



## **REQUEST FOR PROPOSAL**

**Garbage Collection and Removal**

**IOWA STATE FAIR**

**February 2, 2026**

Iowa State Fair  
P.O. Box 57130  
Des Moines, Iowa 50317

## Introduction

The Iowa State Fair is seeking proposals from qualified companies to provide garbage collection and removal services on the Iowa State Fairgrounds during both the off season and during the annual Iowa State Fair.

**Name of the Bid:** Garbage Collection and Removal Contract

**Date of Issuance:** February 2<sup>nd</sup>, 2026

**Deadline for Bid Submittal:** February 27<sup>th</sup>, 2026, at 3:00pm CDT

**Bids Shall Be Submitted To:** Iowa State Fair  
Attn: Frank Robey, Chief Mission Officer  
P.O. Box 57130  
Des Moines, Iowa 50317

### INSTRUCTION TO BIDDERS:

**Method of Submittal** Delivered by Email, Mail, or In Person

**Contact Person:** Frank Robey, Chief Mission Officer ISF  
e-mail Address [frobey@iowastatefair.org](mailto:frobey@iowastatefair.org)  
Phone 515-262-3111 ext. 249

After reviewing the qualified bids, the bid which satisfies the criteria in the RFP and best suits the needs of the Iowa State Fair will be selected. The selected bid will go before the Iowa State Fair Board of Directors for acceptance and approval.

## **Scope of Work**

The Iowa State Fair is a year-round facility comprised of 450 acres of land with a large campground and over 75 stand-alone buildings. The Fairgrounds host to over 200 events outside of the annual fair. Several of the 200 events are considered “grounds wide” and will require garbage collection and removal service just as if it were the annual Fair. The Contractor will work with the Maintenance Department to schedule services for these events. During the annual Fair the Contractor will be responsible for placing and servicing up to 1,500 trash receptacle barrels on the Fairgrounds including several locations outside of the Fairgrounds in parking areas and neighborhoods. The Contractor will be responsible for lining these barrels with Owner supplied trash bags. The Contractor will install Owner supplied decorative wraps on the exterior of the barrels.

The annual Fair will require daily service beginning 5 days prior to the opening day of the Fair, 24/7 service during the Fair, service will continue one (1) week after the Fair.

### **Condition of the Contract:**

- A. The contract will begin on Wednesday, April 1, 2026. The Contract will be in effect for a period of three (3) years ending on March 31, 2029.
- B. The Contract will consist of two (2) parts but will be considered as one (1) Contract.

#### **C. Part 1. Off Season**

- 1). Weekly garbage collection and removal service at various locations on the Iowa State Fairgrounds. A scheduled day and time of service shall be mutually agreed upon by both the Iowa State Fair Maintenance Department and the Contractor.
- 2). The Contractor will supply and place garbage containers/dumpsters of various sizes at locations on the Iowa State Fairgrounds at the Owners direction.
- 3). The Contractor will service three (3) compactors owned by the Iowa State Fair. Scheduling of service will be made by the Iowa State Fair Maintenance Department, the Contract shall provide service within 24 hours of notification.
- 4). The Contractor shall supply designated cardboard recycling containers and provide weekly service of these containers. Four (4) Locations to be determined by the Owner.
- 5). During grounds-wide events the Contractor shall work with the Iowa State Fair Maintenance Department to schedule service as far as days and times of service. Several events will require extensive service.
- 6). The Iowa State Fair Campgrounds will typically be open from mid- April to mid- October each year. There will be containers/dumpsters supplied and placed by the contractor that will require weekly service. During selected grounds-wide events, these containers/dumpsters will require daily service. Placement of containers/dumpsters will be at the direction of the Iowa State Fair Maintenance Department.

