

**REQUEST FOR PROPOSAL**

**SOLID WASTE AND RECYCLING COLLECTION PROGRAM**

**CITY OF VINTON, IOWA**

# SOLID WASTE AND RECYCLING COLLECTION PROGRAM

## CITY OF VINTON, IOWA

### **Introduction:**

The City of Vinton, Iowa is requesting proposals for solid waste and single-sort recycling collection services for the City of Vinton. The City of Vinton has a population of 4,938 people with a household count of 2,200.

### **History:**

The City of Vinton's current contract for sanitation services will end on June 30, 2023. The City of Vinton has weekly pick up of solid waste and bi-weekly pick up of recycling. The City is divided into three routes for pick up. Residential carts are property of the current contractor. Solid waste cart is 96 gallons and recycling is 65 gallons.

### **Outline of Request for Proposals (RFP) Important Dates:**

- Distribution of RFP December 1, 2022
- Proposals Received December 29, 2022– 2:00 pm at Vinton City Hall
- Formal Approval January 26, 2023
- Public Education/ Outreach June 2023
- Program Start Date July 1, 2023

### **Proposals Received:**

Two (2) copies of the proposal will be due by Thursday, December 29, 2022 by 2:00 pm Central Standard Time. Please mark in the left corner of a closed sealed envelope, "Solid Waste and Recycling Collection Services."

The copies must be submitted to:

City of Vinton  
Attention: City Clerk  
110 West 3<sup>rd</sup> Street  
Vinton, Iowa 52349

Any proposals received after the submission date will be considered void and unacceptable. The City is not responsible for lateness, due to postal delivery. The date/ time stamp from the Clerks' office will be the official receipt.

### **Contact during the Request for Proposal:**

Please contact Chris Ward, City Administrator for the City of Vinton, Iowa with any questions you may have. Mr. Ward can be reached at Vinton City Hall at 110 West 3<sup>rd</sup> Street, Vinton, Iowa 52349, cward@vintonia.gov, or 319.472.4707.

### **Reservation of Rights:**

The City of Vinton reserves the right to reject any and all proposals, to award the agreement to other than the low proposal, to negotiate the terms and conditions of all and any part of the

proposals, to waive irregularities and/or formalities, and in general to make an award in the manner as determined to be in the City's best interest. The City of Vinton may, at its discretion, cancel any proposal or request for proposal or other solicitation and/or reject any proposals in whole or in part.

**Taxes, Terms, and Conditions:**

The City of Vinton 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 Vendor 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 Vendor 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 Vendor or a subvendor of the Vendor, and said insurance shall name as additional insured, waive and hold harmless the City.

Certificates of Insurance shall be filed with the City of Vinton 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. Public Liability Insurance: \$1,000,000 per person, \$1,000,000 per accident.
- B. Motor Vehicle Bodily Injury Liability: \$3,000,000
- C. Property Damage: \$2,500,000 each occurrence
- D. Combined – Single Limit - \$5,000,000

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

**Indemnification:**

The Vendor shall hold harmless, defend, and indemnify the City of Vinton 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 Vendor, or (b) 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 Vendor 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 Vinton (City) is requesting services for solid waste and single-stream recycling collection for residents and city facilities. The winning Vendor must be able to provide the following areas of services to be considered to collection of waste and single-stream recycling. The follow areas must be met or addressed with alternatives to meet the needs of the criteria that the City wants to meet for the residential collection of solid waste and single-stream recycling.

1. **Residential Units:**

The total number of households is 2,200 as of November 2022. (Household count does change periodically and the City will provide a count of current households to the Vendor on July 1<sup>st</sup> of each year.)

2. **City Facilities:**

The City has facilities that are City owned and will need collection of solid waste and recycling. A list will be given to winning Vendor.

3. **Solid Waste Collection:**

The City has a 28E Agreement with the Benton County Solid Waste Disposal Commission that all waste in the service area of Benton County will be disposed of at the Benton County Landfill. All tipping fees for solid waste at the Benton County Landfill will be charged directly to the City. The Vendor is not responsible for the tipping fees.

4. **Single – Stream Recycling:**

All processing cost for recycling will be the responsibilities of the Vendor. The City will receive a receipt for all materials recycled by the Vendor each month.

5. **Collection Options:**

- a. Vendor may, at their discretion, provide options of carts for residents in sizes of 32, 65, and 95 gallons for solid waste and single-stream recycling at no additional cost to the City. If the Vendor only handles certain cart sizes, please note this in your bid.

