



# REQUEST FOR PROPOSALS RECYCLING COLLECTION SPECIFICATIONS

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**SUBMITTAL DEADLINE: FRIDAY, MAY 15, 2026, BY 4PM**

**TO: Jerry Moore**  
**City Administrator**  
**City of Slater**  
**101 Story Street P.O. Box 538**  
**Slater IA 50244**  
**or electronically to:**  
**Jerry.moore@slateriowa.org**

## **SECTION 1. SERVICES BEING REQUESTED/SCOPE OF WORK**

1. **INTRODUCTION.** The City of Slater is seeking a private sector service provider (hereinafter referred to as the “Contractor”) for curbside recycling collection and drop off container to be performed for the City of Slater.

1. Residential curbside recycling collection and processing.
2. Drop off recycling container for collection and processing.

The City of Slater is considering a contract for the indicated services for either a five (5) year term or (10) year term. Proposals shall be submitted using the attached form, **Appendix A.**

2. **CHANGE IN SCOPE OF WORK.** The City of Slater order changes in the work to be performed consisting of additions, deletions or other revisions within the scope of the work requested. No claim may be made by the Contractor that the scope of work has been changed thereby requiring changes to the amount of compensation paid to the Contractor or other adjustments to the Contract, unless such changes or adjustments have been made pursuant to a written amendment to the Contract. If the Contractor believes that any particular work is not within the scope of work required under these specifications, the Contractor shall immediately notify the City of Slater in writing. If the City of Slater, in its absolute and sole discretion, determines that the particular work is within the scope of the Contract, the Contractor shall continue to perform such work as may be changed at the cost required under the terms of the Contract.
3. **COMMUNITY INFORMATION.** The following community information, which is estimated, should be considered in determining anticipated volume of recyclables and other requirements necessary to provide the services being proposed. A history of tonnage is available on request.

- **Population:** 1564
- **Total Units:** 700

4. **DEFINITIONS.** Words, phrases and terms as used in these Specifications and the Contract (Appendix C) shall have meanings as follows:
- a. **“Contract”** – the contract or agreement between the City of Slater and the contractor, the form of which will be attached hereto as Appendix C.
  - b. **“Quote/Proposal”** – are to be considered synonymous and shall mean the response to the Request for Recycling Collection Specifications, including the Proposal for Services (Appendix A) and the Qualifications Statement (Appendix B) and Contract (Appendix C).
  - c. **“Recyclables/Recyclable Materials”** – These materials include aluminum and tin, beverage containers, newspaper, phone and other books, paper and magazines, corrugated cardboard, plastic containers comprised of laundry detergent bottles, soda bottles, food jars, soap bottles, shampoo bottles, squeeze bottles, and glass containers. This list may be expanded to comply with State landfill disposal bans.
  - d. **“Single-Family Residents”** – Any single-family home, includes trailers and mobile homes wherein one family resides.
  - e. **“City”** – the City of Slater, acting through it’s duly elected City Council.
  - f. **“Multi-Family Residence”** – Any residential structure housing two families in separated living units.
  - g. **“Units/Units”** – Each/all single-family residence(s) and 2-unit family residence(s) and commercial.
  - h. **“Work”** – The operation, management, supervision, hauling, marketing and other labor and services performed or provided by the Contractor in connection with the full scope of the services described in these specifications and the Contract.

## SECTION II. REQUIREMENTS

1. **TERM OF CONTRACT.** The term of the Contract shall be for a period of five (5) or ten (10) years dependent on the option selected by the City, commencing, July 1, 2026. The City shall have the sole and absolute option to extend the term of the Contract for two (2) additional three-years terms by notifying the Contractor in writing of such extension at least ninety (90) days prior to the end of current Contract team.
2. **COMPLIANCE WITH LAW.** The Contractor shall comply with all laws and regulations of the State of Iowa and ordinances of the City relating to the collection, disposal, storage, treatment, processing and marketing of recyclables. The Contractor shall also obtain and maintain all necessary municipal , state, and federal permits, licenses and approvals necessary to carry out its obligations under the Contract.
3. **DISPOSAL AND PROCESSING.** The Contractor shall provide at it’s own expense a suitable processing facility for recyclables, complying with all state and federal laws and regulations, local ordinances as well as the regulations of the Iowa Department of Natural Resources. All recycling materials shall be hauled and disposed of outside of the limits of the City and in such a manner that shall not result in and shall not cause offensive or unsanitary conditions or create a public nuisance during transportation.
4. **DAMAGES.** The Contract shall take all necessary precautions for the protection of public and/or private property. The Contractor shall be responsible for damages on

