



REQUEST FOR PROPOSALS

Residential Solid Waste and Recycling Collection Services

The City of West Branch, Iowa is seeking proposals from qualified firms (“the Contractor”) to provide curbside collection of solid waste and recyclables for residential premises (defined as single-family dwellings or multiple-family dwellings not exceeding 8 units, but not including mobile home parks). The current customer base is approximately 900 properties for solid waste collection and 900 properties for recycling collection.

The City desires to convert under this contract to a system of uniform wheeled waterproof plastic solid waste and recycling carts suitable for automated pickup. The City prefers to enter into a five-year contract, but would consider a longer term if needed to achieve the best cost/benefit ratio for the Contractor and the City’s residents. The proposed contract start date is July 1, 2020. The City will consider a format in which the Contractor provides all wheeled carts or one in which the City reimburses the Contractor for the initial cost of the carts, again with cost/benefit ratio in mind. The City will handle billing of residents for collection services under the proposed contract. Solid waste may be hauled to the landfill of “the Contractor’s” choice. All recyclables will be owned by the Contractor once collected at the curb and may be resold or distributed to other entities for eventual recycling.

Scope of Services/Required Contract Provisions

Solid Waste Collection: Per-customer pricing for the following resident options for solid waste collection are requested:

- 35-gallon container collected weekly
- 65-gallon container collected weekly

City requests quotes for solid waste collection two different ways: One in which the Contractor provides all wheeled carts and one in which the City covers the initial expense. In the latter scenario, the City would reimburse the Contractor for this expense, and ownership of the original carts would revert to the City if the contract were to be cancelled within or at the end of the initial five-year term. The Contractor would be responsible for providing all new or replacement carts needed over the remaining life of the contract beyond the initial purchase, including keeping an appropriate inventory of spare carts.

Recycling Collection: Recyclables included are newsprint, magazines, mixed paper, corrugated cardboard, plastics (1-7) excluding Styrofoam and motor oil containers, clear glass, and metal cans. Per customer pricing for the following resident options for recycling collection are requested (inclusive of Contractor owning recyclables once collected):

- 65-gallon container collected weekly (option – \$4.75 a month customer expense)

- 95-gallon container collected weekly (option – \$4.75 a month customer expense)

City requests quotes for recycling collection. According to City Code customers are will be charged no more than \$4.75 per customer (household). Contractor provides all wheeled carts and must offer the option of 95-gallon container or 65-gallon containers. Collection is expected to be weekly. The Contractor for this expense, and ownership of the original carts would revert to the City if the contract were to be cancelled within or at the end of the initial five-year term. The Contractor would be responsible for providing all new or replacement carts needed over the remaining life of the contract beyond the initial purchase, including keeping an appropriate inventory of spare carts.

City Properties: The current arrangement is that the Contractor provides the following services to City-owned properties and facilities:

- West Branch Town Hall, City Public Works shop, Beranek Park, Cubby Park, West Branch Fire / Police Station and the Municipal Cemetery.

Bulky Waste: will be done through separate agreement between customer and contractor.

Cleanup Events: The current arrangement is a spring and Fall cleanup event (typically in early May) conducted by the Contractor and a fall central site cleanup event (typically in early October) coordinated in partnership with the City, but with solid waste hauled by the Contractor at the conclusion of the event. The City is requesting proposed arrangements and pricing for continuation or modification of this service.

Routes/Days: The City currently has solid waste and recycling collection each Friday, beginning at 7 am. The Contractor should specifically list any proposed changes to this schedule. The Contractor should list holidays they observe in the proposal, and when a holiday occurs within the collection week, the Contractor will be expected to provide sufficient personnel and equipment to complete the collection of solid waste and recycling within the same week, with all residences being serviced on collection day.

Public Outreach and Responsiveness: The City would like to hear the Contractor's plans for public outreach and response. At a minimum, the Contractor is expected to have a call center staffed continuously during regular business hours and respond to public inquiries within 24 hours. The City Council is also interested in some procedure for receiving periodic reports at its meetings, whether in written or verbal form, and would like the Contractor's input on how best to accomplish this.

