

May 1, 2025

The Ankeny Community School District is currently requesting bids for waste collection, recycling, and yard waste for a 3 year period. This service is scheduled to begin July 1, 2024 and continue through June 30, 2027, with provisions of the contract being extended yearly through 2029.

Effective Date & Termination

The winning bidder (“Selected Vendor”) shall begin service under the agreement executed pursuant to this request for bids (“Agreement”) on July 1, 2024, and said service shall continue through June 30, 2027 in the manner outlined in the Agreement.

Additionally, the District, in its sole discretion, may elect to offer the Selected Vendor the opportunity to enter into up to two (2) one (1) year extensions if the service performed under the Agreement has been satisfactory and if the parties are able to mutually agree on a price for the continued service. The District reserves the right to receive bids annually if, in its sole discretion, it determines that such action is in the best interest of the District. The District further reserves the right to pursue increased recycling opportunities throughout the duration of the initial Agreement and any subsequent extensions.

Those responding to this request for bids (“Submitters”) shall provide a bid that outlines the cost for the initial three (3) year term; no increase in cost shall occur during the first two (2) years of the Agreement unless otherwise agreed to in writing by the District.

Future Increase or Decrease

All submissions must contain the following related to contract cost:

- Part I: Sixty-seven (67%) percent of the cost allocated for the collection
The annual percent increase for collection, if any, shall be based on the U.S. Department of Labor Consumer Price Index. The CPI will be directly applied as a percentage increase or decrease to collection costs.
- Part II: thirty-three (33%) percent allocation for disposal.
The annual percentage for disposal will be equivalent to the percent increase or decrease of the tipping fee charged by Metro Waste Authority for material disposal.

Such determination of rate increases or decreases shall be made prior to June 1st of years 4-5, if extension(s) are granted, and adjustments shall take place on July 1st of years 4-5, if relevant.

Designated Facility

The designated facility for deposit of all solid waste collected under this agreement is to be at the Metro Park East Landfill, Metro Transfer Station, and/or other properly licensed transfer sites. Any expectation to these designated facilities and final disposal sites must be agreed to in writing by an authorized District representative and the Selected Vendor.

Containers

The Selected Vendor shall provide all waste containers (“Containers”) as described below. The Containers shall be painted, in good condition, and color-coded and/or labeled for waste and/or recycled goods, as relevant. Each Container’s structural integrity must be sufficient to hold refuse that may contain liquids without leaking.

The Selected Vendor shall service locations as listed, which may include replacing damaged containers and/or the cleaning of on-site containers when requested by the District.

The Selected Vendor shall also empty Containers at times not to conflict with the daily activities of the school, as communicated by the designated District representative, as well as at times that comply with all relevant City of Ankeny ordinances, codes, and/or “good neighbor” policies.

Recycling Totes

Each facility will be supplied with the following number of 48 gallon (or similar) wheeled recycling totes at no cost to the district.

Elementary Facilities (12) – 5 totes each	60 totes total
Middle School Facilities (4) – 12 totes each	48 totes total
High School Facilities (2) – 15 totes each	30 totes total
District Offices (3) – 1 tote each	3 totes total
<u>Total: 131 Totes Total</u>	

School Schedule/Summer Schedule

The Selected Vendor shall fully meet the scheduled collection and service obligations outlined in the appendix for the each of the timeframes below:

School Schedule

- August 1, 2024 – June 15, 2025
- August 1, 2025 – June 15, 2026
- August 1, 2026 – June 15, 2027

Summer Schedule

- July 1, 2024 – July 31, 2024
- June 16, 2025 – July 31, 2025
- June 16, 2026 – July 31, 2026

Vendor Bid Procedures

Attached is a list of all facilities, sizes, numbers of container(s), and frequency of the pickups needed.

Your bid shall include the following:

- Cost of providing containers and complete services (*pickup/disposal according to the schedules in the appendix and any necessary maintenance of containers*)
- Cost per pick-up for each size container for on-call

If your bid is accepted, you will be required to meet the insurance requirements of the Ankeny Community School District as listed on page 4 and 5. These insurance requirements are valid as of the issuance of this request for bids and are subject to change at the discretion of the District and/or its insurance provider(s).