I. **Carts:**

- a. Carts will be made of sturdy resin material and can handle all types of weather.
  - b. The color of the carts can be choice of the Vendor.
  - c. The Vendor is responsible for the delivery, maintenance, and replacement of all carts during the period of this contract.
  - d. Carts will be delivered during June 2023.
- b. The Vendor may choose to offer a 2<sup>nd</sup> solid waste or 2<sup>nd</sup> recycling cart to the residents if requested. The fees for additional carts will be collected from the resident by the Vendor. The City will not be responsible for the billing of additional carts.

- c. All units that are over two (2) residential units or duplex, may have the option of a dumpster provided by the Vendor for collection of solid waste. This is to reduce the number of carts, garbage cans, litter, or nuisance issues that can occur from solid waste collection at larger residential units. There are approximately 50 potential properties that are in this category. No additional fees will be collected if the dumpster option is selected.

**6. Recycling Collected in Program:**

The City currently collects the following items in their curbside recycling program:

- a. Plastic Food Grade Containers - #1- 7
- b. Metal Cans
- c. Newspaper
- d. Office Paper
- e. Cardboard – Including Paper/Chip Board
- f. Magazines

The City is open to more items added to the curbside recycling program with the single-stream program.

**7. Days and Hours of Recycling Collection:**

Currently the collection of solid waste and recycling currently is three days a week, except for holidays or weather-related issues. 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.

**8. Holiday Observed:**

The holidays observed by the Vendor will be the responsibility of the Vendor to share with the City and the residents of the City of Vinton.

**9. 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. The route must be picked up within a reasonable time frame but no more than 48 hours from the cancellation.

**10. Collection Routes:**

The City has designated routes for solid waste and recycling collection. The current map is included with the RFP. We understand that routes and days may change. This process will be determined between the City and Vendor. The Vendor is responsible for putting education materials with carts during cart distribution.

**11. Public Education and Outreach Materials:**

It will be the responsibility of the vendor to education and/or relay any changes to the way that solid waste and recycling is collected or handled that has been agreed to with the City.

**12. Residential Property:**

The Vendor 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 Vendor to handle all issues associated with the incident.

**13. Residential Concerns:**

The Vendor will have a phone number and e-mail that residents can contact for concerns on services. Information for contact will be on all education materials and will be shared on the City's website. Prompt and exceptional customer service is expected of the Vendor. Residents will contact the Vendor directly with missed pickups, issues, questions, etc. Failure of the Vendor to respond to customer concerns in a timely manner, no later than 24 hours, may be cause to have payments reduced or in the event of repeated disregard for the City's or customer's concerns, up to contract termination.

**14. Contract Time Frame:**

The Vendor selected will be awarded a contract for services from July 1, 2023 – June 30, 2028.

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**The following documents must be returned with supporting documents for the City of Vinton to review proposals.**

COMPANY NAME	
CONTACT	
ADDRESS	
PHONE	
FAX	
EMAIL	



Please fill out details that explain your company's expertise in the areas of single-stream recycling collection. Additional documents can be submitted to support your submittal for the request.

1. Please explain your company's experience with solid waste and single-stream recycling collection.

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2. Provide the facility information where the recycling that is collected in the single-stream recycling program will be taken to for processing. Provide the contact person and information of the recycling facility.

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3. Provide references of communities that are similar in size of the City of Vinton that are currently serviced by your company. Provide contact information for each community, including a phone number and e-mail.

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4. Provide the items that will be recycled in the recycling program by your company.

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5. Provide the type of carts, if you provide carts for collection of waste and recycling. Please provide the sizes that available. Provide the name, information, and specifications of the cart company.

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6. Provide the type of collection trucks that will be used for collection solid waste and single-stream recycling. Include back up trucks used if you have a breakdown of equipment. What is the time frame to have a backup truck available to finish the route?

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7. Provide the experiences that your staff has with solid waste and single-stream recycling collection. Provide the names and years of experience with your company. Include any additional information that has value to this request.

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8. Provide information for educating residents on solid waste and single-stream recycling. Attach information or previous marketing materials used in other communities.

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9. List the holiday schedule for your company.

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Insurance requirements that are stated in the RFP, need to be attached with this proposal to the City of Vinton.

