

Date: June 4, 2021

Request for Proposal: #22-28, Solid Waste, Recycling, Compost, and Oil Pick-Up and Disposal Services for the Downtown Iowa City and Northside Markeplace

Notice to proposers: Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below.

Due to public health concerns surrounding COVID-19, proposals may be mailed or submitted electronically by email. Either way the proposal is submitted, proposal must be complete with all the supporting documentation and follow the order outlined in Section One – Proposal Requirements Checklist.

If the proposal is mailed, address the proposal to:

Attention: City Clerk's Office
City of Iowa City
410 E. Washington St, Room 140
Iowa City IA 52240-1826

Vendors must submit three (3) printed copies of the proposal. Proposals shall be sealed and clearly marked on the outside of your mailing envelope or container **“Solid Waste, Recycling, Compost, and Oil Pick-Up and Disposal Services for the Downtown Iowa City and Northside Markeplace, RFP #22-28.”** Proposals must be received by the City Clerk's office **before 2:30 p.m. (local time) on June 22, 2021.**

If the proposal is emailed: Proposals must be received at BuyerII@Iowa-City.org **before 2:30 p.m. (local time) on June 22, 2021.** Vendors must email one (1) copy of the proposal. Proposals must have **“RFP #22-28” in the subject line of the e-mail.**

Faxed proposals will not be accepted. All times and dates are Central Standard Time.

Questions: All questions regarding this Request for Proposal will be accepted until **June 14, 2021, noon (local time)** by e-mailing the following City representative. All questions must be in emailed in order to receive a response.

Purchasing
Christine Weinard, Buyer II
BuyerII@Iowa-City.org
(319) 356-5079

No Contact Policy: After the date and time established for receipt of proposals by the City, any contact initiated by the proposer or by a City representative, other than the Procurement Representative listed above concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.



A Pre-Submission Conference will be held via electronic media on June 9, 2021 at 11:00 a.m. Central Time. The Pre-Submission conference is not mandatory; the City of Iowa City strongly recommends that all interested vendors be in attendance. The Pre-Submission Conference will provide each vendor with an opportunity to discuss the City’s requirements, to discuss the specifications related to the project, and to ask questions that pertain to this Request for Proposal.

If you wish to participate in this Pre-Submission Conference, please contact Christine Weinard prior to 9:00 a.m. on June 9, 2021 at BuyerII@Iowa-City.org with “**Presubmission Conference**” in the subject line and provide contact information.

Proposals are due no later than: 2:30 p.m. (local time) June 22, 2021. Proposers shall submit three (3) printed copies of their proposal or e-mail proposals as stated above.

The City is not responsible for delays occasioned by any means of delivery employed by the proposer. The City is not responsible for, and will not open, any proposals received later than the date and time stated above.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, internet outages, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any proposal responses which are received later than the date and time stated above.

Bonds and insurance: Insurance is required, as specified in Section Three, Item A. No proposal security or performance bond is required.

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Section One – Proposal Requirements Checklist

Review the following checklist to make sure the contents listed below are included in all three (3) printed hard copies or the e-mailed copy of the proposal submission. The City reserves the right to reject proposals that are considered incomplete and do not contain the items listed below in the order listed.

_____ **Item A - Proposal Summary**

A letter, on the proposer's letterhead stationery, summarizing the submitted proposal. The letter must be signed by an officer of the proposer or a designated agent empowered to bind the firm in the proposal.

_____ **Item B - Resume of the Company**

Background information on your firm, including, but not limited to, the official name of your company, the age of the business, the number of employees, staff experience of person(s) responsible for overseeing this project, list of equipment (including trucks and dumpsters) that will be available to perform these services and other data that will allow the City of Iowa City to determine the capability of your firm to meet all requirements of this document.

_____ **Item C – Completed Work Plan (Section Four)**

Provide a detailed work plan as referenced in Section Four.

