REQUEST FOR PROPOSALS (RFP) – 2026/2027 BRUSH GRINDING

CITY OF INDIANOLA, IOWA

The City of Indianola Public Works Department is accepting proposals for grinding brush and logs that has been collected over the past year at the City Brush Facility, located at 1800 W. Iowa Avenue. All proposals are due at 3:00 PM on Wednesday, December 9, 2026.

The accumulation of tree-related debris will be comprised of branches, limbs, and tree trunks deposited in this location by municipal, residential, and commercial customers of the City of Indianola. All quotation providers are encouraged to contact Street Superintendent Caleb Adams-Brown or Public Works Director Brian Stineman prior to quotation submittal to arrange entrance to the property to view the volume of material present.

The City will provide one employee and a loader to assist with relocation of finished materials to aid the contractor with operations during normal working hours for the Public Works Department of the City of Indianola. The normal working hours for the Public Works Department are Monday through Thursday, from 7:00AM to 4:30PM, and Friday, from 7:00AM to 11:00AM.

The Contractor will furnish: all other labor, equipment, vehicles, materials, supplies and miscellaneous needed to grind/shred all accumulated brush into chips less than three (3) inches in size. The contractor may choose to either leave the brush grindings /chips at the Brush Facility (or) retain all or some of the chips at no additional cost to the City of Indianola. The contractor will be responsible for any expenses related to retaining the wood chips. The contractor must indicate the percentage amount of wood chips the contractor will take from the site. If the contractor chooses not to retain any wood chips, then the contractor should enter 0%.

The contractor may begin work upon notice to proceed by the City of Indianola and understands that incidental material will/can be added per the need of the City of Indianola. The contractor has until March 31, 2027, to complete this work. The contractor must provide one (1) week notice to Caleb Adams-Brown, Streets Superintendent, prior to the start of the project.

The City of Indianola reserves the right to refuse any or all bids/proposals. The City reserves the right to cancel the contract if the services provided by the contractor are unsatisfactory. The City shall not be obligated to pay for unsatisfactory work.

The contractor, at their own expense, shall obtain and carry insurance throughout the term with a reputable company, acceptable to the city and allowed to do business in the State of Iowa, with the following minimum limits:

- Workers Compensation as provided by law.
- Public Liability and Property Damage in the amount of not less than $1,000,000 with single limits for personal injury and property damage.
- Vehicle and equipment in the amount of $1,000,000 for bodily injury and property damage.
- The contractor shall furnish the city with proof of insurance, and each policy shall require a 30-day notice of cancellation.

All questions/inquiries can be directed to Caleb Adams-Brown (515-962-5254).

Schedule	
RFP Closing date & time:	**3:00 PM on Wednesday December 9, 2026**
RFP Delivery location:	Indianola City Hall (Brush Grinding RFP) P.O. Box 299 Indianola, Iowa 50125-0299
Site available for viewing:	Upon Request until 2:00 PM December 9th Caleb Adams-Brown: 515-962-5254; cadamsbrown@indianolaiowa.gov Brian Stinemean: 515-962-5292; bstineman@indianolaiowa.gov
Council approval of contract:	December 21, 2026
Work to be completed:	Before March 31, 2027

Name of Bidder/Company: _____

To: Indianola City Hall
c/o City Clerk - Brush Grinding RFQ
110 N First St
P.O. Box 299
Indianola, Iowa 50125-0299

Proposals will be received until **3:00 PM on Wednesday December 9, 2026,** at the Indianola City Hall. All bids need to be in a sealed envelope and mailed to the above address. No emailed proposals will be accepted. There will be no public bid opening.

Proposal: (All fields must be completed by the Proponent)

$_____: Mobilization fee

$_____: Grinding of Accumulated Brush Pile

$_____: Total Amount for Grinding

%_____: of brush grindings / chips to be retained by contractor.

(The contractor must enter an approximate amount in percentage ranging from 0 to 100. For example: If the contractor does not want to retain any chips, then enter 0% and if the contractor wants to just retain just half the brush grindings, then enter 50%)

Estimated Date of Performance: _____

Authorized Signing Authority: _____
(Print Full Name & Title)

Signature: _____
(I have authority to bid for the Corporation)

Mailing Address: _____

Phone: _____ Email: _____