



2025 REQUEST FOR PROPOSAL COLLECTION OF RESIDENTIAL SOLID WASTE AND RECYCLABLES

I. INTRODUCTION

The City of Hinton is seeking proposals from qualified firms to provide solid waste and recyclable collection services for single-family houses, condominiums, duplexes, tri-plexes, four-plexes, and townhouses. Approximately 400 households will be served. The City expects to initiate the new solid waste and recycling services contract on January 1, 2026. The initial contract will be for three years, with the city's option to renew it for three additional years.

In soliciting bids, the city seeks bids from waste haulers that can offer the following to City residents:

- Provide **weekly** collection and disposal of solid waste (60-gallon carts) and **bi-weekly** collection and disposal of single-stream recyclables (90-gallon carts) at each residential unit with a second cart for recycling if requested by the resident.

In addition to waste and recyclable collection services for single-family houses, condominiums, duplexes, and townhouses, the Contractor must provide service to City operated locations and parks, including City Hall, Public Safety Building, Public Works Department, and Golf Course, and other identified areas at no cost to the City. Some of these locations will require dumpsters while others will require regular collection carts.

The City of Hinton utilizes the Plymouth County Landfill at 34898 150th St. LeMars, IA 51031 for solid waste. Recyclable materials must be disposed of via a Materials Recovery Facility, which processes single-sort recycling materials.

All services must comply with local, county, state, and federal ordinances, laws, and regulations. Proposals that provide lidded containers of multiple sizes will be given preference, but other proposals may be considered.

Interested bidders are to submit proposed Solid Waste and Recycling collection and disposal fees per dwelling unit. Proposals shall be based on the current dwelling unit count of 400.

Responses to this RFP must be received by the City of Hinton according to the Proposal Submission Requirements set forth in Section III below.

II. SCOPE OF WORK

Following is the scope of services to be provided by the contractor:

- The contractor shall be required to provide labor and equipment needed to collect solid waste and recyclable materials from the curbside or housing unit on weekdays between the hours of 7:00 A.M. and 7:00 P.M. of collection day. No collection shall be performed before the 7:00 A.M. hour. Collection shall not be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Collections normally occurring on the holidays mentioned above will instead occur on the following weekday or Saturday if the transfer station is open that Saturday.
- The Contractor shall employ qualified and competent personnel to conduct the collection service and operate the vehicles and render good, efficient, and satisfactory collection, transportation, and disposal service as contemplated by the City of Hinton, Iowa, in its sole discretion. All of the CONTRACTOR'S personnel shall act courteously (i.e., politely respond to residents, answer questions, handle containers in a controlled manner, etc.). The CONTRACTOR agrees that no person shall be denied employment due to protected status under the Iowa Civil Rights Act.
- The Contractor shall provide personnel working in the right-of-way with class II high visible outerwear, and the Contractor shall require personnel to wear the visible outerwear when working in City right-of-way.
- The Contractor shall be required to deliver solid waste to the Plymouth County Landfill (Plymouth County) transfer station during hours of operation and recyclable materials to a facility licensed for receiving and transferring recyclables and approved by the CITY. Approved facilities shall be within a 50-mile radius of the City of Hinton, and approval will be based on the value of materials or the disposal fees.
- The Contractor shall provide an adequate number of vehicles to collect residential solid waste and recyclables per the terms of this contract. The Contractor shall have reserve equipment available at all times to ensure that the normal collection service will not be interrupted in the event of equipment failure. All vehicles shall be licensed in the State of Iowa and shall operate in compliance with all applicable state, federal, and municipal regulations.
- Vehicles, containers, and equipment used to collect and transport solid waste

and recyclables shall be leakproof, durable, and of easily cleanable construction. They shall be constantly cleaned to prevent nuisances, pollution, or insect breeding and maintained in good repair. All vehicles, containers, and equipment described above will be kept in safe mechanical and operating condition. They shall not leak oil, fuel, or hydraulic fluids and shall be equipped with proper and working muffler and exhaust systems.

- The City has the right to inspect any vehicles, containers, and equipment used for solid waste and recyclable collection in the City of Hinton by the Contractor at any time. If said equipment is considered in violation of any provision or language of the Residential Solid Waste and Recycling Agreement, the City can prohibit such equipment from operation until such equipment has been brought into compliance with the contract provisions as determined by the City.
- The Contractor and the City agree that the waste collection vehicles shall be operated safely and prudently by employees with valid operator's licenses. To that end, the City shall have the right, and the Contractor shall agree to cooperate with regular inspections of the vehicles and their operation.
- The contractor is required to pick up missed garbage or recyclables the same day they were missed.

III. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be received by 12:00 PM. on Thursday, November 13, 2025, in the Office of The City Clerk, City of Hinton, 205 W Main St, Hinton, IA 51024. The proposals will then be opened and reviewed at the City Council Meeting. All responses shall contain a complete copy of all required submission materials, including Forms I, II, and III.

The responses must include the following items:

- 1) Name, address, telephone number of firm, emergency contact number available at all times, and a contact person.
- 2) Proposed Solid Waste and Recycling collection fee per residential unit for each bin category as follows:
 - 64-gallon trash (approx. 450)
- 3) Proposed annual charge to collect and dispose of larger household items (City Wide Cleanup)
- 4) A description of how the service will be provided, including:
 - An agreement to pick up recyclables.
 - A detailed description of experience with a similar type of operation and references to be contacted for verification.
 - A list of all equipment to be used for collection service.
 - Describe how equipment and labor will be utilized to accomplish collection services in the defined time period.
 - Include the make, model, year, and overall capacity for equipment utilized to collect solid waste, recyclables, and yard waste.
- 5) A description of procedures for the city to follow in contacting the contractor in the case of missed pickups or customer complaints.
- 6) The Contractor shall maintain, at a minimum, an office or telephone for resident inquiries between 8:00 a.m. and 5:00 p.m. Monday through Friday. The Contractor shall provide a toll-free number if the location requires a long-distance phone call. The Contractor agrees that if the contact number changes, the Contractor will immediately notify the City of the change. The Contractor shall provide recording equipment and/or an answering machine to receive calls during non-business hours.
- 7) A procedure for the collection of missed solid waste and recyclables.
- 8) Availability of vehicles and personnel to handle missed pickups.
- 9) A statement that all trucks and equipment will be maintained in good working condition.
- 10) A description of any innovative provisions of the contractor's service, including specialized collection equipment, assistance with public information activities for project start-up and promotion of participation, and so forth.
- 11) Proof of ability to post a surety bond payable to the City of Hinton, Iowa, in the amount of one hundred thousand dollars (\$100,000) to ensure the complete performance in the terms and conditions of this contract.

- INSURANCE REQUIREMENTS

Proof of insurance, as stated below, must be provided before the contract is approved.

Maintain and carry adequate policies of insurance to cover all liabilities and contingencies that may arise out of and in pursuit of this Contract and to indemnify and hold the CITY harmless from any such liabilities and contingencies. This insurance must include the following features: coverage for all premises and operations. The policy shall be endorsed to provide the aggregate per project endorsement. The Contractor will include the City as an additional insured on all policies except Workers' Compensation. Evidence of insurance shall be furnished to the CITY by CONTRACTOR in the following minimum limits, to wit:

Commercial general liability insurance in the amount of:

\$1,000,000. General Aggregate Limit (other than Products-Completed Operations)

\$1,000,000. Products-Completed Operations Aggregate Limit

\$500,000. Personal & Advertising Injury Limit

\$500,000. Each Occurrence Limit

\$50,000. Fire Damage Limit

\$5,000. Medical Expense Limit

Commercial auto coverage insurance in the amounts of:

\$1,000,000. Liability/Combined Single Limit (Bodily Injury & Property Damage)

\$2,000,000 Umbrella policy

Proof of workers compensation policy

\$ 5,000. Auto Medical Payments (per scheduled units)

\$300,000. Uninsured & Underinsured Motorists Workers' Compensation insurance in the amounts of:

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limit

Bodily Injury by Disease - \$100,000 each employee

INSURANCE CERTIFICATES. Each policy noted above shall be issued by an insurance company authorized to write such insurance in the State of Iowa and shall be reasonably acceptable to the City. These insurance policies shall not be canceled without at least 30 days prior written notice to the City. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to the City before the commencement of this contract.

GOVERNMENT IMMUNITY. The following clauses will be added to all liability coverages:

NONWAIVER OF GOVERNMENTAL IMMUNITY. The company and insured expressly agree and state that the purchase of this policy of insurance by the insured does not waive any of the defenses of governmental immunity available to the City of Hinton under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

CLAIMS COVERAGE. The company and the insured further agree that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.

During the proposal evaluation, the City reserves the right to request additional written information to assist in evaluating proposals.

Proposals and written responses to the City's request for additional information shall be signed by the Contractor (if an individual), an officer of the proposing Contractor, or a designated agent empowered to bind the Contractor in a contract.

Upon receipt, the proposals become the property of the City of Hinton and may be disposed of or used by the City of Hinton at its discretion.

VI. SELECTION PROCESS

A. **QUESTIONS.** Questions regarding this Request for Proposal can be directed to:

Kyle Utech
Public Works Director
City of Hinton
PO Box 1023
Hinton, IA 51024
publicworks@hintoniowa.com

All questions must be submitted via email, and responses will be made in writing via email. All questions and answers will be distributed by the City of Hinton to those firms on the Request for Proposal (RFP) mailing list as an amendment to the RFP. The origin of questions will be held in confidence until after the contract award.

B. **SELECTION CRITERIA.** The selection of a Contractor for contract negotiations will be based upon:

- The qualifications and experience of the firm in performing similar activities
- The ability to meet services within the schedule shown below
- The suitability of equipment and personnel to meet the collection needs
- Proposed rates and fees
- Proposed yearly rate increases

The City of Hinton anticipates that selection will occur no later than December 2025. All firms submitting proposals will be notified in writing of the results of the selection process.

The City of Hinton reserves the right to reject any and all proposals or to waive any irregularities in any proposal if judged to be in the best interest of the City of Hinton. If a proposal does not satisfy the minimum requirements outlined in this RFP as determined by the City of Hinton, the proposal may be disqualified from further consideration.

Each proposal will be reviewed by the City of Hinton and graded relative to the evaluation criteria outlined in this RFP. The best-qualified proposer will offer the best value to the City of Hinton on price and other factors considered.

C. **TIME SCHEDULE.** The City of Hinton expects the following schedule to be in effect in the selection of a Contractor for solid waste and recyclables collection in the City of Hinton:

- Issue Requests for Proposals (RFP)	October 13, 2025
- Proposal Due Date	November 13, 2025
- Open Proposals at City Hall	November 13, 2025
- Discussion with Selected Proposers	November 2025
- Contract Awarded	December 11, 2025
- Implement Contract	January 1, 2026

Proposals must be received by 12:00 P.M. Thursday, November 13, 2025. Proposals should be mailed or hand-delivered to City Hall – Office of the City Clerk, 205 W Main St, Hinton, IA 51024. Proposals should be clearly labeled “PROPOSAL FOR COLLECTION OF SOLID WASTE AND RECYCLABLES” on the outside of the envelope. **A minimum 3-year proposal is preferred, with the option to renew for an additional 3 years.**

THIS RFP IS AN INVITATION FOR OFFERS ONLY AND DOES NOT ITSELF CONSTITUTE A CONTRACT. ANY CONTRACT ENTERED INTO AS A RESULT OF THIS RFP SHALL BE SUBJECT TO FORMAL APPROVAL OF THE COUNCIL AS REQUIRED BY CITY AND STATE CODE

FORM I – COMPANY INFORMATION

Company Name _____

Company Address _____

Phone Number _____

Authorized Company Representative _____

Title _____

Please supply a separate description of the general services this Company provides and highlight any pertinent experience with solid waste and/or recyclables collection activities or experience. Include references whom the City of Hinton may contact to get information on past performance. Provide appropriate documentation indicating the ability to obtain a performance bond meeting the evaluation criteria.

Authorized signature _____

Date _____

FORM II – PROPOSED COSTS

The undersigned proposes to furnish collection of solid waste and commingled recyclable material for the City of Hinton, Iowa, for the following sums:

BASE PROPOSAL

\$_____: monthly rate per dwelling unit for the weekly collection of a 60-gallon cart of solid waste

\$_____: monthly rate per dwelling unit for the bi-weekly collection of a 90-gallon recyclables

\$_____: annual fee to collect and dispose of once a year large household waste

_____%: annual increase to rate per residential unit

_____: length of proposed contract in years

All carts utilized for solid waste collection or recycling collection are to be provided by the Contractor with the cost of such included in the above rates.

FORM III – EQUIPMENT AND LABOR DESCRIPTION

List proposed equipment and labor to be used by the contractor to accomplish the collection. Use additional forms if needed.

A. Equipment

1. Vehicle type(s) include:

- make; _____
- model; _____
- year; _____
- overall capacity of each vehicle; _____
- number of vehicles to be used; and _____
- are vehicles available for missed collections _____
- will automated side loader trucks be used? Y / N

2. Any additional equipment to be used, including garbage bins:

B. Labor

1. Number of personnel operating each vehicle: _____
2. Personnel available for handling calls and missed pickups: _____
3. How will the missed pickups be handled: _____