_____ **Item D – References (Section Five)**

A minimum of three (3) references from past and/or present clients for contracts similar in scope to this contract. Include the company or agency's name and address, the name, title, and phone number of each reference, and the term of the contract on the form. **References from other City of Iowa City employees will not be accepted.** *(Must use the form provided in Section Five).*

_____ **Item E – Pricing Page (Section Six)**

Pricing for all options listed (email BuyerII@Iowa-City.org to receive spreadsheet) *(Must use the form or spreadsheet provided in Section Six).*

_____ **Item F – Company Information (Section Seven)**

Complete the form referenced in Section Seven. *(Must complete and submit the form provided in Section Seven).*

Note: The vendor's proposal must include the items listed above and must be sealed at submission time. Failure on the vendor's part to submit a completed and sealed proposal may be cause for rejection of the vendor's proposal.

Section Two – Specific Conditions and Instructions to this Proposal

A. Scope of Work:

In cooperation with the Iowa City Downtown District and properties located in Downtown Iowa City and the Northside Marketplace, the City of Iowa City is seeking the services of a qualified vendor(s) to provide management, supervision, labor, equipment, containers as well as the collection and transportation of solid waste, commingled recycling, used cooking oil and composting materials (food scraps) from the alleys located in Downtown Iowa City and the Northside Marketplace (collectively referred to as “service area”). Restructuring this process began in 2017 with the goal to consolidate the number of trash receptacles, streamline the billing and communication process, provide a cleaner environment in Iowa City alleys and enhance the services provided in the hopes of increasing recycling and composting opportunities, resulting in a decrease in landfilled materials. The program was successful in reducing the total number of containers in the downtown alleys and increasing the recycling opportunities for the end user.

For the purposes of this Request for Proposal, Downtown will be the area defined by Gilbert Street to the east, Iowa Avenue to the north, Clinton Street to the west and Burlington Street to the south. The Northside will be defined by Gilbert Street to the east, Bloomington Street to the north, Dubuque Street to the west and Jefferson Street to the south. Currently the City of Iowa City issues permits to a business that allows the business to place containers in the Downtown Alleys. In this area, currently there are fifty-nine (59) containers for the combination of solid waste, recycling, composting and used cooking oil. All the refuse and recycling containers currently used in the service area are 2-yard containers. The City **does not** currently issue permits for containers in the private alleys within the service area or in any areas outside of the service area, despite the use of containers for solid waste, recycling and used cooking oil in these locations.

Upon completion of an evaluation process, the selected vendor(s) will enter into individual contracts with customers in the designated areas.

The vendor will need to comply with the City of Iowa City Permit System for Solid Waste Containers in the Downtown Alleys (“Policy”) (Attachment One) and the Administrative Rules (Attachment Two), which are attached and incorporated herein.

B. Term:

The permit shall be for a period of three (3) years beginning on September 1, 2021. The City may elect to issue a second permit for one (1) additional three (3) year term. Extension after the initial term is at the discretion of the City.

C. Proposal Requirements:

1. Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a proposal. The submission of a proposal implies proposer’s acceptance of the terms and conditions herein, unless otherwise stated. If any proposer is in doubt as to the intent or meaning of any part of this Request for Proposal, the proposer should email the Purchasing Representative listed on page one (1) of the document prior to the deadline for questions.

2. The format of the Vendor's proposal must be organized in the order of the Proposal Requirements Checklist and be consistent with the format of the specifications listed.
3. The proposer is responsible for all costs related to the preparation of the submitted proposal.
4. Any costs associated with solid waste, commingled recycling, compost and used cooking oil pick-up and disposal services not specifically set forth in this proposal will be the responsibility of the proposer and will be deemed included in the fees and charges proposed herein. No additional costs, including fuel charges, will be charged to the contracted customer(s). The proposer's failure to include all required costs to perform the services will be the sole responsibility of the proposer.
5. The proposer is responsible for all costs related to the preparation of this proposal. The City of Iowa City reserves the right for a presentation of the proposed services from the proposer; this request shall be at no cost to the City.
6. Responses may be rejected if the proposer fails to perform any of the following:
 - a. To adhere to one or more of the provisions established in this Request for Proposal
 - b. To demonstrate competence, experience, and ability to provide the commodities and services described in this Request for Proposal
 - c. To submit a response on or before the deadline and complete all required forms
 - d. To fulfill a request for an oral presentation and/or on-site demonstration
 - e. To respond to a written request for clarification or additional information
7. Proposers may be required to submit financial statements subsequent to the opening of proposals together with such information as may be required to determine that a contemplated awardee is fully qualified to receive the award.
8. Proposals shall be valid for ninety (90) days from the proposal due date.