## Solid Waste and Single-Stream Recycling Services Charge Per Household

**Option 1: 5 Year with Carts (Per Month, Including Bi-Weekly Recycling)**

July 1, 2023 – June 30, 2024	\$
July 1, 2024 – June 30, 2025	\$
July 1, 2025 – June 30, 2026	\$
July 1, 2026 – June 30, 2027	\$
July 1, 2027 – June 30, 2028	\$

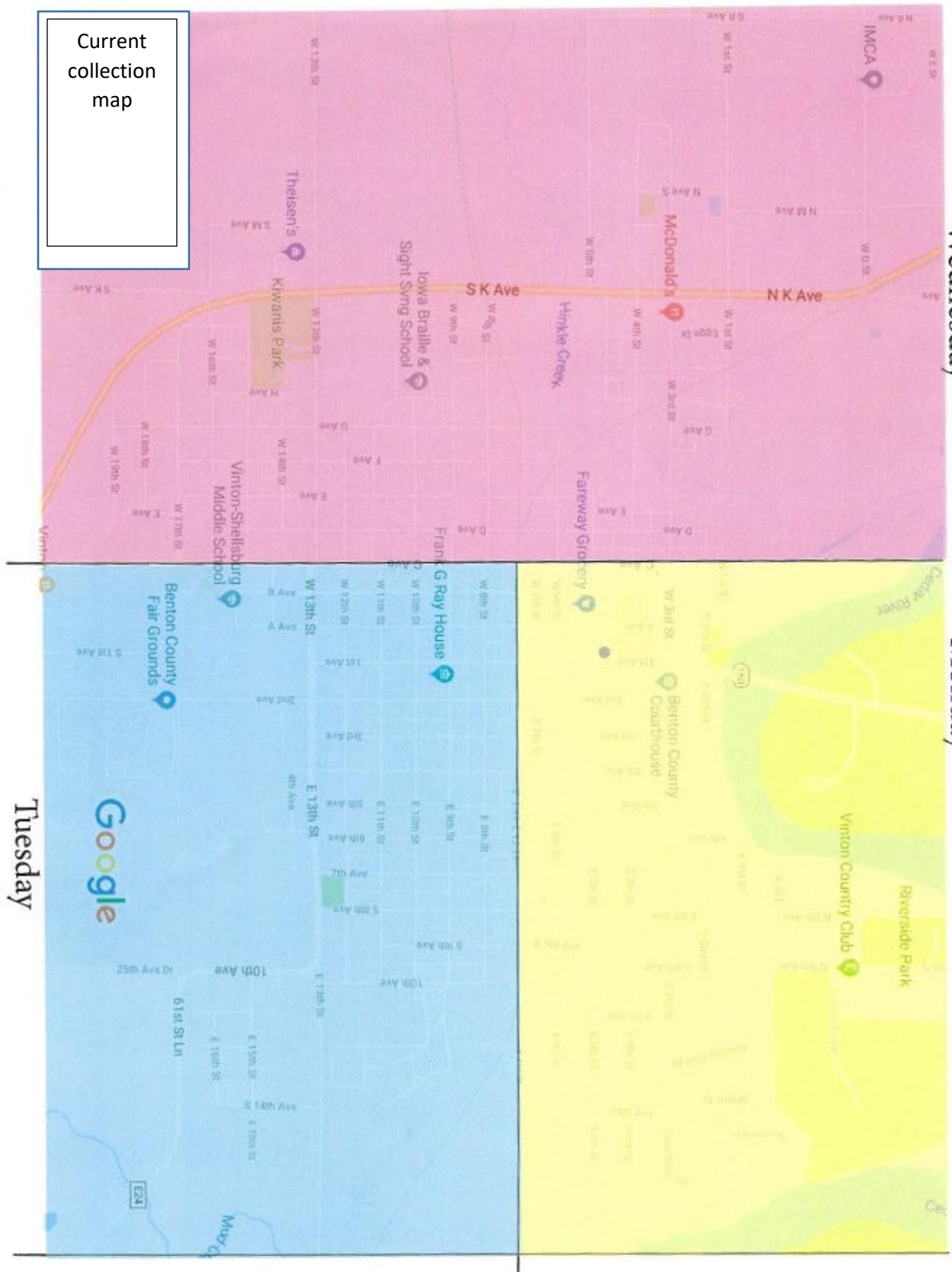
**Option 2: 5 Year with Carts (Per Month, Including Weekly Recycling)**

July 1, 2023 – June 30, 2024	\$
July 1, 2024 – June 30, 2025	\$
July 1, 2025 – June 30, 2026	\$
July 1, 2026 – June 30, 2027	\$
July 1, 2027 – June 30, 2028	\$

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

Name of Company	
Signature of Authorized Person	
Date	

Current collection map



Wednesday

Monday

Tuesday