



2026 REQUEST FOR PROPOSAL COLLECTION OF RESIDENTIAL SOLID WASTE AND RECYCLABLES

I. Introduction

The City of Waukon is seeking proposals from qualified firms to provide solid waste and recyclable collection services for single-family houses, condominiums, duplexes, triplexes, fourplexes, townhouses, and mobile home parks within the corporate limits of the City of Waukon. Approximately 1,534 households will be served. If a contract is found to be desirable, the City expects to initiate the new solid waste and recycling services contract on December 7, 2026. The initial contract will be for ten years, with the city's option to renew it for an additional three years.

In soliciting bids, the city seeks bids from sanitation haulers that can offer the following to City residents:

- Provide **weekly** collection and disposal of solid waste (95-gallon cart) and **biweekly** collection and disposal of ordinary recyclable materials (95-gallon cart) as defined in City Code Section 106.
- Provide a one-day spring cleanup bulk collection event or a twice-yearly solid waste drop off event and supply the equipment and manpower necessary to complete the event as required. Said service shall be at no extra cost to the City.
- In addition to waste and recyclable collection services for single-family houses, condominiums, duplexes, triplexes, fourplexes, townhouses, and mobile home parks, the Contractor must provide **weekly** collection service to the following City facilities: City Park, including the Aquatic Center and Campground; Softball Complex; Airport; Wellness Center; Robey Memorial

Library; Police Department; Street Department; Water Pump House; Wastewater Treatment Plant; City Hall; Athletic fields west of 13th St. NW; other locations within the City that may be developed in the future by the City for a public purpose and which generates a significant amount of garbage and refuse and/or recyclables. The dumpsters, receptacles, garbage carts or other containers shall be provided by the Contractor and this service shall be of no cost to the City.

All services must comply with local, county, state, and federal ordinances, laws, and regulations. Proposals that provide the above services will be given preference, but other proposals may be considered.

Interested bidders are to submit proposed Solid Waste and Recycling collection and disposal fees per dwelling unit. Proposals shall be based on the current dwelling unit count of 1,534.

II. Scope of Work

The following scope of services shall be provided by the Contractor:

- The contractor shall be required to provide the labor and equipment needed to collect solid waste and recyclable materials from the curbside or housing unit on weekdays from 6:00 AM until completion on collection day. No collection shall be performed before the 6:00 AM hour. Collection shall not be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Collections normally occurring on the holidays mentioned above will instead occur on the following weekday or Saturday if the transfer station is open that Saturday. The City of Waukon requires that the biweekly ordinary recyclables collection occur on the same day as the solid waste collection.
- The Contractor shall employ qualified and competent personnel to conduct the collection service and operate the vehicles and render good, efficient, and satisfactory collection, transportation, and disposal service as contemplated by the City of Waukon, Iowa, in its sole discretion. All of the Contractor's personnel shall act courteously (i.e., politely respond to residents, answer questions, handle containers in a controlled manner, etc.). The Contractor agrees that no person shall be denied employment due to protected status under the Iowa Civil Rights Act.

- The Contractor shall provide an adequate number of vehicles to collect residential solid waste and recyclables per the terms of this contract. The Contractor shall have reserve equipment available at all times to ensure that the normal collection service will not be interrupted in the event of equipment failure. All vehicles shall be licensed and shall operate in compliance with all applicable state, federal, and municipal regulations.
- The Contractor is required to pick up missed garbage or recyclables as soon as possible after the Contractor was notified they were missed.

III. Proposal Submission Requirements

Proposals must be received by 12:00 PM on August 21, 2026, by the City of Waukon, PO Box 179, Waukon, IA 52172. The proposals will then be opened and reviewed by the Sanitation RFP Committee. All responses shall contain a complete copy of all required submission materials, including Forms I, II, and III at the end of this document.

The responses must include the following:

- 1) Name, address, telephone number of firm, emergency contact number available at all times, and a contact person.
- 2) Proposed Solid Waste and Recycling collection fee per residential unit as follows:
 - 95-gallon trash
 - 95-gallon trash senior discounted fee, including a provision offering curbside placement by the Contractor.
- 3) A description of how the service will be provided, including:
 - An agreement to pick up ordinary recyclables on the same day as the solid waste service, noting this collection is biweekly.
 - A detailed description of experience with a similar type of operation and references to be contacted for verification, especially municipalities.
 - A list of all equipment to be used for collection service.
 - Describe how equipment and labor will be utilized to accomplish collection services in the defined time period. Please also provide an efficient route strategy proposal.
 - Include the make, model, year, and overall capacity for equipment utilized to collect solid waste, recyclables, and yard waste.
- 4) A description of procedures for the city to follow in contacting the contractor in the case of missed pickups or customer complaints. At a minimum, the following should be addressed:
- 5) The Contractor shall maintain, at a minimum, an office or toll-free telephone for resident inquiries between 8:00 a.m. and 5:00 p.m. Monday through Friday.

