|
| Police Dept | 401 4 th Street | 2 | |
| Fire Station | 204 Port Neal Rd | 3 | |
| Library | 503 4 th Street | 1 | |
| City Hall | 501 4 th Street | 2 | |
| Public Works Building | 100 Bluffs Blvd | - | 2 – 6 CY Dumpster; 1 – 30 CY Rolloff |
| Water Treatment Plant | 50 S. Lewis Blvd | 2 | |
| Community Center | 903 Topaz Drive | 2 | 2 – 6 CY Dumpsters |
| Recreation Complex | 910 Topaz Drive | 17 | |
| Community Pool | 910 Topaz Drive | 4 | 1 – 6 CY Dumpster |
| B Street Ballfields | 503 B Street | 6 | |
| Splashpad | 901 1 st Street | 2 | |
| Basketball Courts | 901 1 st Street | 2 | |
| Kiwanis Park | 1401 1 st Street | 2 | |
| Jefferson Park | 208 8 th Street | 2 | |
| Compost Site | 403 S. Ridge Rd | - | 2 – 30 CY Rolloffs (6 required during clean-up weeks in April and November) |

7. **City Compost Site:** The City operates a compost site, designated as a Citizens Convenience Center by Iowa DNR, to collect large household good items as well as yard waste including grass clippings, leaves, garden refuse, trees and other related compostable items. The large household good items are collected in two (2) 30 CY rolloff containers that the Company provides and hauls on an as needed basis. Each year there is one week in April and one week in November advertised for City clean up week where residents can bring large household goods at no charge. The City requires six (6) 30 CY rolloffs that are emptied multiple times throughout those clean up weeks.
8. **Collection Routes:** The City has designated routes for solid waste collection. The current route map is included on page 3 of the Company Proposal Form. We understand that routes and days may change. This process will be determined between the City and Company.
9. **Days and Hours of Solid Waste Collection:** Currently, the weekly collection of residential solid waste is performed in two collection days per week. In the event of a holiday or weather issue, collection is pushed one day behind. Collection times may start as early as practical but must be completed no later than 5:30pm each collection day.
10. **Holiday Observed:** The holidays observed by the Company will be the responsibility of the Company to share with the City and the residents of the City of Sergeant Bluff.
11. **Weather Related Delays or Cancellations:** The City acknowledges that there will be times that the weather may cause a delay in collection or cancellation for a day. The City

must be notified as soon as possible of the delay for services to communicate to our residents of the delay or changes. Under no circumstance does this cancel the collection of the affected route.

12. **Public Education and Outreach Materials:** It will be the responsibility of the Company to educate and/or relay any changes to the way that solid waste is collected or handled that has been agreed to with the City. The Company is responsible for disseminating education materials with carts during cart distribution. Materials should also address the dos and don'ts of the residential solid waste collection program.
13. **Communication Plan:** It is essential to the City that the Company has a consistent and clear communication plan to manage the ongoing operations of the solid waste collection services. A communication plan shall be mutually approved by the City and Company to address the following items:
 - a. Production and distribution of an annual calendar of route dates and holidays.
 - b. Company and City Clerk staff communications for new accounts, cancelled accounts, cart delivery and removals, cart repairs or replacements, work orders, and other related household unit items.
 - c. Residential Concerns - Company and City Clerk staff communications for residential concerns such as missed pick-ups, cart repairs, weather cancellations, unanticipated route adjustments, and other related items from residents.
 - d. Company and Public Works staff communications for Compost Site operations, Public Works Building, and Bi-annual City clean up weeks.
 - e. Maintaining list of appropriate Company and City contacts for items listed above.
 - f. Company's procedure to modify the communication plan.

14. Contract Time Frame:

The Company selected will be awarded a contract for services from October 1, 2024 – September 30, 2029.



COMPANY PROPOSAL FORM
OCT 2024-SEPT 2029 SOLID WASTE COLLECTION PROGRAM
CITY OF SERGEANT BLUFF, IOWA

The following document must be completed, signed and returned, with supporting narrative and attachments, for the City of Sergeant Bluff to review your proposal.