Staffing & Equipment: The Contractor shall ensure that all personnel working under this contract behave in a safe, courteous, and professional manner, are appropriately trained, and maintain all proper certifications. The Contractor shall maintain all equipment used for service in sanitary and appropriate operating condition. The Contractor agrees to provide and keep updated a listing of all equipment to be used for collection, including make, model, year, and overall capacity for each vehicle.

Additional Services: The Contractor is asked to recommend and provide pricing for any additional services it would propose to offer.

Insurance: The Contractor agrees to hold the City, its officers, and employees free and harmless from any loss, damage, or liability resulting from operations under this contract. The Contractor also agrees to maintain the following minimum coverages:

- Commercial General Liability
 - General Aggregate \$2,000,000
 - Products Completed Operations Aggregate \$2,000,000
 - Personal and Advertising Injury \$1,000,000
 - Damage to Rented Premises \$100,000
 - Each Occurrence (bodily injury/prop damage) \$1,000,000
- Automobile Liability Combined Single Limit \$1,000,000
- Worker's compensation and occupational diseases insurance shall be carried by the Contractor within the statutory limit.
- The City of West Branch shall be named as additional insured on Contractor's General Liability and Automotive Liability policies.
- The Contractor shall file with the City Clerk and maintain certificates of insurance, showing insurance required by this section to be in full force at all times during the term of this contract.

Tipping Fee Adjustments: The City agrees to pay pass-through surcharges for future landfill tipping fee increases charged by the landfill. The tipping fee surcharge applies only to the part of the monthly charges that may be attributable to landfill costs. The same principle will be applied in reverse should landfill tipping fees decrease, in that this decrease in cost will be passed along to the City.

Updating Number of Units: The City and the Contractor agree to work together cooperatively in keeping up-to-date & accurate the number of dwelling units covered by this agreement as units are added or removed from service.

Process for Consideration

Submittal of Proposals: All interested bidders should submit a proposal utilizing the forms provided. Proposals are due no later than 2:00 PM on March 2nd; please submit proposal to:

Solid Waste RFP
ATTN: Redmond Jones, City Administrator
City of West Branch
P.O. Box 218
110 N. Poplar St.
West Branch, IA 52358

Evaluation of Proposals: Upon opening of proposals, City staff shall examine proposals for the following quantitative and qualitative factors:

- The qualifications and experience of the firm in similar activities
- Ability to meet services within the time schedule – contract to start July 1, 2020
- Suitability of equipment and personnel to meet collection and service needs
- Suitability of proposed plan for delivery of services
- Compliance history
- Costs

Staff then expects to recommend a vendor to the City Council for consideration at its March 2nd meeting. A final proposed contract would be negotiated following this approval in principle for action by City Council at the March 16th meeting. All firms will be notified in writing regarding results of the selection process.

The City of West Branch reserves the right to reject any and all proposals or to waive any irregularities. The City may choose any proposal if judged in the best interest of the City. If a proposal does not satisfy the minimum requirements as set forth in the RFP, the proposal will be disqualified from further consideration at the discretion of the City.

Exhibit A: FIRM QUALIFICATIONS, EXPERIENCE & SUITABILITY
(Attach additional sheets as needed)

1. Please provide the following details about your company:

Company Name & Address:

Authorized Representative/ Title: _____

Authorized Representative Phone & Email: _____

Parent Company (if any): _____

2. Please describe your company's experience and qualifications relevant to meeting the requirements of this proposed contract (please specifically describe any experience with uniform solid waste or recycling cart collection systems, particularly automated collection):

3. Please describe your approach toward customer service and public relations, including maintaining good relationships with any city governments you serve or have served:

4. Please attach a list of equipment to be utilized in the collection process, including at minimum the make, model, year, and overall capacity of each piece of equipment.

Exhibit A: FIRM QUALIFICATIONS, EXPERIENCE & SUITABILITY (Continued)
(Attach additional sheets as needed)

5. Please indicate measures your firm would take (or would recommend the City to take) to ensure a smooth transition to the new collection system starting July 1, 2020:

6. Please indicate and explain any regulatory compliance issues (such as DNR or DOT) your firm has encountered in the past five years:

7. Please provide current or past major client references, with contact person and contact phone and email:

Reference 1: _____

Reference 2: _____

Reference 3: _____

8. Please indicate your acknowledgement and agreement to the following:

_____ The start date of the proposed contract is July 1, 2020, and I hereby warranty my firm's capability of providing agreed-upon services by that date, as will be detailed in a written contract should my proposal be accepted.