**D. Part 2. Fair**

- 1). The Contractor shall line each trash barrel with a trash bag, to be supplied by the Owner. The Contractor shall install exterior wraps around each trash barrel, to be supplied by the Owner.
- 2). The Contractor shall transport each trash barrel to its designated location at the Owner's direction.
- 3). Scheduled service of the trash barrels will begin five (5) days before the start of the Fair with continuous service throughout every day of the annual Fair. Scheduled barrel service will conclude one (1) week following the last day of the annual Fair. It is imperative that each trash barrel be serviced to avoid overflowing.
- 4). There are specific areas on the Fairgrounds that will not allow any vehicle traffic during Fair hours. These areas must be serviced by push carts.
- 5). At the end of the Fair, after the scheduled barrel service is complete, the Contractor shall retrieve each trash barrel and place it into the proper storage location to be determined by the Owner.
- 6). The Contractor shall provide roll-off service at three (3) trash compactor locations, and the service shall allow the compactors to be in operation at all times leading up to, and during the Fair. The Contractor may place trash compactors at two (2) other locations on the Fairgrounds to assist with efficient trash collection. Additional compactors shall be included in the proposal.
- 7). The Contractor shall place containers/dumpsters at various locations on the Fairgrounds seven (7) days prior to the start of the Fair and provide scheduled service. These container/dumpsters shall be removed one (1) day prior to the start of the Fair.
- 8). The container/dumpster locations will change slightly from the off-season locations. The Contractor shall work with the Iowa State Fair Maintenance Department for advice on placement.
- 9). The Contractor shall service all containers/dumpsters at Fair time to ensure that no trash/debris overflows. The hours of access to these containers will vary according to crowd size and building times. The Contractor must be flexible.
- 10). The Contractor shall work with the Iowa State Fair Police for scheduled service of specific areas that do not allow vehicle traffic at specific times. It is imperative that these areas be respected as the safety of the guests is of the greatest concern.
- 11). The Contractor shall work with the Iowa State Fair Maintenance Department to schedule cardboard recycling pick-ups. This service will be required seven (7) days prior to the start of the Fair and every day during the Fair. The service must finish each morning before 7:00am.

E. The Contractor will provide to the Owner a list of any sub-contractors used in the performance of this Contract.

- F. All materials (trash, appliances, construction debris) removed from the Iowa State Fair Fairgrounds are to be disposed of in accordance with local and state regulations in an approved manner on an approved site(s). At the Owner's request, the Contractor is to provide detailed information regarding the disposal of such materials.
- G. The Contractor will be required to keep records regarding volumes of trash removed during the annual event (Fair). Volumes should be broken out between trash and recycled material and furnished to the Owner for review no later than 30 days following the event.
- H. The Contractor will be required to keep records regarding volumes of trash removed during the rest of the calendar year (excludes the annual event). Volumes should be broken out between trash and recycled materials and furnished to the Owner by no later than October 31<sup>st</sup> of each calendar year. Records should be kept evaluating specific events such as the World Pork expo, Good Guys Car Show or others as determined by the Owner.
- I. It is the Contractor's responsibility to pay all tipping fees associated with the waste being delivered to the Metro Waste Authority.
- J. No agent, employe, servant, or member of the Contractor shall be deemed to be the employee, agent, or servant of the Board. None of the benefits provided by the Board to its employees, including but not limited to compensation insurance and unemployment insurance, are available for the employees, agents, servants or members of the Contractor. The Contractor will be solely and entirely responsible for its acts and for the acts of his agents, employees, servants, members and subcontractors during the performance of this Contract.
- K. In the performance of the work herein contemplated, the Contractor is an independent contractor with the authority to control and direct the performance of the details of the work. The work contemplated under this Contract must meet the approval of the Board and shall be subject to the Board's general right of inspection and supervision to secure the satisfactory completion of the work.
- L. The Board shall not be responsible for or be held liable for any injury or damage to person or property resulting from the use, misuse or failure of any equipment used by the Contractor or any of its employees or members even if such equipment is furnished, rented or loaned to the Contractor by the Board.
- M. The Contractor will provide all training necessary to meet any pertinent State and Federal regulations regarding his work, i.e. Right to Know training, BBP training etc. The Contractor will maintain a personnel file to support this training and provide it upon the Owner's request.