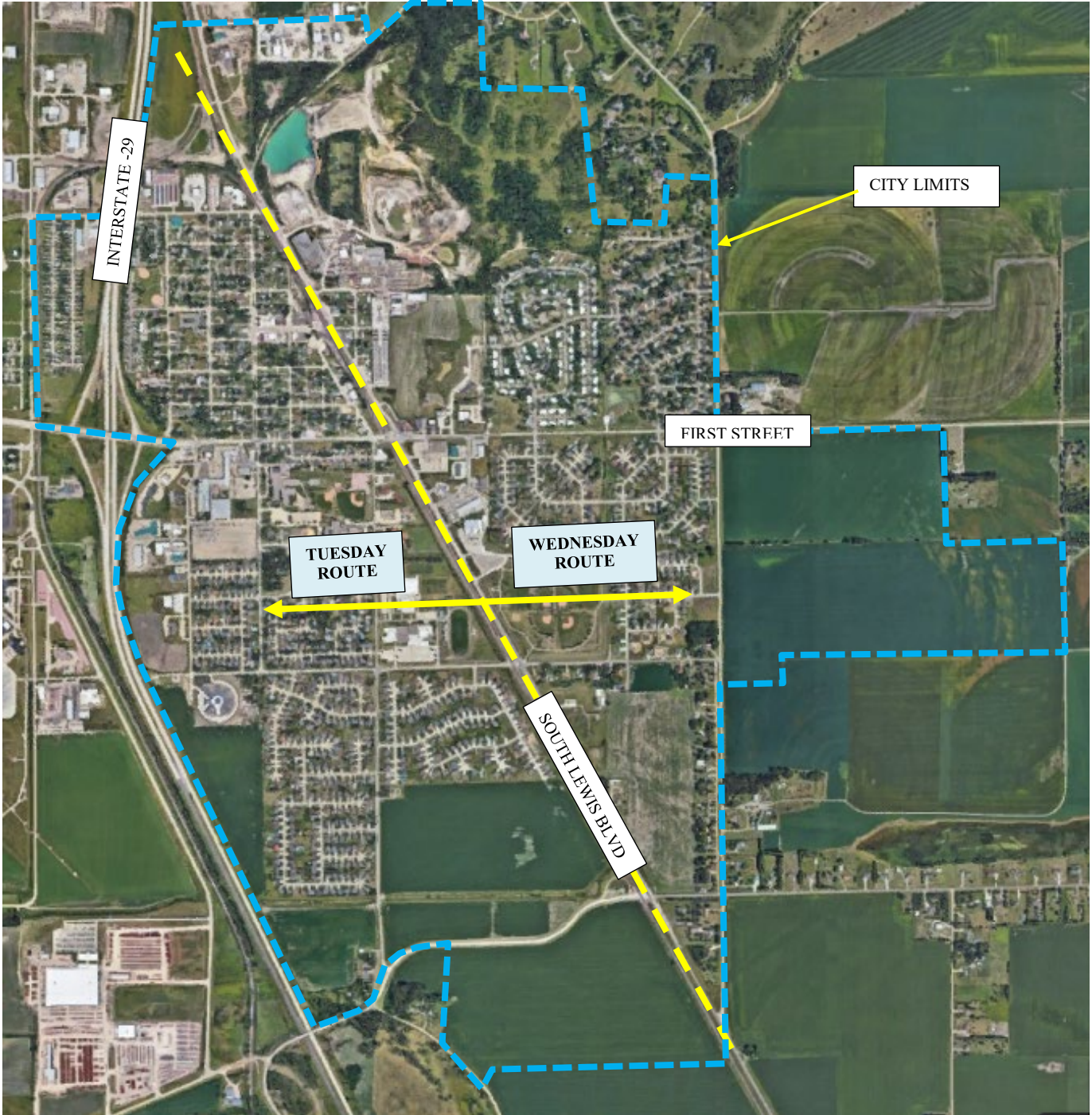
Company Information

| | |
|-----------------------|--|
| COMPANY NAME | |
| CONTACT | |
| ADDRESS | |
| PHONE | |
| EMAIL | |
| WEBSITE (Optional) | |

Narrative Questions

Please attach a separate narrative document that answers the questions listed below. Additional supporting documents may be attached to assist in providing the requested information.

