

CITY OF GRUNDY CENTER

703 F AVE., SUITE 2
GRUNDY CENTER, IOWA 50638
(319) 825-6118
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Public Notice: REQUEST FOR BID

Bids for the collection and disposal of RESIDENTIAL WASTE, COMMERCIAL WASTE, AND RECYCLABLE MATERIAL, for the city of Grundy Center, Iowa will be received by the City Clerk's Office before 4:00 PM on Friday, September 25, 2026, at City Hall, located at 703 F Avenue, Suite 2, Grundy Center, Iowa, and will thereafter be publicly opened and read.

One of the major goals for the City is to decrease tonnage sent to the landfills or transfer stations, to increase recycling and to constrain the increase in costs of all collections.

The City of Grundy Center grants the opportunity to bid to local bidders in competitive bidding situations. Local business is defined as any business that owns or leases a building within the city/county limits of Grundy Center/Grundy County and uses the building for the conduct of actual business operations.

The City of Grundy Center reserves the right to reject any and all bids, and to accept such bid that is advantageous, beneficial or expeditious to the City. No bid may be withdrawn for a period of sixty (60) days after bid opening. Bids may be corrected for clerical or typographical mistakes at the discretion of the City, but not because of a mistake in judgment.

The bid documents and other appropriate papers may be reviewed at City Hall, 703 F Avenue, Ste 2, Grundy Center, Iowa; or the bid documents may be obtained from Dan Bangasser, Public Works Director publicworks@grundycenter.com; Kristy Sawyer, City Clerk cityclerk@grundycenter.com. The bid documents must be returned in a sealed envelope marked "Solid Waste Collection Bid " or via email at cityclerk@grundycenter.com.

INSTRUCTIONS TO BIDDER

1. Sealed Bid will be received by the city of Grundy Center before 4:00 PM on Friday, September 25, 2026, at City Hall, located at 703 F Avenue, Suite 2, Grundy Center, Iowa.
2. The bid must be submitted in a sealed enveloped marked "SOLID WASTE COLLECTION BID" or emailed to cityclerk@grundycenter.com.
3. Bidders must submit the bid for all required services in order to be considered unless otherwise instructed.
4. Any bidder may withdraw his/her bid at any time prior to the scheduled opening time for the bids.
5. Each bid shall be made on the attached Proposal Form, which shall be signed, with the full name of each proprietorship, partnership, or corporation submitting it. The bid of a proprietorship shall be signed by the owner; or partnership by one of the general partners; a corporation by a duly authorized officer thereof stating his/her title. The complete mailing address and telephone number must be stated.
6. Each bidder shall complete and submit the attached Non-Collusion Affidavit.
7. Each bidder shall provide a list of all municipalities under contract in Iowa or three (3) references of municipal contracts for solid waste collections that they have serviced within the last three (3) years. If no such contracts exist, the bidder must provide at least three (3) references for solid waste collections.
8. Each bidder shall, on an attached sheet, provide a description of their Solid Waste and Recyclable collection operations.
9. Each bidder shall, on the attached sheet, provide a list of charges for additional service requested by the City.
10. Each bidder is required to use the Black Hawk County Landfill as their primary landfill and each bidder shall submit a comprehensive list of all transfer stations, and recycling centers to be utilized through the life of the contract and any contingency plans in the event such facilities are closed. All landfills used by haulers must be approved and/or permitted by the applicable federal, state and local authorities.
11. The City may make any investigation of a bidder as it deems necessary to determine the ability of a bidder to perform the work. Bidders shall furnish information regarding their qualifications upon the reasonable request of the City. The City reserves the right to reject any bid if the evidence submitted by, or other investigation of, the bidder fails to satisfy the City that the bidder has the proper qualifications to perform the work in accordance with the Contract Agreement.