D. Demonstration or Oral Presentation:

Vendors who submit a proposal in response to this RFP may be required to give a demonstration and oral presentation of the proposed services at no cost to the City. This will provide an opportunity for the vendor to clarify and elaborate on their proposal, and the City to ask questions. This is a fact-finding and explanatory session only and will not include negotiations. The City will schedule the manner and time of these presentations. Demonstrations and oral presentations are at the option of the City of Iowa City, and may or may not be conducted.

E. Customer Contract Negotiations:

The City of Iowa City reserves the right to negotiate specifications and terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposal. The City of Iowa City may require the Request for Proposal and the vendor's submitted proposal be made an integral part of the resulting customer contract. This implies that all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations will be held by the City of Iowa City as contractually binding on the successful vendor.

F. Evaluation Process:

An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the proposer to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the proposer. The evaluation process shall be based on a 100-point scale. The proposal that accrues the highest point total shall be recommended for award subject to the best interests of the City of Iowa City and the Iowa City Downtown District. It is required that the proposal receive a minimum of eighty (80) points in order to be considered for this award. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds the City's requirements. The following table lists the maximum points associated with each category.

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements and terms and conditions, pricing, installation schedule, and overall responsiveness to the Request for Proposal.

“The Vendor’s submission of a proposal implies vendor acceptance of the evaluation technique and vendor recognition that some subjective judgments shall be made by the City of Iowa City during assignment of points.”

<u>Points Category</u>	<u>Assigned Points</u>
Approach to providing service and completed work plan	35
Price	30
Ability to provide services required and references	<u>35</u>
Total	100

G. Award:

1. The selected vendor shall provide all necessary labor, equipment, and materials for performing services described herein. Said labor, equipment and materials shall be considered an integral part of the service herein, for which no additional compensation will be paid by the City or demanded by the selected vendor.
2. The vendor's proposal must be complete to be considered for award.
3. The City reserves the right to qualify, accept, or reject any or all vendors as deemed in the best interest of the City. The City of Iowa City reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposals when in the best interest of the City. The City of Iowa City reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the Request for Proposal.
4. The intent is to make a decision within sixty (60) working days of the proposal due date.

5. Award, if made, will be in accordance with the terms and conditions herein and including the Policy and Administrative Rules.
6. Consideration will be given to, but not limited to, approach to providing service, company experience, references, pricing, and the ability to provide services required.
7. The City is in no way restricted from granting a permit to other vendors who will provide solid waste and recycling pick up and disposal services
8. The selected vendor(s) is not, and shall not be deemed to be, an agent or employee of the City of Iowa City, Iowa, but at all times is deemed to be an independent contractor.
9. Once the vendor(s) has been selected, permit(s) will be issued to the vendor(s).
10. The selected vendor(s) will enter into individual contracts with customers in the designated areas.

Section Three – General Conditions and Instructions to Proposers

The general rules and conditions which follow apply to all proposals issued by the City unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

Request for Proposal (RFP): is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a **Request for Proposal** and is thus a solicitation for responses. Conversely, this Request for Proposal is **not** a bid and is not governed by state or federal bidding requirements.

“Proposal date” as reference herein shall mean the local date and time specified in the proposal documents.

