



COUNCIL MEMBERS
EMILY HUDACHEK
CATHY KNEBEL
MICHELLE RUMMELHART
GUY SOMMERS
TERESA VOLK

201 N 1ST STREET
P.O. BOX 345
HILLS, IOWA 52235-0345
PHONE 319-679-3197
WWW.HILLS-IA.ORG

MAYOR
TIM KEMP
CITY ADMINISTRATOR
ADRIANE SEDLACEK
DEPUTY CITY CLERK
TAMARA FREMBGEN KESNER

Request for Proposals

Residential Solid Waste and Recycling Collection Services

The City of Hills, Iowa is seeking proposals from qualified firms (“the contractor”) to provide curbside collection of solid waste and recyclables for residential dwellings. The current customer base is approximately 345 units for both solid waste collection and recycling collection.

The City of Hills, Iowa would like wheeled waterproof plastic solid waste and recycling carts suitable for automated pickup. The City prefers to enter a five-year contract but we are open to other options. **Proposed contract start date would be July 1, 2025**

The City requires the Contractor to provide wheeled carts for our residents. The City will handle billing residents for collection services under the proposed contract and remit payment monthly to the Contractor after our first council meeting of each month.

All solid waste must be hauled and disposed of at an approved landfill or recycling center at which solid waste and recycling materials are disposed or an alternative method according to local, state, and federal laws.



Scope of Services / Required Contract Provisions

Residential Solid Waste and Recycling:

- Solid waste and recycling will be picked up by the Contractor weekly and on the same day in provided containers.
- The Contractor will be responsible for providing all new or replacement carts needed over the life of the contract for both solid waste and recycling.
- The contractor should provide 2 different size options of solid waste and recycling containers.

Residential Solid Waste Container Options:

- 35- gallon container collected weekly
- 65-gallon container collected weekly

Residential Recycling Container Options:

- 65-gallon container collected weekly
- 95-gallon container collected weekly

City Properties:

- Contractor will collect solid waste and recycling from public parks, city owned facilities and the Hills community building at no additional charge.
 - City Office (201 N First St) – trash and recycling cart
 - Fire Station (90 N First St) – recycling cart
 - Hills Community Center (110 Main St)- dumpster and recycling cart
 - Hills City Park (291 Main St)- dumpster

Residential Garbage Tags and Yard Waste Bags:

- Contractor shall provide garbage tags to the City at an upon agreed price for extra trash bags or bulky items that residents would like to get rid of on pick up day.
- Contractor shall provide yard waste bags to the City at an upon agreed price for any resident who has yard waste collection that needs to be picked up.



Bi-annual Cleanup Events:

- Contractor shall provide two days a year for city wide clean up located at our city park and the City shall coordinate the days with the Contractor. One clean up day in the spring and one clean up day in the fall. Solid waste will be hauled by the Contractor to the designated dump site. Contractor and City will come to an agreed upon price for clean up days.

Routes/Days:

- The City currently has solid waste and recycling collection on Wednesdays between 7AM and 4PM. The Contractor should list any changes to this schedule. The City requests that solid waste and recycling be picked up on the same day between the hours of 7AM-4PM, Monday-Friday. If a change is needed to the weekly pick-up, the Contractor must notify the City as soon as possible. The Contractor must agree on a day with the City for yard waste collection.

Office Response:

- Contractor shall have staff accessible by phone during regular business hours and respond to public inquires within 24 hours.

Equipment:

- Contractor shall furnish all necessary labor, tools, and equipment needed for the proper operation of the collection and disposal of service. The equipment shall be in good operating condition at all times, shall be leak proof, and shall be cleaned and disinfected at least once per week. Contractor shall have enough working equipment on hand, that if something breaks down, collection services will not be disrupted.

Insurance:

- Contractor agrees to hold the City, its officers, and employees free and harmless from any loss, damage, or liability resulting from operations under this contract. The Contractor shall carry a policy of liability insurance providing coverage for acts or omissions arising out of the performance of Contractor's duties pursuant to the contract. The policy shall be in the aggregate amount of \$500,000 and shall name the City as an additional insured on the policy.