- N. The Contractor will provide the protective equipment required for employees, i.e. gloves, non-prescription protective eyewear, face masks, boots, high visibility apparel, etc.
- O. The Contractor shall indemnify and hold harmless the Iowa State Fair Authority, Iowa State Fair Board and State of Iowa, and their agents and employees from and against all claims , actions, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work under this agreement, or based upon any violation of any statute, ordinance, building code or regulation and the defense of any such claims or actions. The Contractor shall also indemnify and hold harmless the Board against all liability and loss in connection with and shall assume full responsibility for payment of all federal, state and local taxes or contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to the Contractor employees, or members engaged in performance of the Contract.
- P. Provisions for employee screening: Due to the law effective July 1, 2009; modification to the law prohibits convicted sex offenders of minors from working or volunteering at the Iowa State Fairgrounds. It is the responsibility of the hiring employer to conduct background checks on all employees/volunteers. For more information go to: [www.iowasexoffenderregistry.com](http://www.iowasexoffenderregistry.com) Iowa Sex Offender Registry 692A. 113 July 1, 2009. 692A 113 Exclusion Zones and Prohibition of Certain Employment-Related Activities. A sex offender who has been convicted of a sex offense against a minor shall not do any of the following: Operate, manage, be employed by, or act as a contractor or volunteer at any municipal , county, or state fair or carnival when a minor is present on the premises of any child arcade, an amusement center having coin or token operated devises for entertainment, or facilities providing programs or services intended primarily for minors, when a minor is present.
- Q. The cost provided on the Bid Form will be integral to the Contract and will serve as one measure of contract award. An equally significant determinate of award will be the Contractor's knowledge of the facility and the Owner's operations. It will be expected that the Contractor demonstrates an understanding of building and street names as well as locations of containers placed on the grounds. A twenty-four (24) hour phone number shall be provided to a contact that can assist the Owner in the event of an emergency with the knowledge described within this paragraph.
- R. Review and acceptance of a proposal shall be the decision of the Owner. The Owner reserves the right to reject any bid/proposal regardless of the dollar amount. Bid amounts are to include all costs associated with executing the scope of work for the contract. The Owner may request a breakdown of the billing submissions during the actual contract period.

**Iowa State Fair Recycling Initiative:**

The Iowa State Fair will be focusing on the evolution of recycling during the off season and during the annual Fair. The Contractor will be required in the first year of the contract to create for future implementation, a program to reduce the quantity of materials delivered to the landfill. Such materials will include but not be limited to the following: plastic bottles, cardboard, and paper products. The program will be, workable, cost efficient, time effective, ecologically intelligent and educational to our patrons. The program is expected to be long term in nature and implemented over a period of time and mutually agreed upon by the Owner and Contractor. Coordination with vendors, concessionaires, and the Owner's staff will be imperative.

- A. Quantities of recycled materials shall be audited and submitted to the Owner following the annual fair and as requested for the remaining part of the calendar year.
- B. Recycling efforts cannot sacrifice schedules nor quality standards set for keeping the grounds clean during the annual fair and off season including off-season-ground-wide events.
- C. Strategies will be reviewed periodically throughout the year to improve the recycling program.

**Contractor's Equipment:**

- A. The Contractor shall provide an adequate number of vehicles to collect solid waste and recyclables per terms of this Contract. The Contractor shall always have reserve equipment to ensure the normal collection service will not be interrupted in the event of equipment failure. All vehicles shall be licensed in the State of Iowa and shall operate in compliance with all applicable state, federal, local, and municipal regulations.
- B. Vehicles and equipment used to collect and transport solid waste and recyclable materials shall be leakproof. All vehicles and equipment described above shall be kept in safe mechanical and operating condition. They shall not leak oil or hydraulic fluids. The seals in the rear compactor shall be properly maintained at all times; all plugs shall be properly installed to prevent leakage.
- C. All vehicles or equipment used on the on the Iowa State Fairgrounds in the service of this Contract will have the Contractor's company name and other pertinent information properly displayed at all times.
- D. The Iowa State Fair has the right to inspect any vehicle, container, and equipment used in the execution of this Contract on the Iowa State Fairgrounds by the Contractor at any time. If said equipment is considered to be in violation of this

Contract, the Iowa State Fair may prohibit the equipment from being in operation until such equipment has been made compliant with the Contract Provisions as determined by the Iowa State Fair.