A. **Insurance Requirements:** The insurance requirements are set forth in the Policy and Administrative Rules.

B. **General Provisions:**

1. **Professional Workmanship:** Professional workmanship shall meet or exceed existing industry standards.
2. **Occupational Safety and Health Administration Requirements:** All commodities and/or services shall satisfactorily comply with applicable Occupational Safety and Health Administration regulations in effect at the time commodities are shipped and/or the service is performed. Safety Data Sheets are required in accordance with applicable regulations.
3. **Anti-Discrimination:** Vendor shall not discriminate against any person in employment or public accommodation because of race, religion, color, creed, gender identity, sex, national origin, sexual orientation, mental or physical disability, marital status or age. "Employment" shall include but not be limited to hiring, accepting, registering, classifying, promoting, or referring to employment. "Public accommodation" shall include but not be limited to providing goods, services, facilities, privileges and advantages to the public.
4. **Choice of Law and Forum:** The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this permit, without regard to the conflict of law provisions of Iowa law. Any and all litigation commenced in connection with this permit shall be brought and maintained solely in Johnson County District Court for the State of Iowa, Iowa City, Iowa, or in the United States District Court for the Southern District of Iowa, Davenport Division, Davenport, Iowa, wherever jurisdiction is appropriate. This provision shall not be construed as waiving any immunity to suit or liability in State or Federal court, which may be available to the City.
5. **Trade Secrets or Propriety Information:** The City will endeavor to advise the Vendor of any request for material under the Iowa Open Records Act (Iowa Code Chapter 22) that the Vendor has marked “Trade Secret”, “Confidential” or “Proprietary” by giving the Vendor five (5) calendar days’ notice of such request prior to release of the material so marked to enable the Vendor to seek a court order to protect such materials from disclosure. The City’s sole

responsibility is to notify the proposer of the request for disclosure, and the City of Iowa City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, or negligence on the part of the City of Iowa City or its officers, employees, consultants, or subconsultants.

6. **City Officers and Employees not to benefit:** Vendor acknowledges that Section 362.5 of the Iowa Code prohibits a City officer or employee from having an interest in a contract with the City, and certifies that no employee or officer of the City, which includes members of the City Council and City boards and commissions, has an interest, either direct or indirect, in this permit, that does not fall within the exceptions to said statutory provision enumerated in Section 362.5.

Section Four -- Work Plan

The City of Iowa City is looking for creative solutions to address the needs of the vast and unique customers within the service areas. As we anticipate the proposing vendors will be the experts in the field of providing pick-up and disposal services. The proposals must include detailed service plans and pricing scenarios that can accommodate the varying needs of the customers that they will serve.

The Proposer's submittal must include the following:

- Pricing per customer for daily removal of solid waste and commingled recyclables in all alleys within the service area.
- Pricing per customer and frequency of removal of used cooking oil in all alleys where adjacent properties utilize cooking oil.
- Pricing per customer and frequency of removal, for daily removal of composting materials from all alleys in designated areas.
- List of materials to be recycled.
- Detailed explanation of how solid waste, recyclables, compostable materials and used cooking oil will be collected, handled and where they will be delivered to for processing.
- Detailed explanation of how contaminated recycling containers will be addressed including outreach, education, additional fees, and strategies to prevent future issues.
- Plan for continued evaluation of hauling program in order to increase efficiencies and minimize costs.
- Outline of process to provide additional containers or increased service frequency in order to accommodate special events and days when high volumes are anticipated, including amount of notice required (e.g., University of Iowa home football games, downtown festivals, etc.).
- Description of customer service operations and ability to have customer service staff available via phone calls, e-mails, etc. between the hours of 7:00 a.m. – 5:00 p.m., Monday through Friday.
- Process for pick-up, handling and disposal of bulky waste including additional fees and collection timeline
- Provide an example of the customer agreement.

The possible customers for the selected vendor(s) have a wide range of uses, ranging from residential units, office operations, restaurant operations and retail services. Some areas have special circumstances that apply including the size of container required, number of pick-ups per week, locations of pick-ups, etc. These must all be accounted for in the submitted proposal and pricing plan.