Selection and Award

District staff and any such designated agents as the District shall identify (“Selection Committee”) shall evaluate all complete and timely-received bids. The Selection Committee shall conduct this evaluation using the criteria and scoring weight outlined below. The District, in its sole discretion, shall then, in a manner comporting with legal and policy requirements, identify which, if any, Applicant best meets the District’s needs. The District reserves the right to reject any or all bids. Only the Selected Vendor will be notified of the District’s selection.

Criteria Used for Selection Process (Criteria Value)

1. Company summary (20 points)
2. Ability to provide required services (30 points)
3. Cost of Services (30 points)

Right of Rejection by the Ankeny Community School District

Notwithstanding any other provisions of this bid, the District reserves the right to award the Agreement to the Applicant that best meets the District’s requirements which may not necessarily be the Applicant who offers the lowest-priced bid. Further, the District reserves the right to reject any or all bids prior to execution of the Agreement, with no penalty to the District.

If you are interested in providing this service for the Ankeny Community School District, **please send your itemized bid no later than June 24th, 2024.** Bids may be delivered or mailed to the attention of Michael Maddalozzo, Director of Operations. Upon analysis of the bids, the contract will be awarded at the first Board meeting in July 2024 (July 1).

Attachments

All interested parties must provide their signature indicating compliance with all provided attachments.

Michael Maddalozzo
Director of Operations
515-965-9600 – Office
406 SW School Street
Ankeny, Iowa 50023

Contractor Insurance Requirements

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims set forth below which may arise out of, or result from the Contractor's operations under the contract, whether such operation be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The insurance to be maintained by the Contractor shall be written as follows:

1. **Workers' Compensation and Employers Liability Insurance** as prescribed by Iowa law or the minimum limits shown below;

a. Iowa Benefits-	Statutory
b. Employers Liability	
Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Employee

The Workers' Compensation policy shall include a *waiver of subrogation clause* in favor of the owner.

2. **Commercial General Liability Insurance** combined single limits shown below covering Bodily Injury, Property Damage and Personal Injury:

General Aggregate Limit	\$4,000,000
Products-Completed Operations Aggregate Limit	\$4,000,000
Personal & Advertising Injury Limit	\$2,000,000
Each Occurrence Limit	\$2,000,000
Fire Damage Limit	\$ 100,000
Medical Expense Limit	\$ 5,000

This insurance must include the following features:

- a. Coverage for all premises and operations. The policy shall be endorsed to provide the aggregate Per Project Endorsement.
 - b. Personal and Advertising Injury
 - c. Operations by independent contractors.
 - d. Contractual Liability coverage
 - e. Coverage for property damage underground or damage by explosion or collapse (XCU).
3. **Automobile Liability Insurance** covering all owned, non-owned, hired and leased vehicles with a minimum combined single limit for Bodily Injury and Property Damage of \$2,000,000 per accident. Insurance must include Contractual Liability.
 4. **Umbrella/Excess Liability Insurance** combined single limit for bodily injury, property damage and personal injury excess primary liability limits: \$5,000,000. The required Liability limits outlined within may be met with any combination of underlying and umbrella/excess policy limits.
 5. **Additional Insured** the Contractor will include the School as additional Insured on all policies except Workers' Compensation as respects all work performed. The additional insured coverage shall be primary and non-contributory to any of the owner's policies and shall apply to both ongoing and completed operations.

6. **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 School. These insurance policies shall not be canceled without at least 30 days prior written notice to the School. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to the School prior to the commencement of this lease.
7. **Government Immunity** The following clauses will be added to all liability coverages:
 - a. The company and the 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 insured under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
 - b. 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 Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
8. **Subrogation** To the extent that such insurance is in force and collectible and to the extent permitted by law, the School and Contractor each hereby releases and waives all right of recovery against the other or anyone claiming through or under each of them by way of subrogation or otherwise, except in cases of gross negligence.
9. **Property Insurance** Unless otherwise provided, the Owner shall purchase and maintain property insurance on the project in the amount of the initial Contract Sum, plus value of subsequent Contract modifications and cost of materials supplied or installed by others. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Project.