public or private property resulting from the operation of vehicles or the handling of any receptacle. All property that suffers damage caused by the Contractor shall be repaired or replaced with fifteen (15) days to equivalent quality at the time of damage at no charge to the property owner or to the City.

5. **CONTRACTOR'S INSURANCE.** The Contractor shall not commence work under the Contract until it has obtained and provided copies to the City all insurance required under this subsection and such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work until all the same insurance required on the subcontractor has been approved.

All insurance premiums shall be paid by the Contractor and shall be without cost to the City.

**Workers' Compensation Insurance**

The Contract shall take out and maintain during the term of the Contract and before any work is commenced, Workers Compensation Insurance for all of its employees employed to do the work; in case any work is sublet, the Contractor shall require the subcontractor to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the Contract is not protected under the Workers Compensation Statute, the Contractor shall provide Employer's Liability Insurance for the protection of its employees not protected by the Workers Compensation Statute.

**Public Liability and Property Damage Insurance**

The Contract shall take out and maintain during the term of the Contract Public Liability and Property Damage Insurance to protect, Contractor, and subcontractor and the City during the performance of work covered by the Contract, from claims for damages for personal injury, including accidental death as well as claims for property damages which may arise from performance under the Contract, whether such operations be by the Contractor by any subcontractor or by anyone directly or indirectly employed by either of them in such manner as to impose liability on the City and the amounts of such insurance shall be as required by law.

If persons or property of others sustain loss, damage or injury resulting directly or indirectly from the work of the Contractor or its subcontractor in their performance of the work or from the Contractor's failure to comply with any of the provisions of the Contract or of law, the Contractor shall indemnify and hold the City harmless from any and all claims and judgements for damages, and from costs and expenses to which the City may be subject or which it may suffer or incur by reason thereof.

The Contractor shall not commence its work until it has obtained all insurance required under this section and filed Certificates of Insurance thereof with the City Clerk.

1. Compressive General Liability and Property Damage Insurance (subject to the following limits): (dollar amounts per Ins. Agent)

Bodily Injury	\$1,000,000 per person
	\$1,000,000 per occurrence

	\$2,000,000 aggregate
Property Damage	\$1,000,000 per occurrence
	\$2,000,000 aggregate

2. Comprehensive Automobile Liability and Property Damage (operations of owned, hired and non-owned motor vehicles):

Bodily Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence

3. Umbrella Liability of \$5,000,000 for each occurrence; \$5,000,000 aggregate.

Contractor agrees to notify the City of any changes to insurance coverage within fifteen (15) days of such change.

6. **ASSIGNMENT OF CONTRACT.** No assignment by the Contractor of the Contract or any part thereof or the funds to be received hereunder by the Contractor will be recognized unless prior written approval of such assignment by the City Council and the Surety has been obtained. Such written approval by the City Council shall not relieve the Contractor of its obligations under the Contract: Any such assignment shall include the following language:

“It is agreed that the funds to be paid to the Assignee under this Assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms or corporations rendering such services or supplying such materials.”

Assignment for the purposes of the Contract shall also mean sale of the Contractor’s business to other than its current principal owners and/or stockholders.