The Contractor shall provide a toll-free number if the location requires a long-distance phone call. The Contractor agrees that if the contact number changes, the Contractor will immediately notify the City of the change. The Contractor shall provide recording equipment and/or an answering machine to receive calls during non-business hours.

- 6) A procedure for the collection of missed solid waste and recyclables.
- 7) Availability of vehicles and personnel to handle missed pickups.
- 8) A statement that all trucks and equipment will be maintained in good working condition.
- 9) A description of any innovative or unique provisions of the Contractor's service, including specialized collection equipment, assistance with public information activities for project start-up and promotion of participation, and so forth.
- 10) Proof of ability to post a surety bond payable to the City of Waukon Iowa, in the amount of \$100,000 to ensure the complete and satisfactory performance in the terms and conditions of this contract.

- Insurance Requirements

Proof of insurance, as stated below, must be provided before the contract is approved.

Maintain and carry adequate policies of insurance to cover all liabilities and contingencies that may arise out of and in pursuit of this Contract and to indemnify and hold the CITY harmless from any such liabilities and contingencies. This insurance must include the following features: coverage for all premises and operations. The policy shall be endorsed to provide the aggregate per project endorsement. The Contractor will include the City as an additional insured on all policies except Workers' Compensation. Evidence of insurance shall be furnished to the CITY by CONTRACTOR in the following minimum limits, to wit:

EXHIBIT A

Insurance Requirements for Contractors of the City of Waukon

Commercial General Liability

\$2,000,000 Each Occurrence

\$2,000,000 Personal & Advertising Injury

\$2,000,000 Products & Completed Operations Aggregate

\$2,000,000 General Aggregate Per Project

\$ 10,000 Damage to Rented Premise

\$ 5,000 Medical Expense

- Per Project General Aggregate shall be shown on policy and certificate of insurance
- CG 2010 07 04 Additional Insured – Owners, Lessees or Contractors, Scheduled Personal or Organization - City of Waukon

- CG 2037 07 04 Additional Insured – Owners, Lessees or Contractors, Completed Operations
- IL7105 (10-14) Agreement to Provide 30 Day Notice of Cancellation, Non-Renewal or Material in Coverage on General Liability, Commercial Auto, Workers Compensation and Umbrella
- Primary and Non-Contributory for the Additional Insureds City of Waukon
- Waiver of Subrogation against City of Waukon
- Tort liability language of Governmental Subdivisions – Iowa
- Schedule of Hazards named on the General Liability must be shown on Certificate of Insurance and include coverage for demolition

Business Auto Liability

\$2,000,000 Combined Single Limit or a combination with Umbrella to meet \$3,000,000 minimum

- Additional Insured status for City of Waukon
- Symbol 1 liability or all Owned, Hired and Non-Owned Autos
- Waiver of Subrogation against City of Waukon
- 30 Day Notice of Cancellation or Material Change in Coverage
- Tort Liability of Governmental Subdivisions – Iowa must be included

Umbrella Liability

\$3,000,000 Per Occurrence

\$3,000,000 General Aggregate

A combination of limits between the Underlying General Liability and Business Auto liability to meet the required Minimum Limits of \$3,000,000 per occurrence and \$3,000,000 Aggregate is acceptable.

- Following Form Umbrella including the Additional insured status for City of Waukon
- Waiver of Subrogation Against the City of Waukon
- 30-day Notice of Cancellation or material change in coverage
- Tort Liability of Governmental Subdivisions-Iowa must be included

POLLUTION LIABILITY

\$2,000,000 Per Occurrence

\$2,000,000 General Aggregate

Additional Insured Status for City of Waukon

Waiver of Subrogation against the City of Waukon

30 Day Notice of Cancellation or Material Change in Coverage

Tort Liability of Governmental Subdivisions – Iowa

Workers' Compensation

\$500,000 BI Each Accident
\$500,000 BI Each Disease Each Employee
\$500,000 BI Disease – Policy Limit

Owners & Officers of a Corporation, LLC Members and Individuals that have elected not to participate in workers compensation coverage in Iowa, must show evidence of their election with the State of Iowa with the proper NON-ELECTION of Coverage form attached to the Certificate of Insurance that has been filed with the State of Iowa.

Certificate Holder on the Certificate of Insurance shall read:
City of Waukon, Attention: Sarah Snitker, City Clerk, PO Box 179,
Waukon IA 52172

During the proposal evaluation, the City reserves the right to request additional written information to assist in evaluating proposals.

Proposals and written responses to the City's request for additional information shall be signed by the Contractor (if an individual), an officer of the proposing Contractor, or a designated agent empowered to bind the Contractor in a contract.

Upon receipt, the proposals become the property of the City of Waukon and may be disposed of or used by the City of Waukon at its sole discretion.

VI. Proposal Submission Requirements

- A. Questions: Questions regarding this Request for Proposal (RFP) can be directed to:

Grayson Rowlet, MPA
City Manager
City of Waukon
PO Box 179
Waukon, IA 52172
Grayson.rowlet@cityofwaukon.com

All questions must be submitted in writing via the email above and responses will be made via the email above. All questions and answers will be distributed by the City of Waukon to those firms on the Request for Proposal (RFP) mailing list as an amendment to the RFP. The origin of questions will be held in confidence until after the contract award.