Section Five – References

The Proposer must provide a minimum of three (3) references from past and present clients for contracts similar in scope to this permit, including the company or agency’s name and address, the name, title, phone number and email address of each reference. The City reserves the right to contact each reference to assist with the evaluation of this Request for Proposal. **Complete and include this form with your company’s submitted proposal.**

The City of Iowa City will not be accepted as a reference.

- 1.) Company Name: _____
Company Address: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____
Email Address: _____

- 2.) Company Name: _____
Company Address: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____
Email Address: _____

- 3.) Company Name: _____
Company Address: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____
Email Address: _____

Note: Additional references may be included with the submitted proposal.

Section Six – Pricing

The term of the permit is a period of three (3) years beginning on September 1, 2021. Since the award of this Request for Proposal is based in part on pricing, no changes to pricing will be allowed during the three (3) year term of the permit without written consent from the City Manager’s office or designee. The City may elect to extend this term for one (1) additional three (3) year term upon mutual agreement between the City and the Vendor.

Please complete and include the following three (3) tables with the proposal. Information should be typed or legibly printed. (An Excel Spreadsheet can be provided upon request by emailing BuyerII@Iowa-City.org with **RFP22-28 Spreadsheet Request** in the subject line of the email).

Pricing Tables include various sizes of containers with a variety of pick-up options:

Table 1: Price for Services to Retail/Office Customers

Table 2: Price for Service to Residential Customers

Table 3: Price for Services to Restaurant/Bar Customers

Prices to Retail/Office Customers					
Pickups per week	Container Size	Trash	Recycle	Compost	Bulky Items
1X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
2X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
3X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
4X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
5X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
6X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				

Prices to Residential Customers					
Pickups per week	Container Size	Trash	Recycle	Compost	Bulky Items
1X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
2X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
3X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
4X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
5X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				
6X/ Week	1 Yd.				
	1.5 Yd.				
	2 Yd.				
	4 Yd.				
	95 Gal.				

Prices to Restaurant/Bar Customers						
Pickups per week	Container Size	Trash	Recycle	Cooking Oil	Compost	Bulky Items
1X/ Week	1 Yd.					
	1.5 Yd.					
	2 Yd.					
	4 Yd.					
	95 Gal.					
2X/ Week	1 Yd.					
	1.5 Yd.					
	2 Yd.					
	4 Yd.					
	95 Gal.					
3X/ Week	1 Yd.					
	1.5 Yd.					
	2 Yd.					
	4 Yd.					
	95 Gal.					
4X/ Week	1 Yd.					
	1.5 Yd.					
	2 Yd.					
	4 Yd.					
	95 Gal.					
5X/ Week	1 Yd.					
	1.5 Yd.					
	2 Yd.					
	4 Yd.					
	95 Gal.					
6X/ Week	1 Yd.					
	1.5 Yd.					
	2 Yd.					
	4 Yd.					
	95 Gal.					

Section Seven – Company Information

Please provide the following information regarding the designated person(s) who can be contacted with questions during the period of evaluation:

Name: _____

Phone Number: _____

E-mail Address: _____

The undersigned proposer agrees to supply the goods and services, in accordance with the attached specifications, terms, and conditions.

The undersigned proposer, having examined and determined the scope of this Request for Proposal, hereby proposes to provide the required labor, travel, services and equipment and to perform the work as described in the proposal documents and to do all work at the prices set forth within.

The undersigned proposer states that this proposal is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor’s proposal and the proposal prepared by the City of Iowa City, the City’s Request for Proposal document shall prevail.

The undersigned proposer certifies that this proposal is made in good faith and without collusion or connection with any other person or persons proposing on the project.

Authorized Signature:

No ink stamps will be accepted. The information below must be typed or legibly handwritten.

Name of Firm: _____

Authorized Representative: _____

Signature of Representative: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Date Signed: _____

Addenda Form

The undersigned hereby acknowledges receipt of the following applicable addenda:

Addenda Number

Date

Signature of Representative: _____