7. **LABOR.** The Contractor shall only employ competent and skilled workers and supervisors in the conduct of work under the Contract. While on the job, the workers and supervisors shall maintain good and reasonable behavior. The Contractor shall at its own cost and at times, pay the salaries of all the employees engaged by it in the performance of a Contract. All workers under such Contract shall be employees of the Contractor only, not subcontractors or independent contractors. It is agreed and acknowledged that the Contractor and its employees are not City employees.
8. **PAYMENTS.** The Contractor may submit once each month, a request for payment for work performed under the Contract. The City will pay Contractor within thirty (30) days after receipt of its invoice for work performed under the Contract. The Contractor agrees to cooperate with the City as to the form and content of the invoice to accommodate the administrative needs of the City.
9. **DEDUCTION FOR UNCORRECTED WORK.** If, in its sole and absolute discretion, the City deems it expedient to accept work not done in accordance with the Contract, and

equitable adjustment will be made with proper deduction from the Contract price for unsatisfactory performance. Unsatisfactory performance shall include but not be limited to:

1. Failure of the Contractor to make necessary collections.
2. Failure of the Contractor to respond to complaints to the satisfaction of the residents.
3. Failure of the Contractor to follow up on “missed” pickups.
4. Failure of the Contractor to make pickups on the scheduled day.

Claims for damage filed against the Contract by the City shall be handled expeditiously by the Contractor. If it fails to do so, the City maintains the right to withhold funds from the Contractor and pay claims if, in the opinion of the City, it determines the claims are warranted and justified.

10. **MAPS.** Within thirty (30) days of the Contractor’s selection for the performance of work, the Contractor shall provide the City with a route schedule map complete with days of pickup with recyclables clearly marked. The route schedule shall include all roads designated by the City. No change in this map will be permitted without approval from the City Council.
11. **COMPLAINTS.** Contactor shall maintain telephone service at its office for receiving calls or complaints regarding its work and shall maintain official address(es) for said purpose. The Contractor shall provide to the City Clerk a monthly list of complaints received and their resolution. This should be provided to the City Clerk within one (1) week after end of each month. Failure to provide will result in a \$25.00 per day reduction of monthly invoice. The Contractor shall resolve all complaints within a 24-hour period or within the next working day.
12. **TIME AND LOCATION OF PICKUP.** All recycling shall be collected by the Contractor at regular intervals: stopping at each unit twice a month for recycling.  
  
All pickups shall be on a regularly scheduled basis with each unit being served on the same day of each week at approximately the same time of day unless adjustments in the schedule are approved by the City. All pickups shall be between the hours of 6:00 a.m. and 6:00 p.m. Collection shall be made from the street (City owned right-of-way and all county state roads) unless residents has contracted separately with Contractor.  
  
Drop off Container – Shall be picked up and transported to recycling center on a regular schedule.
13. **HOLIDAY COLLECTION.** In any week in which a holiday occurs, the day of collection following the holiday shall be one day later and if necessary collections carrying over to Saturday. Regular schedule will resume back to regular schedule. Contractor will provide to the City Clerk a list of applicable holidays. In the event of

inclement weather that prohibits normal collection, the collection will be delayed with the notification to and consent of the City, but in no event more than three (3) days later. Under no circumstances shall collections be made on Sunday or a Holiday except with express written permission of the City Council.

14. **SCHEDULE OF DAYS/INFORMATION SHEET.** The Contractor shall provide the City Clerk a calendar schedule of the pickup days by October 31 of each year for the following year. The schedule should highlight any pickups that are affected by the holidays. An information sheet for residents on what is considered recycling must be provided to the City Clerk. These items may be combined into one flyer. Failure to provide the requested information sheet will result in a deduction of payment in the amount of \$500 on the first invoice in 2026 and each subsequent year of the contract.
15. **SPECIAL COLLECTIONS.** The Contractor shall make available, within thirty (30) days, its equipment and manpower for such special collections and may be ordered in writing by the City Council for the purpose of enforcing the City ordinances which such ordinances provide for special collections and/or after special events and activities approved by City Council. Special collections shall be billed by the Contract to the City at a rate to be agreed upon between the City and the Contractor before such work begins.
16. **REPORTING REQUIREMENTS.** The Contractor shall maintain records as to its work provided to the City under the Contract and submit reports to the City Council and the City Clerk at his or her request, but in any event no less than twice each year. The Contractor shall cooperate with the City in collecting and tabulating data of such work with the reports to include information such as the amount of recyclables collected and transported from the City; the amount of recyclables processed and/or marketed by item type from the City; the final disposal location of recyclables; hours of operation, routes, citizen comment and complaints and any other information reasonably required to be provided to the City. The Contractor is required to report to the City on a monthly basis the weights of recyclable materials collected during each month. The Contractor shall also assist the City in any educational programs reasonably required by the City. Failure to provide the information required hereunder or the reports shall constitute sufficient cause for the City to terminate the Contract.
17. **RIGHT TO REJECT MATERIALS.** The Contractor shall have the right to reject or leave at the curb and recyclable material that is not prepared according to the specifications. City Ordinances, or educational materials provided by the City (or by the Contractor with City approval) to the residents of the City. Such items may be left by the Contract if they are not properly separated, placed in proper containers or, with respect to recyclables, are not designated recyclable materials for collection. The Contractor may also refuse to pick-up any recyclable materials for collection. In such cases, the Contractor shall notify the generator of the materials in writing concerning the reasons for rejecting the items. The Contractor shall provide the City Council and the City Clerk with a written report on a quarterly basis of such occurrences.
18. **SERVICE TO MUNICIPAL LOCATIONS.** The Contractor shall also provide recyclable carts to the City Hall, Library, and Public Works Facilities along with