- B. Selection Criteria: The selection of a Contractor for contract negotiations will be based upon:
- The qualifications and experience of the firm in performing similar activities.
 - The ability to meet services within the schedule shown below.
 - The suitability of equipment and personnel to meet the collection needs.
 - Proposed rates and fees.
 - Proposed regular rate increases.

The City of Waukon anticipates that selection will occur no later than September 8, 2026. Selection will occur at a regular session of the City Council. A public hearing may be required as a part of this selection process. All firms submitting proposals will be notified in writing of the results of the selection process.

The City of Waukon reserves the right to reject any and all proposals or to waive any irregularities in any proposal if judged to be in the best interest of the City. If a proposal does not satisfy the minimum requirements outlined in this RFP as determined by the City of Waukon, the proposal may be disqualified from further consideration.

Each proposal will be reviewed by the City and graded relative to the evaluation criteria outlined in this RFP. The best-qualified proposer will offer the best value to the City of Waukon on price, proposed efficiency and reliability of service, and other factors considered.

- C. Time Schedule: The City of Waukon expects the following schedule to be in effect in the selection of a Contractor for solid waste and ordinary recyclables collection in the City of Waukon:
- Issue Request for Proposals (RFP): July 2026
 - Proposal Due Date: August 21, 2026
 - Open Proposals at 12 1st Ave. NW (City Offices): August 21, 2026
 - Discussion with Selected Proposers: August 2026
 - Possible Contract Awarded: September 8, 2026
 - Implement Contract: December 7, 2026

Proposals must be received by 12:00 PM on August 21, 2026, by the City of Waukon, PO Box 179, Waukon, IA 52172. Proposals should be mailed or hand-delivered to City Offices at the following address:

City of Waukon
PO Box 179
Waukon, IA 52172

Hand-deliver at 12 1st Ave. NW.

Proposals should be clearly labeled "PROPOSAL FOR COLLECTION OF SOLID WASTE AND RECYCLABLES" on the outside of the envelope. A minimum 10-year proposal is preferred, with the City option to renew for an additional 3 years.

THIS RFP IS AN INVITATION FOR OFFERS ONLY AND DOES NOT ITSELF CONSTITUTE A CONTRACT NOR DOES IT OBLIGATE THE CITY IN ANY WAY. THIS RFP DOES NOT CONSTITUTE AN ATTEMPT TO TERMINATE THE EXISTING SOLID WASTE AND RECYCLABLES COLLECTION CONTRACT OF THE CITY. ANY CONTRACT ENTERED INTO AS A RESULT OF THIS RFP SHALL BE SUBJECT TO FORMAL APPROVAL OF THE CITY COUNCIL AS REQUIRED BY CITY AND STATE CODE.

THE CITY OF WAUKON IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED FIRMS TO SUBMIT PROPOSALS. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, VETERAN STATUS, OR ANY OTHER CLASSIFICATION PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW. ALL PROPOSALS WILL BE EVALUATED SOLELY ON THE CRITERIA SET FORTH IN THIS REQUEST FOR PROPOSALS (RFP).

FORM 1: COMPANY INFORMATION

Company Name _____

Company Address _____

Phone Number _____

Authorized Company Representative _____

Title _____

Please supply a separate description of the general services this Company provides and highlight any pertinent experience with solid waste and/or recyclables collection activities or experience. Include references whom the City of Waukon may contact to get information on past performance. Provide appropriate documentation indicating the ability to obtain a performance bond meeting the evaluation criteria.

Authorized signature _____

Date _____

FORM II: PROPOSED COSTS

The undersigned proposes to furnish collection of solid waste and commingled recyclable material for the City of Waukon, Iowa, for the following sums:

BASE PROPOSAL

\$_____ : monthly rate per dwelling unit for the weekly collection of a 95-gallon cart of solid waste and the bi-weekly collection of a cart of equal size or larger of recyclables.

\$_____ : monthly rate per dwelling unit for the weekly collection of a 95-gallon cart of solid waste and the bi-weekly collection of a cart of equal size or larger of recyclables (**Senior Rate**).

_____%: annual increase to rate per residential unit

_____: length of proposed contract in years

FORM III: EQUIPMENT AND LABOR DESCRIPTION

List proposed equipment and labor to be used by the contractor to accomplish the collection. Use additional forms if needed.

A. Equipment

1. Vehicle type(s) include:

- make; _____
- model; _____
- year; _____
- overall capacity of each vehicle; _____
- number of vehicles to be used; and _____
- are vehicles available for missed collections _____
- will automated side loader trucks be used? Y / N

2. Any additional equipment to be used, including garbage bins:

B. Labor

1. Number of personnel operating each vehicle: _____
2. Personnel available for handling calls and missed pickups: _____
3. How will the missed pickups be handled: _____