12. It is the intent of the City to award the Contract Agreement to the lowest responsible bidder provided the bid has been submitted in accordance with the requirements of the bidding documents. However, the City reserves the right to accept the bid which, in the City's judgment, is in the best interest of and most advantageous to the City. The City reserves the right to waive irregularities, reject any or all bids or to hold bids for up to sixty (60) days and to award the bid in the best interest of the City.
13. **All changes in specifications as herein set forth will be by written addendum only. No oral changes are authorized and all communications shall be acted upon as the sole responsibility of the bidder.** All questions regarding the specifications shall be directed in writing to Dan Bangasser, Public Works Director at City of Grundy Center, 703 F Avenue, Suite 2, Grundy Center, Iowa 50638 or by email at publicworks@grundycenter.com no later than five (5) working days prior to the date of opening of bids.

GENERAL INFORMATION

The solid waste collections service shall conform to all City ordinances regarding solid waste and recyclables and the following specifications or better.

1. **Dwelling Unit** - Defined as any room or group of rooms located within a structure and forming a single habitable unit with facilities which are used, or are intended to be used, for living, sleeping, cooking and eating.
2. **Collection Containers** - The Contractor shall provide a separate container for solid waste and recyclables to each customer.
3. **Collection Vehicles** - Contractor is to furnish the necessary vehicles for the collection of solid waste and recyclables in non-leakable vehicles provided with tops or coverings to guard against spillage, and shall conceal said contents from view; said vehicles to be kept covered or closed at all times except when being loaded or unloaded.
4. **Curb Collection** - The Contractor shall provide solid waste and recyclables collection removal and disposal service to all dwelling units within the corporate limits of the city of Grundy Center. There shall be once a week collection of solid waste and bimonthly collection of recyclables from the curb of the premises. On collection days all refuse containers and items of refuse shall be placed at a designated collection point. The Contractor will not be required to collect refuse from the inside of the buildings.
5. **Definitions** - Whenever the terms "solid waste," or "recyclables" is used in these specifications, it shall be construed as follows:

Solid Waste: All unwanted or discarded materials resulting from commercial, industrial, domestic and normal community activities. Wastes which are solid or semi-solid containing insufficient liquid to be free-flowing are considered solid wastes and include in part the following: garbage, refuse, commercial and industrial wastes, construction and demolition wastes.

Recyclables means the following -

- Newspapers (Clean, dry papers with no plastic wrap.)
- Magazines (Clean, dry magazines, catalogs and brochures with no plastic wrap.)
- Corrugated Cardboard (Clean, dry and broken down 2X4 sizes of corrugated cardboard and brown paper bags, except stained pizza boxes, waxed cardboard or food contaminated cardboard.)
- Mixed Paper (Home, school and office paper, junk mail, color paper, file folders, paperback books, cereal boxes and pop cases are accepted with no plastic wrap.)
- Aluminum cans
- Tin cans
- Plastics

- Other items as deemed by the City Council.

Large Household Items means those items other than normal household trash including, but not limited to: appliances, furniture, and any other items which cannot be safely and conveniently loaded into a solid waste transportation vehicle. Specifically excluded are concrete and bricks, vehicle parts, tires, abandoned cars and car parts, and construction materials.