Property insurance shall be on an “all-risk” or equivalent policy form and shall include insurance against the perils of fire, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, testing and debris removal including demolition occasioned by enforcement of any applicable legal requirements. The property insurance may contain sub-limits for earthquake and for flood coverage, depending on availability. At the option of the school district, the insurance covering the project may be written under a Builder’s Risk policy or covered under the District’s permanent property insurance.

Please return your completed copy of this page with all pertinent information entered.

**Ankeny Community School District
Waste/Recycle Bid and Quote Summary Sheet
2024-2027**

Proposal

Bids need not be voluminous, but shall provide sufficient information to allow the District to evaluate the Provider’s approach, experience, and ability to successfully provide the requested waste removal services.

Provide the following information, divided and labeled consistently as outlined below.

Part I. Business Organization

1. Full legal name
2. Address
3. Phone number
4. Web Address (URL)
5. Email Address
6. Parent company (if operating as subsidiary)
7. Indicate if you are a partnership, corporation, individual, or other
8. Date company founded
9. State of incorporation or licensing
10. Executive or senior leadership organizational chart
11. List of branch offices or other subordinate elements that may perform or assist in performing work herein
12. At least two (2) references of representatives from companies for which you are currently providing service.
13. Information regarding your experience with Ankeny Community School District, if any.

Part II. Bid Summary

1. Waste and recycling pick up at the predetermined times and 19 locations.
 - a. Total Yearly Cost \$ _____ Per Year*
*No increase in cost during first two years.

2. Cost of pick-up on an “on-call” basis for size of **waste** containers, should there be a need for extra pick-ups during the summer or school year.
 - a. 4 yard container \$ _____
 - b. 6 yard container \$ _____
 - c. 8 yard container \$ _____

3. Cost of pick-up on an “on-call” basis for size of **recycle** containers, should there be a need to be extra pick-ups during the summer or school year.
 - a. 4 yard container \$ _____
 - b. 6 yard container \$ _____
 - c. 8 yard container \$ _____

4. Cost of pick-up on an “on-call” basis for size of **yard waste** containers, should there be a need to be extra pick-ups during the summer or school year.
 - a. 8 yard container \$ _____

5. Cost of roll-off containers when needed.
 - a. 20 yard container \$ _____
 - b. 30 yard container \$ _____
 - c. 40 yard container \$ _____

6. Any other charges such as: gate fees, delivery fees, county fees, fuel surcharges, or environmental fees:

Signature of Responsible Party

Title

Date

**Ankeny Community School District
Waste and Recycling Collection**

School Schedule – August 1-June 15 (Page 1 of 2)

Location	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	QTY	Size
Abbie Grove - 5001 NW 18th Street								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Ashland Ridge 2600 NW Ash Street								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Crocker – 2910 SW Applewood Street								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
East – 710 SE 3rd Street								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Heritage – 301 SW Prairie Trail Parkway								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Northeast – 1705 NE Trilein								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Northwest – 1202 West 1st Street								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Prairie Trail – 1850 SW College Avenue								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Rock Creek – 3800 NW Abilene Road								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Southeast – 1005 SE Trilein								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD

**Ankeny Community School District
Waste and Recycling Collection**

School Schedule – August 1 - June 15 (Page 2 of 2)