- E. The Contractor and the Iowa State Fair agree that all Contractor's vehicles used on the Iowa State Fairgrounds will be operated safely and prudently by employees with valid operator's licenses.

**Containers:**

The Contractor will work with the Iowa State Fair Maintenance Department to schedule service of all containers used in the execution of this Contract. All containers shall be serviced on a weekly basis.

- A. The Contractor will supply the adequate number and size of waste containers/dumpsters to properly service the needs of the Iowa State Fair.
- B. The Contractor will work with the Iowa State Fair Maintenance Department to provide and place containers for any typical event or grounds-wide event held on the fairgrounds. Maps will be provided for container placement for both the annual Fair and off-season.
- C. All containers will be in good working condition. Containers shall be maintained by the Contractor to be free of holes. If applicable, wheels will be properly attached and in good working condition.
- D. All containers will be acceptable in appearance by repairing and or repainting as needed. All containers will have the proper signage attached to them. The proper signage will consist of the Contractor's company name/logo.

**Owner Supplied - Materials & Equipment:**

1500 trash barrels – 55 gallon

50 – 2 yard dumpsters

10 – 6 yard dumpsters

50 – Push carts

3 – trash compactors

All trash bags for barrel service.

All decorative wraps for wrapping the exterior of the trash barrels.

Temporary location for portable office with electric service and internet. The Contractor will be responsible for the portable office. This location will only be for fair-time use.

Tickets and wrist bands for admission to the annual Fair as well as any grounds-wide events that may be necessary.

Reasonable storage area for containers/dumpsters for use on the fairgrounds.

**Insurance Requirements:**

The Contractor agrees to and shall procure and maintain throughout the duration of this Contract, Contractor general liability and property damage insurance, including auto liability, and employer's liability coverage, insuring the Contractor 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 Contractor or a Sub-contractor of the Contractor, and said insurance shall name as additional insured, waive and hold harmless the Iowa State Fair Authority, its agents, and employees.

Certificates of Insurance shall be provided to the Iowa State Fair Authority and list the Iowa State Fair Authority as additional insured. Include waiver of subrogation in favor of the Iowa State Fair Authority. 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:	\$2,000,000.00
B. Products-Completed Operations Aggregate Limit:	\$2,000,000.00
C. Personal and Advertising Injury Limit:	\$1,000,000.00
D. Each Occurrence Limit:	\$1,000,000.00
E. Fire Damage Limit (any one fire)	\$100,000.00
F. Medical Damage Limit (any one person)	\$5,000.00

**Automotive Liability Insurance**

A. Bodily Injury and Property Damage (per accident)	\$1,000,000.00
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**Workers Compensation Insurance**

A. Meet requirements of the Iowa Workers Compensation Law	
B. Employers Liability	
a. Bodily Injury by Accident	\$500,000.00 each accident
b. Bodily Injury by Disease	\$500,000.00 each accident
c. Bodily Injury by Disease	\$500,000.00 policy limit