6. **Annual Large Item Pick-Up** - shall be defined as large household items as defined above and any other items that can be disposed of at landfills, not including hazardous waste and appliances. The City will schedule this annual event with the Contractor a minimum of thirty (30) days in advance. The Contractor will be required to provide all labor and equipment necessary to perform this large item cleanup in all residential areas. The City agrees to reimburse the Contractor tipping fees charged by Black Hawk County Landfill.
7. **Holiday Schedule** - No collections shall be required on the six annual legal holidays. Each pick-up day of the holiday week after the holiday will be serviced one day late. The Contractor shall provide to the City a list of the Contractor's recognized holidays.
8. **Collection Routes** - The Contractor shall further establish routes for the collection of solid waste and recyclables. The collection routes shall be established within the municipal street system. The Contractor's collection schedule and collection routes shall be approved by the City of Grundy Center Public Works Director and filed with the City Clerk's Office prior to any curb collections being allowed.
9. **Municipality Owned Facilities** - The Contractor will be required to provide a dumpster and perform weekly garbage pickups at City Hall/Community Center, City Maintenance Shop, City Sports Complex, Park/Aquatic Center, Wastewater Facility, Fire Department and refuse containers along Main Street at no additional cost to the City. These collections will be considered incidental to the contract. Any new facilities constructed or purchased during the duration of the contract shall be provided the same service at a mutually agreeable price.
10. **Collection Times** - No collection shall be made before 7:00 AM. or after 5:00 PM, except by express authorization of the Grundy Center Public Works Director. No collections shall be made from any types of premises on Sundays. Saturdays will only be allowed for missed pick-ups and holiday weeks as described above.
11. **Cleanliness** - In the collection of solid waste and recyclables, the Contractor and its employees shall not place the same upon or suffer the same to be placed, or scattered upon any public place, or private street, alley, or drive, and agrees to replace any receptacle by it or its employees and upon collection leave the premises in a neat and clean condition. Contractor will not be allowed to transfer solid waste or recyclables, from truck to truck in residential areas except where small pick-up trucks utilized in certain areas of the City and need to dispose their loads into a larger vehicle. In addition,

the Contractor will not be allowed to store containers of any kind in common areas or in the City right-of-way. If an unsightly or unsanitary condition results from an action of the Contractor, the Contractor shall respond within four (4) hours of receipt to the satisfaction of the City.

12. **Customer Service Standards** - All complaints received by the Contractor or the City before 3:00 PM shall be resolved by 5:00 PM. on the day the complaint was received. All complaints received after 3:00 PM shall be resolved by 12:00 PM the next day. The City shall maintain a daily log of all complaints received and time that complaint was resolved. Upon request, the City shall provide complaint report to the Contractor.
13. **Insurance** - The Contractor shall provide a certificate of insurance which shall indemnify and hold harmless the City from any liability, claim, damage, or cause of action which may be sustained by or asserted against the City, directly or indirectly, or in any manner arising out of the performance or failure of performance on the part of the Contractor, and shall cover each vehicle used in the work covered by this agreement. The amount of such liability insurance shall not be less than \$1,000,000 single limit coverage. In addition, the Contractor shall carry Worker's Compensation Insurance in such amount as is prescribed by the statutes of the State of Iowa. The insurance shall be maintained in force during the term of this contract. Said insurance shall be carried in a firm or corporation satisfactory to the City and duly licensed or permitted to carry on such business in the State of Iowa. Such insurance policy or policies shall be filed with the City together with the certificate of the insurer that the policy or policies are in full force and effect and that same will not be altered, amended, or terminated without sixty (60) days prior written notice having been given to the City. All certificates of insurance shall specifically list the City of Grundy Center as an additional insured with respect to the policies related to the specifications and the Contract Agreement.
14. **Laws** - The Contractor will be required to obtain all licenses and permits and comply with all ordinances as provided in Municipality Code of Ordinances to the extent that they are not inconsistent with the provisions of the Contract and specifications. The Contractor shall at all times comply with all ordinances and regulations of Grundy County and any rules and regulations issued by the State of Iowa.
15. **Volume Report** - On the last working day of each month, the Contractor will submit a trash/recycling volume report and a monthly invoice including all weight tickets to the City Clerk's Office. In addition, the Contractor shall make recommendations as to how they can increase the tonnage of recyclable material. No payment shall be sent to the Contractor where the City pays the bill unless the volume is current.

16. **Sanitation Contract** - will consist of fees for solid waste collection services for commercial and residential customers:

	1x per week	2-5x per week	1x per month	2x per month
# Commercial Dumpsters	38	11	15	31
# Commercial Cardboard Only Pickups	12		5	6
# of Residential Pickups	1250			
Average Commercial Tonage per month	72 tons			
Average Residential Tonage per month	68 tons			
Average Recycling Tonage per month	11 tons			
Average Number Residential Dumpster Deliveries	12 each			

17. **Recycling Contract** - will consist of fees for bimonthly residential curbside collection of recyclable material for 1250 residential customers.
18. **Hauling Contract** - will consist of all trucking costs (\$/ton) to transport to Black Hawk County Landfill for solid waste and recycling waste to an approved recycling center.
19. **Residential Dumpsters** - will consist of all costs to deliver a dumpster per delivery and costs to empty dumpsters per dump as needed.