collection services, at contract frequency levels. Any containers or carts provided by the Contractor remain the property of the Contractor.

19. **TERMINATION OF CONTRACT.** The City reserves the right to terminate the Contract if the City determines that the Contractor has failed to satisfactorily perform the work required as determined by the City of any commission of any break (material or otherwise) of the terms of the Contract or upon the bankruptcy or insolvency of the Contractor. In the event the City decides to terminate the Contract, the City shall give the Contractor no less than thirty (30) days written notice before the termination takes effect. The thirty (30) day period will begin upon the certified mailing of notice by the City. After receipt of a notice of termination, the Contractor shall cease to perform any further work and satisfy all outstanding obligations. Following termination of the Contract, the City shall not be responsible for and the Contractor hereby expressly waives any right or entitlement to any costs, fees or damages, of whatever nature, either legal or equitable, that arises or may arise from the unilateral right of the City to terminate the Contract.
20. **INDEMNIFICATION.** Contractor for itself as well as for its heirs, successors and assigns, shall indemnify, defend and hold the City harmless from any and all claims and liabilities whatsoever, including, but not limited to judgements, costs, damages, expenses, and attorneys' fees in any way arising out of or caused by the work performed or provided by the Contractor under the Contract.
21. **PROPOSAL FOR SERVICES.** The Proposal for Services form is set forth in Appendix A and consists of the Contractor's Price Quote and the Qualifications Statement from which is set forth in Appendix B must be completed in ink or typewritten.
22. **BASIS OF AWARD OF PROPOSAL.** After opening the proposals, the City shall award the Contract to the competent, reliable, responsible, and qualified Contractor submitting the most reasonable and economic quote as determined by the City Council in its absolute and sole discretion.

The City will review responsiveness to the qualification's requirements (Qualifications Statement, Appendix B) and compliance with the specifications and submittal requirements. The Contractor will be required to demonstrate that it is responsible, reliable and capable of performing the work to be performed as requested in these specifications and that it possessed the necessary financial resources to perform the work in a proper and satisfactory manner. The information contained in the proposals shall be detailed, clear and fully responsive to every material requirement of the specifications.

In the event the Contractor that is initially selected is determined to be non-responsive or unqualified to perform the work required, the proposal will be rejected. The City shall then select its next qualified Contractor. This process shall be repeated until a responsive, competent, reliable and qualified Contractor is identified. The City may waive minor, non-material irregularities in any proposal. The City's determination regarding whether a bid irregularity is minor and non-material shall be final.

**23. RESTRICTION ON COMMUNICATION WITH CITY COUNCIL MEMBERS.**

Prospective Contractors shall only communicate with respect to any questions or inquires relative to the Request for Proposal Recycling Collection Specification to the City Clerk. There shall be no communication with any potential Contractor or their representatives until the Contractor is selected and the selection is announced. Questions shall be submitted to the City Clerk for their written response. Any violation of this prohibition by any representative of the City could result in disciplinary action.