**Umbrella/Excess Liability Insurance**

A. Limit for each occurrence not less than	\$2,000,000.00
B. Limit for aggregate not less than	\$2,000,000.00

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

### **Equal Opportunity**

- A. The Contractor shall conform in all respects with the provisions of the Federal Civil Rights Act, the code of Iowa Chapter 216 Civil Rights Commission and the rules and regulations adopted thereto by the Iowa State Civil Rights Commission. The Contractor shall not discriminate against any employee or applicant because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap. The Contractor shall require similar clauses in all in all its sub-contractors for service or materials. The Contractor shall refrain from unlawful discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination.
- B. The Contractor shall comply with the procedures and requirements of the Department regulations concerning equal employment opportunities and affirmative action. The Contractor shall provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request. The Contractor will have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment: (iii) a description of sexual harassment, utilizing examples: (IV) the Contractors internal complaint process available through to Department and Commission: and (vii) protection against retaliation as provided by section 60-101 of this Act. A copy of the policies shall be provided to the Department upon request. The Contractor shall require similar clause in all of its subcontracts for service and materials.

## **Payment Procedures**

- A. Payments on contract will be made by means of state warrants. The Contractor shall submit to the Owner's representative a request for payment by submitting an invoice that includes a record of all deliveries/services made including materials and equipment to date of submittal. The Owner's representative will submit payment applications following completion of the work at hand and approval. Final payment to be made within 30 days of completion and acceptance by Owner, all according to the laws of the State of Iowa.
- B. Payment will be made in accordance with the stipulations defined in the Contract.

**Iowa State Fair**  
**Request for Proposal**

**Garbage Collection and Removal**

**BID FORM**

2026

**Annual Off-Season Service – Part 1**

Garbage Roll-off per container	\$ _____
Dumpster Service per yard	\$ _____
Garbage Tipping per ton	\$ _____
Weekend Garbage Roll-off per container	\$ _____
Weekend Garbage Tipping per ton	\$ _____
Other services	\$ _____

**Annual Fair – Part 2**

Barrel Service	\$ _____
Garbage Roll-off per container	\$ _____
Dumpster Service per yard	\$ _____
Garbage Tipping per ton	\$ _____
Other services	\$ _____

**Iowa State Fair**  
**Request for Proposal**  
**Garbage Collection and Removal**

**BID FORM**  
**2027**

**Annual Off-Season Service – Part 1**

Garbage Roll-off per container	\$ _____
Dumpster Service per yard	\$ _____
Garbage Tipping per ton	\$ _____
Weekend Garbage Roll-off per container	\$ _____
Weekend Garbage Tipping per ton	\$ _____
Other services	\$ _____

**Annual Fair – Part 2**

Barrel Service	\$ _____
Garbage Roll-off per container	\$ _____
Dumpster Service per yard	\$ _____
Garbage Tipping per yard	\$ _____
Other Services	\$ _____

**Iowa State Fair**  
**Request for Proposal**  
**Garbage Collection and Removal**

**BID FORM**

**2028**

**Annual Off-Season Service – Part 1**

Garbage Roll-off per container	\$ _____
Dumpster Service per yard	\$ _____
Garbage Tipping per ton	\$ _____
Weekend Garbage Roll-off per container	\$ _____
Weekend Garbage Tipping per ton	\$ _____
Other Services	\$ _____

**Annual Fair – Part 2**

Barrel Service	\$ _____
Garbage Roll-off per container	\$ _____
Dumpster Service per yard	\$ _____
Garbage Tipping per ton	\$ _____
Other Services	\$ _____

**Iowa State Fair**  
**Request for Proposal**  
**Garbage Collection and Removal**

**BID FORM**  
**2026, 2027, 2028**

**SIGNATURE PAGE**

The undersigned Contractor, having examined and familiarized themselves with the nature of the specifications and work to be provided, proposes to perform all work as it relates to the Garbage Collection and Removal Contract as described in this Request for Proposal.

The undersigned contractor certifies that this proposal is made in good faith without collusion or connection with any other person bidding on these specifications.

Submitted by:

Company Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Authorized Representative (print)\_\_\_\_\_

Title (print)\_\_\_\_\_

Authorized Signature\_\_\_\_\_

Date:\_\_\_\_\_

Phone #:\_\_\_\_\_

E-mail \_\_\_\_\_