1. Please explain your company's experience with solid waste collection.
2. Provide an attachment with references of communities that are similar in size of the City of Sergeant Bluff that are currently serviced by your company. Provide contact information for each community, including a phone number and e-mail.
3. Attach your Company's proposed insurance limits to show that they meet or exceed the requirements stated in the City's Request for Proposals (RFP) document.
4. Describe the type of residential carts you provide for collection of solid waste. Please provide the sizes of carts you wish to make available in addition to the required 95-gallon carts. Provide the name, information, and specifications of the cart company.
5. Provide information on how you have addressed educating customers and City staff on solid waste and for communicating changes in collection routes due to weather, holidays, or other related items. (Attach information used in other communities such as previous marketing materials, social media sites, or other tools)
6. Provide a proposed communication plan, which ultimately shall be modified and approved by the City and Company, to address the following items:
 - a. Production and distribution of an annual calendar of route dates and holidays.
 - b. Company and City Clerk staff communications for new accounts, cancelled accounts, cart delivery and removals, cart repairs or replacements, work orders, permanent route adjustments, and other related residential household unit items.
 - c. Residential Concerns - Company and City Clerk staff communications for residential concerns such as missed pick-ups, cart repairs, weather cancellations, unanticipated route adjustments, and other related items from residents.
 - d. Company and Public Works staff communications for Compost Site operations, Public Works Building, and Bi-annual City clean up weeks.
 - e. Maintaining list of appropriate Company contacts for items listed above.
 - f. Company's procedure to modify the communication plan.
7. List the holiday schedule for your company.
8. Routes: The existing residential solid waste collection route map is shown on the next page. Please check all that apply the following indicating the route(s) your Company plans to offer as part of this proposal:
 - Our Company intends to follow the existing City route map
 - Our Company has attached an alternate route map for the City to consider



**EXISTING SOLID WASTE COLLECTION MAP
SERGEANT BLUFF, IOWA**

Proposed Fee Schedule

| Description of Service | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year |
|---|---|---|---|---|---|
| Residential Solid Waste (Once per week pick-up with one-95 gallon cart) | \$_____ per month, per household unit | \$_____ per month, per household unit | \$_____ per month, per household unit | \$_____ per month, per household unit | \$_____ per month, per household unit |
| Residential Solid Waste (Additional 95 gallon cart with service) | \$_____ per month, per additional cart per household unit | \$_____ per month, per additional cart per household unit | \$_____ per month, per additional cart per household unit | \$_____ per month, per additional cart per household unit | \$_____ per month, per additional cart per household unit |
| Residential Solid Waste or Yard Waste Tag (Unit price for tagged item) | \$_____ per tagged item | \$_____ per tagged item | \$_____ per tagged item | \$_____ per tagged item | \$_____ per tagged item |
| 30-CY Open Top Rolloff Containers | \$_____ per round trip to landfill | \$_____ per round trip to landfill | \$_____ per round trip to landfill | \$_____ per round trip to landfill | \$_____ per round trip to landfill |
| City Owned Facilities and Waste Collection Sites | No Charge | No Charge | No Charge | No Charge | No Charge |

Proposal Verification

I am verifying that the information that is provided to the City of Sergeant Bluff is valid information for the company I represent. I have the authority to present this proposal to the City of Sergeant Bluff on behalf of the organization I represent. It is my understanding that the City of Sergeant Bluff has the right to reject all proposals that are received.

| | |
|-------------------------------------|--|
| Name of Company | |
| Name and Title of Authorized Person | |
| Signature of Authorized Person | |
| Date | |