Location	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.		Size
Terrace – 310 NW School Street								
Waste	X		X		X		1	6YD
Recycling				X			1	4YD
Westwood – 2920 NW 9th Street								
Waste	X		X		X		1	8YD
Recycling				X			1	6YD
Prairie Ridge – 1010 NW Prairie Ridge Dr								
Waste	X		X		X		1	8YD
Recycling	X			X			1	8YD
Northview – 1302 N Ankeny Blvd								
Waste	X		X		X	X	2	8YD
Recycling	X			X			1	8YD
Parkview – 105 NW Pleasant Street								
Waste	X		X		X		1	8YD
Recycling	X			X			1	8YD
Southview – 1020 SW Cherry Street								
Waste	X		X		X	X	1	8YD
Recycling	X			X			1	8YD
Ankeny High – 1155 SW Cherry								
Waste	X		X		X	X	2	8YD
Recycling	X			X			1	8YD
Ankeny Centennial – 2220 NW State St								
Waste	X		X		X	X	2	8YD
Recycling	X			X			1	8YD
Administration Office – 406 SW School St								
Waste	X		X		X		2	8YD
Recycling				X			1	8YD
District Warehouse – 1513 SE Cortina Dr								
Waste				X			1	6YD
Recycling				X			1	6YD
Maintenance Shop - 400 SW Pleasant St								
Yard Waste ** April 1st - October 31				X			1	8YD

**Ankeny Community School District
Waste and Recycling Collection**

Summer Schedule – June 16 - July 31 (Page 1 of 2)

Location	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Qty	Size
Abbie Grove - 5001 NW 18th Street								
Waste					X		1	8YD
Recycling				X			1	6YD
Ashland Ridge 2600 NW Ash Street								
Waste					X		1	8YD
Recycling				X			1	6YD
Crocker – 2910 SW Applewood Street								
Waste					X		1	8YD
Recycling				X			1	6YD
East – 710 SE 3rd Street								
Waste					X		1	8YD
Recycling				X			1	6YD
Heritage – 301 SW Prairie Trail Parkway								
Waste					X		1	8YD
Recycling				X			1	6YD
Northeast – 1705 NE Trilein								
Waste					X		1	8YD
Recycling				X			1	6YD
Northwest – 1202 West 1st Street								
Waste					X		1	8YD
Recycling				X			1	6YD
Prairie Trail – 1850 SW College Avenue								
Waste					X		1	8YD
Recycling				X			1	6YD
Rock Creek – 3800 NW Abilene Road								
Waste					X		1	8YD
Recycling				X			1	6YD
Southeast – 1005 SE Trilein								
Waste					X		1	8YD
Recycling				X			1	6YD

**Ankeny Community School District
Waste and Recycling Collection**

Summer Schedule – June 16-July 31 (Page 2 of 2)

Location	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Qty.	Size
Terrace – 310 NW School Street								
Waste					X		1	6YD
Recycling				X			1	4YD
Westwood – 2920 NW 9th Street								
Waste					X		1	8YD
Recycling				X			1	6YD
Prairie Ridge – 1010 NW Prairie Ridge								
Waste	X		X		X		1	8YD
Recycling				X			1	8YD
Northview – 1302 N Ankeny Blvd								
Waste	X		X		X	X	2	8YD
Recycling				X			1	8YD
Parkview – 105 NW Pleasant Street								
Waste	X		X		X		1	8YD
Recycling				X			1	8YD
Southview – 1020 SW Cherry Street								
Waste	X		X		X	X	1	8YD
Recycling				X			1	8YD
Ankeny High – 1155 SW Cherry								
Waste	X		X		X	X	2	8YD
Recycling				X			1	8YD
Ankeny Centennial – 2220 NW State St								
Waste	X		X		X	X	2	8YD
Recycling				X			1	8YD
Administration Office – 406 SW School								
Waste	X		X		X		2	8YD
Recycling				X			1	8YD
District Warehouse – 1513 SE Cortina								
Waste				X			1	6YD
Recycling				X			1	6YD
Maintenance Shop - 400 SW Pleasant								
Yard Waste * April 1st - October 31				X				8YD

**Ankeny Community School District
Waste and Recycling Collection**

Please return your completed copy of this page with all pertinent information entered.

Attachment 1 of 3 – Required Bidder’s Compliance

1. CERTIFICATION

The undersigned bidder or contractor hereby certifies that s/he is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Iowa Code 55.314, as amended. S/he also certifies that s/he has read, understands, and agrees that acceptance by Ankeny Community School District of the bidder's offer by issuance of an agreement (specifications and bidding conditions per bid and bid addendums contained therein) will create a binding contract.

2. NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent states that s/he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion, and/or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. S/he further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

3. SEXUAL HARASSMENT

Each bidder certifies that s/he has complied with the requirements of Iowa Code Chapter 216, as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this certification of compliance.

4. NO SMOKING

Bidder agrees that s/he, his/her employees and sub-contractors, will abide by the District no smoking policy on all District properties.

5. SEXUAL OFFENDER NOTICE – see attachment (2 of 3)

6. DEBARMENT CERTIFICATION STATEMENT – see attachment (3 of 3)

Signature below signifies the bidder's compliance with each of the requirements above.

Firm	Bidder/Contractor Signature
Address	Phone
Date	Address

Please return your completed copy of this page with all pertinent information entered.

**Ankeny Community School District
Waste and Recycling Collection**

Attachment 2 of 3 – Iowa Sex Offender Registry Law

**TO ALL FIRMS, CONTRACTORS, VENDORS, VOLUNTEERS AND EMPLOYEES OF
THE ANKENY COMMUNITY SCHOOL DISTRICT**

The Iowa Legislature has amended the Sex Offender Registry Law (Chapter 692A of the Code of Iowa). This notice and certificate is to assure compliance with the new State of Iowa Sexual Offenders Laws and Regulations. It is your duty to make sure that you, (and for vendors, your employees), are obeying these restrictions.

Prohibited Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor are now prohibited from:

- Being present on school property (public and nonpublic) without written permission of school administrator or administrator's designee, unless enrolled as a student at the school;
- Being present on or in any vehicle or other conveyance owned, leased, or contracted by a public or nonpublic elementary or secondary school without the written permission of the school administrator or school administrator's designee when the vehicle is in use to transport students to or from a school or school related activities, unless enrolled as a student at the school or unless the vehicle is simultaneously made available to the public as a form of public transportation.

Note that the law does not give school administrators the option of granting written permission or waiving the following restrictions:

- Operating, managing, being employed by, or acting as a contractor or volunteer at a public or nonpublic elementary or secondary school.
- Loitering within 300 feet of the school's boundary, unless enrolled as a student at the school;
- Loitering on or within three hundred feet of the premises of any place intended primarily for the use of minors including but not limited to a playground available to the public, a children's play area available to the public, recreational or sport-related activity area when in use by a minor, or a swimming or wading pool available to the public when in use by a minor. Note: This includes property owned by others (such as the City of Ankeny) but used for school activities.

Please return your completed copy of this page with all pertinent information entered.

**Ankeny Community School District
Waste and Recycling Collection**

**Attachment 2 of 3 – Iowa Sex
Offender Registry Law (Continued)**

Permitted Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor:

- Who is legally entitled to vote may be on school property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a school;
- Who is the parent or legal guardian of a minor may be on school property solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a school

CERTIFICATE OF COMPLIANCE

___ I CERTIFY THAT I AM A VENDOR, FIRM, CONTRACTOR or AGENCY to the Ankeny Community School District and that I and all employees are in compliance with the new Sex Offender Registry Laws and Regulations who would be on or within 300 feet of the school's boundary. I further certify that no employees who service the Ankeny Community School District are sexual offenders whose conviction involved a sex offense against a minor.

Business Name _____

Print Name

Title

Signature

_____/_____/_____
Date

Please return your completed copy of this page with all pertinent information entered.

**Ankeny Community School District
Waste and Recycling Collection**

Attachment 3 of 3 – Debarment Certification Statement

ACKNOWLEDGMENT AND CERTIFICATION

DEBARMENT CERTIFICATION STATEMENT

Ankeny Community School District

These rules shall apply to all companies submitting a response to the Ankeny Community School District request.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Website: <https://www.epls.gov/epls/search.do>

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: _____

("Company")

By: _____
(Signature)

Printed Name: _____

Title: _____