_____ My firm will strive for strict compliance with all applicable ordinances, laws, and administrative regulations during the contract term should this proposal be accepted.

Submitted this _____ day of _____, 2020.

Authorized Representative Signature: _____

**Exhibit B: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
Scenario 1: 5-Year Contract, Contractor Provides Solid Waste and Recycling Carts**

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing Monthly Price Per Cart
Issued

• 35-Gallon Container, Collected Every Two Weeks	
• 35-Gallon Container, Collected Weekly	
• 65-Gallon Container, Collected Weekly	

Recycling, Monthly Per-Cart Basis Pricing Monthly Price Per Cart
Issued

• 65-Gallon Container, Collected Weekly	
• 95-Gallon Container, Collected Weekly	

City Properties Monthly Price (Inclusive)

• Collection of Solid Waste and/or Recycling at City-owned properties and facilities	
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Any Proposed Changes to City Property Collections:

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2020.

Authorized Representative Signature: _____

**Exhibit C: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
 Scenario 2: 5-Year Contract, City Reimburses Contractor's Initial Cost for Solid Waste and Recycling Carts**

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
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- | | |
|--|--|
| <ul style="list-style-type: none"> • 35-Gallon Container, Collected Every Two Weeks • 35-Gallon Container, Collected Weekly • 65-Gallon Container, Collected Weekly | |
|--|--|

Recycling, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
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|--|--|
| <ul style="list-style-type: none"> • 65-Gallon Container, Collected Weekly • 95-Gallon Container, Collected Weekly | |
|--|--|

City Properties	<u>Monthly Price (Inclusive)</u>
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- | | |
|--|--|
| <ul style="list-style-type: none"> • Collection of Solid Waste and/or Recycling at City-owned properties and facilities | |
|--|--|

Any Proposed Changes to City Property Collections:

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2020.

Authorized Representative Signature: _____

Exhibit D: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
Scenario 3: _____-Year Contract (Term Proposed by Contractor), Contractor Provides Solid Waste and Recycling Carts

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
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|--|--|
| <ul style="list-style-type: none"> • 35-Gallon Container, Collected Every Two Weeks • 35-Gallon Container, Collected Weekly • 65-Gallon Container, Collected Weekly | |
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Recycling, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
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|--|--|
| <ul style="list-style-type: none"> • 65-Gallon Container, Collected Weekly • 95-Gallon Container, Collected Weekly | |
|--|--|

City Properties	<u>Monthly Price (Inclusive)</u>
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- | | |
|--|--|
| <ul style="list-style-type: none"> • Collection of Solid Waste and/or Recycling at City-owned properties and facilities | |
|--|--|

Any Proposed Changes to City Property Collections: _____

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2020.

Authorized Representative Signature: _____

**Exhibit E: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
 Scenario 2: _____-Year Contract (Term Proposed by Contractor), City Reimburses
 Contractor's Initial Cost for Solid Waste and Recycling Carts**

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
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- | | |
|--|--|
| <ul style="list-style-type: none"> • 35-Gallon Container, Collected Every Two Weeks | |
| <ul style="list-style-type: none"> • 35-Gallon Container, Collected Weekly | |
| <ul style="list-style-type: none"> • 65-Gallon Container, Collected Weekly | |

Recycling, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
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- | | |
|---|--|
| <ul style="list-style-type: none"> • 65-Gallon Container, Collected Weekly | |
| <ul style="list-style-type: none"> • 95-Gallon Container, Collected Weekly | |

City Properties	<u>Monthly Price (Inclusive)</u>
-----------------	----------------------------------

- | | |
|--|--|
| <ul style="list-style-type: none"> • Collection of Solid Waste and/or Recycling at City-owned properties and facilities | |
|--|--|

Any Proposed Changes to City Property Collections:

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2020.

Authorized Representative Signature: _____