



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 dwellings defined as single-family or multiple-family dwellings not exceeding 8 units, (but not including mobile home parks). The current customer base is approximately 954 properties for solid waste collection and 1040 properties for recycling collection.

The City desires to maintain 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, 2025.**

The City requires the Contractor to provide all wheeled carts for our residents. The City will handle billing residents for collection services under the proposed contract and remit payment monthly to the Contractor on a mutually agreed upon date.

All solid waste must be hauled to the Cedar County Transfer Station in Tipton, Iowa. 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

Residential Solid Waste: Solid waste will be picked up by the Contractor weekly in (contractor) provided containers. The Contractor will be responsible for providing all new or replacement carts needed over the life of the contract, including keeping an appropriate inventory of spare carts. (The monthly cost of collection should include the Cedar County Transfer Station tipping fees.)

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

Trash collection **does not** include the following:

- Cardboard
- Yard waste
- Electronics
- Dirt /sand / concrete
- Hazardous Material

Residential Recycling: Recycling will be picked up by the Contractor weekly in (contractor) provided containers. The Contractor will be responsible for providing all new or replacement carts needed over the life of the contract, including keeping an appropriate inventory of spare carts. 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.

- 65-gallon container collected weekly
- 95-gallon container collected weekly

Recyclables include:

- Mixed paper / newsprint, magazines, mixed paper
- Cardboard
- Plastics #1-7
- Glass (food & beverage)
- Cans – aluminum and steel
- Styrofoam and motor oil containers



City Properties: The Contractor will provide the following services to City-owned properties and facilities on a weekly basis: **seasonal April – October only

- Water Plant (329 N. Maple St.) – trash cart only
- Wastewater Treatment Facility (175 Fawcett Dr.) – trash cart only
- Public Works Shop (338 Cookson St.) – dumpster and recycling cart
- Fire Station / Police Department (105 S. 2nd St.) – dumpster and recycling cart
- Town Hall (113 N. 1st St.) - dumpster and recycling cart
- Public Library (300 N. Downey St.) - trash & recycling carts
- City Office (110 N. Poplar St.) – trash & recycling carts
- **West Branch Municipal Cemetery (526 N. Maple St.) - dumpster
- **Cubby Park (301 Scott Drive) - dumpster and recycling carts
- **Beranek Park (320 Beranek Dr.) – dumpster only
- West Branch Dog Park (1805 Baker Ave.) – dumpster only
- Downtown trash cans (4) – located on Main Street and 100 block of N. Downey St.

Residential Bulky Waste: Residential bulky waste will be picked up on an as needed-basis in a manner according to the Contractor’s business plan arranged directly with the customer. The City is requesting proposed arrangements and pricing for continuation or modification of this service, including whether the Contractor will collect appliances as part of this program or by separate special billing arrangement.

Bi-annual Cleanup Events: The current arrangement is a central cleanup site event (typically in May and October each year). The event is conducted by the Contractor and coordinated by the City, with solid waste hauled by the Contractor at the conclusion of the event to the Cedar County Transfer Station. The City is requesting pricing for the proposed arrangement for the continuation or modification of this service. In addition, the City would like to request pricing for curbside pick-up in for convenience of residents for the bi-annual event.

Routes/Days: The City currently has solid waste and recycling collection Friday from 7:00 AM to 4:00 PM. The Contractor should specifically list any proposed changes to this schedule. The Contractor should also list holidays they observe and when the holiday will affect the normal pick-up schedule. 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 within one day of their normal collection day.



Public Outreach and Responsiveness: The City requires the Contractor's plan 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, as per Chapters 105 and 106 of the West Branch Code of Ordinances.

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:

- General Liability
- General Aggregate \$2,000,000
- Products Completed Operations Aggregate \$2,000,000
- Personal and Advertising Injury \$1,000,000
- 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 Cedar County Transfer Station 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.

Billing / 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 Monday, December 16, 2024.** Please submit proposal to:

Solid Waste RFP
ATTN: Leslie Brick, City Clerk
City of West Branch
PO 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, 2025**
- 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 Contractor to the City Council for consideration at its **January 21, 2025 meeting.** A final proposed contract would be negotiated following this approval in principle for action by City Council at the **February 18, 2025 meeting.** All remitter's 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: COMPANY QUALIFICATIONS, EXPERIENCE & SUITABILITY
(Attach additional sheets as needed)

1. 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.

5. Please indicate measures your company would take (or would recommend the City to take) to ensure a smooth transition to the new collection system starting July 1, 2025:

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:

Reference 1:

City

Name: _____

Contact: _____

Phone: _____ Email: _____

Reference 2:

City

Name _____

Contact: _____

Phone: _____ Email: _____

Reference 3:

City

Name _____

Contact: _____

Phone: _____ Email: _____

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

_____ The start date of the proposed contract is July 1, 2025, and I hereby warranty my company's capability of providing agreed-upon services by that date, as will be detailed in a written contract should my proposal be accepted.

_____ My company 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 _____, 20_____.

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

Company Name:

Solid Waste:

Monthly Per-Cart Price

- 35 - gallon container, collected weekly Cost: _____
- 65 - gallon container, collected weekly Cost: _____

Recycling:

Monthly Per-Cart Price

- 65 - gallon container, collected weekly Cost: _____
- 95 - gallon container, collected weekly Cost: _____

City Properties:

Monthly Price (Inclusive)

Cost: _____

- Collection of Solid Waste and/or Recycling at City-owned properties and facilities

Any Proposed Changes to City Property Collections:

Residential Bulky Waste Collection Arrangements & Proposed Pricing:



Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 20____.

Authorized Representative Signature:



Exhibit B: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES

Scenario 2: -Year Contract (Term Proposed by Contractor)
Contractor provides solid waste and recycling carts

Company Name:

Solid Waste:

Monthly Per-Cart Price

- 35 - gallon container, collected weekly Cost: _____
- 65 - gallon container, collected weekly Cost: _____

Recycling:

Monthly Per-Cart Price

- 65 - gallon container, collected weekly Cost: _____
- 95 - gallon container, collected weekly Cost: _____

City Properties

Monthly Price (Inclusive)

Cost: _____

- Collection of Solid Waste and/or Recycling at City-owned properties and facilities

Any Proposed Changes to City Property Collections:

Residential Bulky Waste Collection Arrangements & Proposed Pricing:



Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 20____.

Authorized Representative Signature:
