

REQUEST FOR PROPOSAL

SOLID WASTE AND RECYCLING COLLECTION PROGRAM

CITY OF RIVERSIDE, IOWA

SOLID WASTE AND RECYCLING COLLECTION PROGRAM

CITY OF RIVERSIDE, IOWA

Introduction:

The City of Riverside, Iowa is requesting proposals for solid waste and single-sort recycling collection services for the City of Riverside. The City of Riverside has a population of 1,060 people with a household count of 500. As of December 2024, 413 of these households utilize the solid waste and recycling collection program.

History:

The City of Riverside's current contract for sanitation services will end on June 30, 2025. The City of Riverside has a weekly pick up for solid waste and recycling. Pick up is done on a single route and is completed on the same day each week. Residential carts are property of the current contractor. Cart sizing options for solid waste are 35 and 65 gallons and recycling cart are 65 and 95 gallons.

Outline of Request for Proposals (RFP) Important Dates:

- | | |
|-----------------------------|-------------------|
| • Distributions of RFP | December 27, 2024 |
| • Proposals Received | February 6, 2025 |
| • Formal Approval | February 18, 2025 |
| • Public Education/Outreach | May & June 2025 |
| • Program Start Date | July 1, 2025 |

Proposals Received:

Two (2) copies of the proposal will be due by February 6, 2025, 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 Riverside
Attention: City Administrator
60 Greene St
PO Box 188
Riverside, Iowa 52327

Any proposals received after the submission deadline will be considered void and will not be considered. The City is not responsible for late submissions as a result of postal delivery. The City Clerk's date/time stamp will be considered the official receipt.

Contact during the Request for Proposal:

Please contact Cole Smith, City Administrator for the City of Riverside with any questions you may have.

(319) 648-3501

60 Greene St
Riverside, IA 52327

cityadmin@riversideiowa.gov

Reservation of Rights:

The City of Riverside reserves the right to reject any and all proposals, to award the agreement to other than the low proposal, to negotiate 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 the in the City’s best interest. The City of Riverside 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 Riverside 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 throughout the duration of this contract, Vendor’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 sub-vendor of the Vendor, and said insurance shall name as additional insured, wave and hold harmless the City.

Certificates of Insurance shall be filed with the City of Riverside 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:

Commercial General Liability Insurance

- A. General Aggregate Limit: \$2,000,000
- B. Products-Completed Operations Aggregate Limit: \$2,000,000
- C. Personal and Advertising Injury Limit: \$1,000,000
- D. Each Occurrence Limit: \$1,000,000
- E. Fire Damage Limit (any one fire): \$100,000
- F. Medical Damage Limit (any one person): \$5,000

Automotive Liability Insurance

- A. Bodily Injury and Property Damage (per accident): \$1,000,000

Workers Compensation Insurance

- A. Iowa Benefits Statutory
- B. Employers Liability
 - a. Bodily Injury by Accident \$500,000 each accident
 - b. Bodily Injury by Disease \$500,000 each accident
 - c. Bodily Injury by Disease \$500,000 policy limit

Umbrella/Excess Liability Insurance

- A. Limit for each occurrence not less than \$2,000,000
- B. Limit for aggregate not less than \$2,000,000

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-vendors 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 Riverside 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 Vendor, 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, gender, sexual orientation, age, disability and genetic information, or national origin.

Scope of Services Requested

The City of Riverside (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.

1. Residential Units:

The total number of households is 500 as of December 2024 with 413 utilizing the solid waste and recycling collection program. Household count does change periodically and the City will provide a count of current households to the Vendor on July 1st of each year.

2. City Facilities:

City facilities also utilize the solid waste and single-stream recycling collection program. A list will be given to winning Vendor.

3. Solid Waste Collection:

The City has no current agreement for a dedicated solid waste disposal site. The Vendor will be responsible for costs associated with solid waste disposal sites. Bulky waste and extra refuse shall be collected by a separate agreement between the Vendor and the owner or occupant of the dwelling unit requesting the disposal of such bulky waste. Billing and payment shall be by separate arrangement between the Vendor and the owner or occupant of the dwelling unit.

4. Scheduled Clean Up Days:

The City plans two (2) clean up days per year. These are typically held in the spring and fall on a Saturday. The Vendor will collect and dispose of all bulky waste and for all dwelling units, if and when approved by the City Council as part of a spring and fall cleanup. Said cleanup agreement will be made pursuant to a supplemental agreement mutually agreed upon in writing by the two parties. Such cleanup shall be provided on a Saturday to be determined by the two parties. The City and the Vendor will agree upon the amount of the financial participation of the City as a result of said city-wide cleanup.

5. 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. Preference will be given to proposals that allow for recyclables to be comingled.

6. Collection Options:

A. Vendor may, at their discretion, provide options of carts for residents in sizes of 35, 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. However, Solid Waste and Recycling shall be distinguishable from one another via distinctly colored lids or an alternative pre-approved by the City.
 - 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 2025.
- B. The Vendor may choose to offer a 2nd solid waste or 2nd recycling cart to the residents if requested. The Vendor must report additional carts to the City for billing.
- 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. No additional fees will be collected if the dumpster option is selected.

7. Recycling Collected in Program:

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

- A. Plastic Food Grade Containers - #1- 7
- B. Metal Cans
- C. Paper including Newspaper, Office Paper, Magazines, Flattened Cardboard, and Paper/Chip Board
- D. Glass food & beverage containers
- E. The City is open to more items added to the curbside recycling program with the single-stream program.

8. Days and Hours of Recycling Collection:

Currently, the collection of solid waste and recycling occurs on Mondays, 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.

9. 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 Riverside.

10. 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.

11. Collection Routes:

The City does not have a designated route for solid waste and recycling collection.

Collection is currently completed in a single day. A current map of the City 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.

12. Public Education and Outreach Materials:

It will be the responsibility of the vendor to educate 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.

13. 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.

14. 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.

15. Contract Time Frame:

The Vendor selected will be awarded a contract for services from July 1, 2025 – June 30, 2030.

Proposal Submission Requirements

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 Riverside in conjunction with the Vendor prior to contract award. Once the Vendor 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. Only sealed complete proposals containing Form A, B, C, and additional documents that are received by February 6, 2025 by 2pm will be considered.

Cont.

Form A
Company Information

Company Name: _____

Address: _____

Phone Numbers: _____

Emails: _____

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 Riverside may contact to get information on past performance.

Authorized Signature: _____

Date: _____

Form B Proposed Costs

Weekly Solid Waste Collection

Container Size:	\$ _____ per household per week
Container Size:	\$ _____ per household per week
Container Size:	\$ _____ per household per week
Container Size:	\$ _____ per household per week
Container Size:	\$ _____ per household per week
Tag for additional bag	\$ _____ per tag/bag

Weekly Single-Stream Recycling Collection

Container Size:	\$ _____ per household per week
Container Size:	\$ _____ per household per week
Container Size:	\$ _____ per household per week
Proposed annual increase to household rate for Years 2, 3, 4, & 45	_____ % per year

Collection Schedule

Circle One

Same Day Solid Waste & Single Stream Recycling	M T W Th F
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Other

City-wide bulk collection	Attach additional information
Individual bulk pick up	Attach additional information
Tags for extra refuse	\$ _____ per tag/bag
Christmas Tree pick up	\$ _____ per tree
Yard Waste (please indicate bag size)	\$ _____ per bag
Stick & Limb Pick Up	\$ _____ per household per week

Form C
Equipment and Labor Description

List proposed equipment and labor to be used by the Vendor to accomplish the collection.

A. Equipment

1. Vehicle type(s) include:

i. Make: _____

ii. Model: _____

iii. Year: _____

iv. Overall capacity of each vehicle: _____

v. Number of vehicles to be used: _____

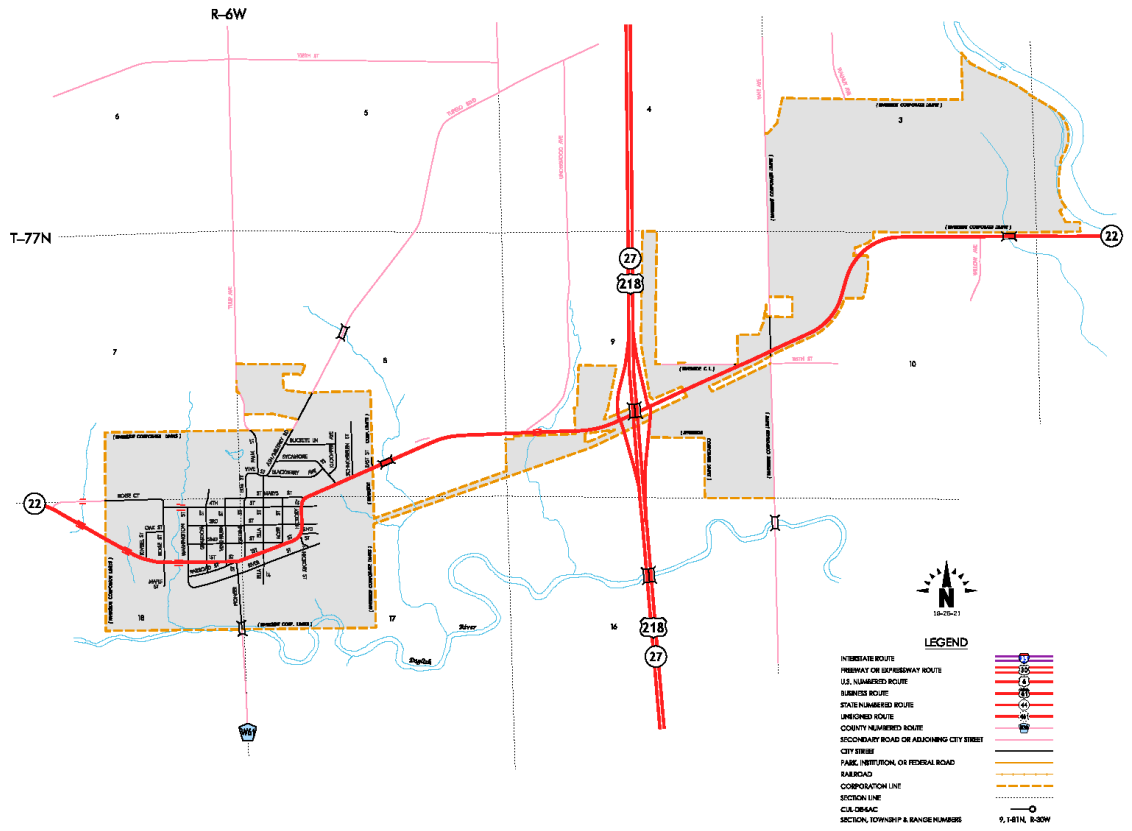
2. Any additional equipment to be used including solid waste and single-stream recycling bins:

B. Labor

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

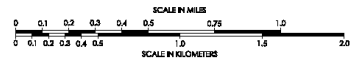
2. How will missed pickups be handled:

C. Please attach any additional information



LEGEND

- INTERSTATE ROUTE
- PRIMARY OR EXPRESSWAY ROUTE
- U.S. NUMBERED ROUTE
- BUSINESS ROUTE
- STATE NUMBERED ROUTE
- UNNUMBERED ROUTE
- COUNTY NUMBERED ROUTE
- SECONDARY ROAD OR ADJOINING CITY STREET
- CITY STREET
- PAVE, IMPROVED, OR FEDERAL ROAD
- RAILROAD
- CORPORATION LINE
- SECTION LINE
- ICE DRAG
- SECTION, TOWNSHIP & RANGE NUMBERS



**HIGHWAY AND STREET MAP
OF
RIVERSIDE
IOWA**

PREPARED BY
IOWA DEPARTMENT OF TRANSPORTATION
PLANNING, PROGRAMMING, AND MODAL DIVISION
OFFICE OF SYSTEMS PLANNING
PHONE (515) 281-1444
IN COOPERATION WITH
UNITED STATES DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
92-6495