Request for Bid

Introduction: Waverly is a city with a population of just over 10,000 located in Northeast Iowa on the banks of the Cedar River, approximately 80 miles west of the Mississippi River and 60 miles south of the Iowa/Minnesota border.

Project Summary: The City of Waverly is currently accepting bids for the grinding of brush and logs collected over the past year at the City's Yard Waste Site, located at 2800 5th Avenue NW.

Qualifications of Bidders:

1. Bidders may be investigated by the City of Waverly to determine if they are qualified to deliver the goods and services. All bidders shall be prepared to submit within three days of the City's request, written evidence of such information and data necessary to make this determination.

2. The investigation of a bidder will seek to determine whether the organization is adequate in size, is authorized to do business in the jurisdiction where the project is located, has had previous experience, and whether available equipment and financial resources are adequate to assure the City that the goods and services will be delivered in accordance with the terms of the agreement.

3. The City reserves the right to reject any bid if the evidence submitted by, or the investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the procurement documents and to complete the goods and services contemplated therein.

4. Each bidder should submit with their bid a list of at least four separate references currently using the equipment or services proposed on similar applications sold by the bidding distributor. This list shall include the company name, contact name and telephone number where they may be reached.

5. If the successful bidder does not honor their bid, they may be disqualified from bidding on future equipment or service projects for a period of up to five years.

General Terms and Conditions:
This document provides basic standard specifications with an area to note alternatives. Alternatives may be accepted if it is determined by the City of Waverly staff that the alternatives listed will be the most advantageous to the City. If alternatives are marked, please provide a short explanation.

The City of Waverly reserves the right to accept the bid in which the judgement of the City is the most advantageous to the City. The City has the right to accept alternatives and waive irregularities in any bid and to reject any or all bids or to re-advertise.

Bids must be submitted by 10:00 a.m. on December 8, 2026, by email to publicservices@waverlyia.com or in a sealed envelope, addressed as follows:

City of Waverly Director of Public Works
Public Services Office
2900 5th Ave NW
P.O. Box 616
Waverly, Iowa 50677

The envelope or email must be plainly marked with Brush Grinding Bid and the due date. Please confirm receipt of emailed bids. Improperly identified envelopes or emails may be rejected or overlooked in opening at the proper time, in which case the bid will not be accepted.

Specifications/Detailed Description of Services:

SCOPE SITE LOCATION AND EXPECTED VOLUMES

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 Waverly. All bidders will need to contact the Public Works department prior to bid submittal to arrange entrance to the property to view the volume of material present.

BRUSH GRINDING SERVICE REQUIREMENTS

The Contractor shall provide all necessary labor, equipment, vehicles, materials, and supplies required to grind or shred accumulated brush into chips no larger than three (3) inches in size. All resulting wood chips will remain the property of the City of Waverly.

The bid price shall cover the grinding of the accumulated brush pile each fall, which will be available for inspection beginning the 4th Monday in November. In addition, the bid must include an hourly grinding rate for any materials accumulated after the inspection date. Quoted rates for mobilization and additional grinding services will remain valid for a period of twelve (12) months from the date of bid acceptance.

The City reserves the right to request additional grinding sessions as needed. These sessions will be compensated based on the quoted mobilization fee and hourly grinding rate.

The Contractor is responsible for tracking and documenting all time spent actively grinding on-site. Time spent on site preparation, equipment setup, or maintenance shall not be included in the grinding time.

ADDITIONAL INFORMATION SPECIFIC TO THIS RFB

All bids should be signed by the company's representative giving bid.

Contractor will have access to the site from 7:30AM to 3:30PM, Monday through Friday excluding holidays to deliver, setup/remove equipment, and grind.

SPECIAL CONDITIONS

All bidders must inspect the site prior to bidding. Failure to inspect the site shall be grounds for disqualifying the bid.

Subcontracting without the expressed written consent of the City shall not be allowed.

BIDDER RESPONSIBILITIES

Provide proof of liability insurance coverage.

Provide sufficient labor, equipment and materials to grind the collected materials efficiently and in a safe manner without undue interruption to the routine daily activities at the site.

Process leaves that have been collected in paper leaf bags.

Complete grinding of accumulated brush pile by March 1, 2027.

Respond in a reasonable period of time to the request for additional services which shall be interpreted to be (30) calendar days from date of the request, adjusted for weather conditions.

UNIT BID PRICE

Pricing Information:

BIDDER'S QUOTATION	
Mobilization All costs associated with the relocation and setup of equipment at the site.	$_____
Grinding of Accumulated Brush at the Yard Waste Site located at 2900 5th Avenue NW, Waverly, Iowa. Labor, materials and equipment to grind mixed brush and wood materials. *(To be completed by March 1, 2027)*	$_____
Grinding of Additional Brush at the Yard Waste Site located at 2900 5th Avenue NW, Waverly, Iowa. Labor, materials and equipment to grind mixed brush and wood materials.	$_____/hour

In compliance with the above invitation for bids and subject to all listed specifications and general conditions, the undersigned offers and agrees to furnish any or all the item(s) upon which prices are quoted, exclusive of state and federal taxes at the price set opposite each item F.O.B. Waverly. The undersigned affirms that their company has not been a party to any agreement to bid a fixed price.

Company: _____ Phone: (____) _____

Address: _____

_____

Signature: _____

Printed Name & Title: _____

References:

Company: _____ Phone: (____) _____

Contact Name: _____

Company: _____ Phone: (____) _____

Contact Name: _____

Company: _____ Phone: (____) _____

Contact Name: _____

Company: _____ Phone: (____) _____

Contact Name: _____