**SECTION III. RESIDENTIAL RECYCLING COLLECTION AND DISPOSAL.**

1. **GENERAL REQUIREMENTS – RECYCLING.** The Contractor will collect, sort, process, and market the items listed under Section 1 (4c).
2. **CONTAINERS.** If use of containers is approved by the City Council, the Contractor will provide each residential unity with carts equal to the residents' existing tote count for recyclables in size (i.e. 65 or 95 gallon). Customers shall pay, and the Contractor shall receive payment from, the City for each additional service provided, as if such additional Service constituted an additional Residential Premises at the then applicable rate of compensation. Carts will remain the property of the Contractor. Drop off container of sufficient size to accommodate recycling needs of City residents.
3. **VEHICLES.** The Contractor agrees to acquire, operate, and maintain recycling vehicles units for use in the City. All such vehicles shall, at all times, be so constructed and be in such condition that recycling materials are not scattered on public ways of the City. The vehicles will be maintained in a condition so as to perform timely collections. A list of all equipment to be operated in the City under the Contract shall be available to the City.

The Contractor agrees to provide and maintain all proper stickers, licenses, fees, and permits, etc., as may be required on all recycling vehicles operating within the City.

The Contractor agrees that all its vehicles operated under the Contract shall clearly display the Contractor's name and telephone number.

The Contractor agrees to operate all vehicle in accordance with all traffic and motor vehicle laws and regulations. Contractor also agrees to have company drivers maintain a valid Iowa Commercial Driver's License.

**SECTION IV. PROPOSAL**

1. The City may accept modifications in the requested information. Please provide a schedule of these modifications.

**APPENDIX A**

**PROPOSAL FOR SERVICES FOR CITY OF SLATER, IOWA**

**To:** City Clerk of the City of Salter

**RE:** Proposal for Residential Curbside Recycling Collection and Processing or Drop off Container

The undersigned Contractor, pursuant to the Request for Proposals for Recycling and Collection Disposal, issued by the City, and having examined the Request for Proposals Specifications hereby submits the following proposal for Residential Curbside Recycling Collection or Drop off Container and Processing for the Contract term options indicated in the Specifications and for the prices set forth herein.

**Combined Residential Curbside Recycling Collection & Disposal with Carts**

**Residential biweekly collection and processing of Recyclables.**

**Option 1: Five (5) year contract**

<b>Recycling</b>	<b>Period</b>
\$ _____/month/unit	1/1/27-12/31/27
\$ _____/month/unit	1/1/28-12/31/28
\$ _____/month/unit	1/1/29-12/31/29
\$ _____/month/unit	1/1/30-12/31/30
\$ _____/month/unit	1/1/31-12/31/31

**Option 2: Ten (10) year contract**

<b>Recycling</b>	<b>Period</b>
\$ _____/month/unit	1/1/27-12/31/27
\$ _____/month/unit	1/1/28-12/31/28
\$ _____/month/unit	1/1/29-12/31/29
\$ _____/month/unit	1/1/30-12/31/30
\$ _____/month/unit	1/1/31-12/31/31
\$ _____/month/unit	1/1/32-12/31/32
\$ _____/month/unit	1/1/33-12/31/33
\$ _____/month/unit	1/1/34-12/31/34
\$ _____/month/unit	1/1/35-12/31/35
\$ _____/month/unit	1/1/36-12/31/36

I, \_\_\_\_\_, hereby submit the above proposal to the City of Slater.

Signature: \_\_\_\_\_

\_\_\_\_\_ (Date) \_\_\_\_\_ (Name of Contractor)

**Notary Section**

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2026

Notary Public, State of Iowa

My commission expires: \_\_\_\_\_

**APPENDIX B**

**QUALIFICATIONS STATEMENT FOR CITY OF SLATER, IOWA**

1. **Official Company Name:**

\_\_\_\_\_

2. **Telephone Number:**

\_\_\_\_\_

3. **Full Address w/Zip Code:**

\_\_\_\_\_

4. **Number of Years in business under present firm name:** \_\_\_\_\_

**KEY PERSONNEL**

\_\_\_\_\_  
City Clerk or City Administrator

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Proposed Operations Contract for the City

**STATEMENT OF EXPERIENCE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** List Municipality receiving similar services from your firm (Municipal population, years under contract, services provided under contract and municipal contact):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPANY PROFILE:**

Attach a brief overview of the company, including history of local operations and financial capability.