REQUIRED SERVICES TO BE PROVIDED

The Contractor shall have the responsibility to collect, haul and dispose of all household trash and recyclables between 7:00 AM and 5:00 PM. These items will be collected in properly identified trucks. All these services, vehicles, equipment, and collected materials, as described below, are to comply with Iowa Solid Waste Law and local City and County regulations.

- a) Trash to be picked up once a week from the curb line from residential dwelling units as specified in the bid document.
- b) Recyclables are to be picked up twice a month from the curb line as specified in the bid document.
- c) There will be no scavenging by the contractor or his authorized personnel.
- d) The Contractor will provide solid waste services to all City owned facilities at no additional cost. These collections will be considered incidental to the contract.

PENALTIES AND FINES

- a) The Contractor shall pay as liquidated damages in the amount of One Thousand Dollars (\$1,000.00) per day for failure to comply with the provisions of the contract for service.
- b) If the Contractor fails to service the city on a timely basis, the Contractor shall forfeit payment for services not performed unless remedied to the satisfaction of the City or caused by an act of God.
- c) Contractor shall defend, indemnify and hold harmless the City and its employees from and against any and all costs arising in any way as a result of the performance or failure to perform on the part of Contractor, or any approved subcontractor, under this contract.
- d) The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a subcontractor for the Contractor without the prior written consent of the City.
- e) Should Contractor miss the collection of any of the services from a customer and fail to resolve the complaint on the same day as reported, then a credit of Twenty-five Dollars (\$25.00) per missed service shall be credited on the next bill.
- f) In the event of an emergency or failure by the Contractor to be able to adequately perform waste collection services, the Contractor shall immediately contact the Public Works Director. If a live voice-to-voice conversation is not possible, the Contractor shall contact the City Clerk. The Contractor shall follow the instructions of the City to insure the public health, safety and welfare of the Municipality.

PRICE QUOTATION FOR REQUIRED SERVICES

Collection of Trash, Recycling

Cost of Services per Dwelling Unit/Per Month

	Annual Residential Solid Waste Contract	Annual Residential Recycling Contract	Landfill Fees \$/ton	Residential Dumpster Delivery/Empty
First Year				
Second Year				
Third Year				

	Commercial Dumpster Contract Cost per tip
2-yard Dumpster	
4-yard Dumpster	
6-yard Dumpster	

PRICE QUOTATION FOR OPTIONAL SERVICES

Cost of Services per Dwelling Unit/Per

1. Special Pick-up of Large Household Items \$ _____

Name of Bidder: _____
Mailing Address: _____
Telephone Number: _____
Fax Number: _____
E-Mail Address: _____

Signature

Corporate Seal

Attest to Seal

Title

Subscribed and sworn to before me this ____ day _____, 202__.

Notary Public

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn, deposes and says that he is
_____ * (sole owner, partner, president, secretary, etc.) of
_____ ☐ the party making the foregoing bid; that such bid is not made in
the interest of or on behalf of any undisclosed person, partnership, company, association,
organization or corporation; that such bid is genuine and not collusive or sham; that said bidder
had not directly or indirectly induced or solicited any other bidder to put in a false or sham bid,
and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or any
one else to put in a directly or indirectly, sought by agreement, communication or conference with
any one to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit or
cost element of awarding the contract or any one interested in the proposed contract; that all
statements submitted in his bid price or any breakdown thereof, or the contents thereof, or divulged
information or data relative thereto, or paid and will not pay any fee in connection therewith to any
corporation, partnership, company, association, organization, bid depository, or to any member or
agent thereof, or to any other individual except to such person or persons as have a partnership or
other financial interest with said bidder in his general business.

SIGNED:

Signature

Title

Subscribed and sworn to before me this ____ day of _____ 202

Seal of Notary

Notary Public