Permits and Licenses:

- Contractor is to obtain, at their own expense, all permits and licenses required by law or ordinances and maintain the same in full force and effect.

Billing and Updating Number of Units:

- The City and the Contractor agree to work together cooperatively in keeping up-to-date and accurate number of dwelling units covered by this contract as units are added or removed from service.

Process for Consideration

All interested bidders should submit a proposal using the forms provided. Proposals are due no later than **12:00 PM on Friday, January 31st, 2025.**

Proposals can be dropped off at our office between the hours of 9AM-4PM or mailed to us.

ATTN: Adriane Sedlacek, City Administrator
City of Hills
PO Box 345
201 N. First St
Hills, IA 52235

Mayor and staff will review all proposals. We expect to recommend a Contractor to the City Council for consideration at our **February 10, 2025** meeting. Contractor awarded and City will work together to finalize a contract to begin July 1, 2025. The negotiated contract will be brought to City Council for consideration at our **March 10, 2025** meeting. All remitter's will be notified in writing regarding results of the selection process.

The City of Hills reserves the right to reject any proposal. The City may choose any proposal if judged in the best interest of the City. If a proposal does not satisfy the minimum requirements as set forth in the RFP, the proposal will be disqualified from further consideration at the discretion of the City.



COMPANY QUALIFICATIONS, EXPERIENCE AND SUITABILITY

Company Name & Address:

Authorized Representative / Title:

Authorized Representative Phone & Email:

Parent Company (if any):

Please describe your company's experience and qualifications relevant to meeting the requirements of this proposed contract. Specifically, regarding automated solid waste and recycling collection:

Please indicate measures your company would take to ensure a smooth transition to the new collection system beginning July 1, 2025:



Please list any compliance issues that your firm has had in the last 5 years (DNR or DOT):

Additional Attachment Requests:

- Please attach a list of equipment to be utilized in the collection process, including at minimum the make, model, year, and overall capacity of each piece of equipment.
- Please attach 3 references of 3 current or past major client references, preferably city clients. Please provide city's name, contact, phone and email.

Please indicate your acknowledgement and agreement to the following:

_____ **The start date of the proposed contract is July 1, 2025, and I hereby warranty my company's capability of providing agreed-upon services by that date, as will be detailed in a written contract should my proposal be accepted.**

_____ **My company will strive for strict compliance with all applicable ordinances, laws, and administrative regulations during the contract term should this proposal be accepted.**

Submitted this _____ day of _____, 2025.

Authorized Representative Signature:



PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION

Scenario 1: **5-Year Contract**- Contractor provides solid waste and recycling carts

Company Name:

Solid Waste, collected weekly: Monthly Per-Cart Price

- 35-gallon container Cost: _____
- 65-gallon container Cost: _____

Recycling, collected weekly: Monthly Per-Cart Price

- 65-gallon container Cost: _____
- 95-gallon container Cost: _____

City Properties: Monthly Price (Inclusive)

Cost: _____

- Collection of solid waste and/or recycling at city-owned properties

Any proposed changes to city property collections:

Residential garbage tags and yard bags collection arrangements and proposed pricing per tag and bag:



Spring and fall clean up event arrangements and proposed pricing:

Submitted this _____ day of _____, 2025.

Authorized Representative Signature:



Scenario 2: _____ **-Year Contract** - Contractor provides solid waste and recycling carts

Company Name:

Solid Waste, collected weekly: Monthly Per-Cart Price

- 35-gallon container Cost: _____
- 65-gallon container Cost: _____

Recycling, collected weekly: Monthly Per-Cart Price

- 65-gallon container Cost: _____
- 95-gallon container Cost: _____

City Properties: Monthly Price (Inclusive)

Cost: _____

- Collection of solid waste and/or recycling at city-owned properties

Any proposed changes to city property collections:

Residential garbage tags and yard bags collection arrangements and proposed pricing per tag and bag:



Spring and fall clean up event arrangements and proposed pricing:

Submitted this _____ day of _____, 2025.

Authorized Representative Signature:
