



City of Muscatine  
Request for Proposals  
Muscatine County Sanitary Landfill Operations

October 2021

Introduction:

The City of Muscatine, Iowa (City) is seeking qualified bidders for landfill operations at the Muscatine County Sanitary Landfill. The contract would begin January 1<sup>st</sup>, 2022 and end on June 30, 2025.

The City is contracted with the Muscatine County Solid Waste Management Agency to operate the Muscatine County Sanitary Landfill, which is located at 3700 Hwy 61. North in Blue Grass, Iowa. The landfill site is closed to the general public and only specially authorized waste and waste from the Muscatine Transfer Station in transfer trailers is hauled to the landfill.

The Muscatine County Landfill opened in 1975 and has had numerous landfill cells constructed. The current landfill cell #5 was constructed in 2017. The next landfill cell is scheduled to be constructed in approximately six years.

The City is looking for a qualified bidder (Contractor) who will handle the daily operations of handling waste, covering of waste, road maintenance (internal and haul roads), snow removal at facility, repairs of erosion, leachate seeps, areas of subsidence, mowing and other maintenance of landfill areas.

The following document includes details of each area of the operation and expectations from the qualified bidder for the City. **Please note the City has the right to negotiate or reject any bid received, and/or choose the bid that best suits its needs.**

***All bids will be due on Tuesday October 26<sup>th</sup>, 2021 @ 2:00 pm.*** Bidders may submit questions to David Popp, City of Muscatine Solid Waste Manager @ [dpopp@muscatineiowa.gov](mailto:dpopp@muscatineiowa.gov). The deadline for questions to be submitted is Thursday October 21<sup>th</sup> @ 12:00 pm. Questions will be answered, with all questions being submitted in an addendum attached to the bid documents on the City website by 3:00 pm. Friday October 22<sup>th</sup>. Bidders that need to view the Landfill can also contact the Solid Waste Manager @ 563-263-9689 to make arrangements to do so.

Bids shall be submitted in duplicate to the Finance Department at City Hall, 215 Sycamore Street, Muscatine Iowa. Bids shall be labeled “2021 Landfill Operations, Att. Nancy Lueck”

Qualified bidders will be required to attend a scheduled interview on Friday, October 29<sup>th</sup>. Bidders will be notified of the time and location of the interview. The interview panel will be comprised of Iowa landfill managers, landfill engineering staff and County Solid Waste Agency members.

**General Information:**

The Muscatine County Landfill is permitted with the Iowa Department of Natural Resources, Permit # 70-SDP -02-75 P. (Attachment A) The landfill permit was issued on November 2, 2020 and expires on November 2, 2025. The permit is renewed by the City of Muscatine.

**Hours of Operations:**

Hours of operations vary, but on normal weather and wind conditions the Contractor is to be available to take waste from 7:00 am - 4:00 pm, Monday thru Friday. The City observes the following holidays: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day. If in the event that there is a situation that may require the landfill to be open on a holiday or a Saturday, the Solid Waste Manager or his designee will give notification to the Contractor at least 24 hours in advance. (Example: The need to remove waste from the Transfer Station due to excess waste stored and chooses Saturday to haul waste to the landfill.)

**Weather and Wind Policy:**

The permit for the landfill does have a wind policy that requires that the landfill shall close if the wind is 30 miles per hour sustained or greater and have gust over 40 miles per hour. The concern is the litter blowing onto neighboring properties. The Contractor will work with the City's staff to ensure proper handling of waste in the wind and communicate on concerns of the wind conditions to the Solid Waste Manager.

In the event of ice or heavy snow, staff from both parties need to communicate with each other as soon as possible. A conversation needs to take place by 5:30 am, if the weather is not going to allow for operations for the day. If the forecast is highly predicting bad weather the next day, both parties may decide not to haul prior to 5:30 am the day of operations. The final decision of closing the landfill facility is made by the Solid Waste Manager or Solid Waste Supervisor.

**Landfill Operation Staff:**

It is the Contractor's responsibility to have adequate staffing to handle operations at the landfill. This includes daily landfill operations, road and other maintenance requirements, and litter control and pick up. Two operators, on site during operating hours, must be certified by the State of Iowa as Landfill Operators on day one of contract.

In the event that staff of the Contractor are not in the City's best interest of operations, the Solid Waste Manager has right, with documented reason, to request the staff person removed from the landfill operations. It is expected that all staff of the Contractor work with the waste haulers and City staff to maintain a good working relationship at the landfill facility.

**Safety:**

The City promotes safety for its staff and for the Contractors staff. It is the responsibility of the contractor to provide safety programs for their staff. The City's Solid Waste Manager will share information on training and updated information from the Iowa DNR, Solid Waste Association of North America (SWANA), and OSHA to the Contractor and staff.

**Engineering Requirements:**

The City has an agreement with Evora Consultants for engineering services. All engineering work is handled through the City and Evora. The City will provide for the Contractor one set of fill stakes a year if needed. If the Contractor needs more fill stakes due to running equipment over them with equipment or other reasons, the Contractor is responsible for paying for them. The City will provide updated site maps and plans as needed to the Contractor.

**Use of Buildings at the Landfill Facilities:**

The City has a maintenance building at the landfill for the contractor to use. The current heater in the building belongs to the current Contractor. The Contractor will be responsible for providing a furnace if needed. All utility cost for the equipment storage building are the responsibility of the Contractor. The City expects the building to be maintained and cleaned by the Contractor. All repairs during occupancy will be the responsibility of the Contractor.

**Equipment Requirements:**

It is the responsibility of the Contractor to provide their own equipment for all operations. All maintenance, parts, and repair cost is the responsibility of the Contractor. The Contractor should have access for back up equipment in a timely manner. This can be rental, borrow, or have on another job site that can be brought to the landfill for use.

The following items are required for operations at the landfill:

- Compactor that is able to meet the requirement of 1,200 lbs. per cubic yard of compaction of waste or better.
- Track loader and/or dozer
- Scrapers or excavator for moving dirt for maintenance and cover requirements
- Off road truck for hauling dirt, if scraper is not used.
- Truck with snow plow or use of dozer to remove snow from roadways.
- Any other equipment that is in the best interest of the operation for landfill purposes or construction use.

**Landfill Records of Tonnage:**

The City is responsible for keeping records of all waste that is accepted at the landfill facility. By the 15<sup>th</sup> of each month, the Solid Waste Manager will provide a report of all tonnages received by the Contractor at the landfill.

**Insurance Requirements:**

The City requires that the Contractor has adequate insurance coverage for their operation. The requirements are as stated below for the Contractor and any subcontractors that the Contractor may have on site for work at our facility. A copy of insurance must be submitted each year to the City.

- **Commercial General Liability:** Includes coverage for premises and operations, independent contractors, products and completed operations and contractual liability and general aggregate per project endorsement; The City should be named as additional insured on a primary basis for ongoing and completed operations:

<b>Bodily Injury and property Damage – Each Occurrence</b>	<b>\$1,000,000</b>
<b>Personal Injury and Advertising Injury – Per Person</b>	<b>\$1,000,000</b>
<b>General Aggregate on the Above</b>	<b>\$2,000,000</b>
<b>Products and Completed Operations General Aggregate</b>	<b>\$2,000,000</b>

- **Business Automobile:** Including Coverage for all owned, non-owned, and hired automobiles:

<b>Bodily Injury and Property Damage Benefits</b>	<b>\$1,000,000</b>
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- **Workers Compensation and Employers Liability:** Including coverage for Occupational Diseases:

<b>Part 1- Workers Compensation Benefits</b>	<b>Statutory</b>
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- **Employers Liability:**

<b>Bodily Injury Each Accident</b>	<b>\$500,000</b>
<b>Bodily Injury by Disease Policy Limit</b>	<b>\$500,000</b>
<b>Bodily Injury by Disease Each Employee</b>	<b>\$500,000</b>

## Landfill Operations

The contractor will be responsible for following all landfill rules that are in the Iowa Administrative Code 567 - Chapter 113

- Hours available to take waste (first truck in gate at 7:00 am, last truck in gate by 4:00 pm) are from 7:00 am - 4:00 pm, Monday thru Friday. Hours may vary due to weather and wind. If the Solid Waste Manager sees a need to have waste hauled to the landfill on Saturday or holiday, at least a 24 hour notice will be given to the contractor.
- Restrict access to the landfill of unauthorized vehicles.
- Contain and manage daily litter control at the landfill. This includes maintaining a daily log of when litter was collected and not collected due to weather conditions, if litter is a problem.
- All waste will be placed in the designated landfill cell that is the current location for land filling.
- Contractor will create and maintain a good working face area for transfer trailers to dump loads of waste at the landfill. This includes having adequate space for dumping and turning around transfer trailers and semi tractors.
- All waste must be kept within the location of the working face of the landfill, to ensure that the alternative daily cover is used adequately. All tarps are 30 x 100 ft. There are three tarps that can be used with the tarp machine, which is supplied by the City.
- All waste received must be placed in a filling sequence that is planned that will not cause slope failure, could lead to settlement, damage the liner or leachate collection system, and not have a steep slope. Safety of the equipment/employees and compaction of waste is the main concern of operations.
- The Contractor is expected to have a compaction rate of 1,200 lbs. per cubic yard or better. The City will have a compaction test/analysis done once a year. If the compaction is less than the standard of 1,200 lbs. per cubic yard the Contractor will be required to correct compaction and pay for an additional test/analysis in six months from the testing date.
- Special waste material will be handled in accordance to the requirements and disposal method and at the direction of the Solid Waste Manager. Costs for handling special waste shall be incidental to contractors bid price.
- Weekly cover of waste must be done at the end of the work week with six inches of soil cover. Cover must be removed before next lift of trash is deposited.
- Intermediate cover of waste, areas that will not receive waste again for at least 180 days must have 1 foot of cover.
- It is the responsibility of the Contractor to haul cover for waste on their schedule, which can be on a weekly basis or stockpile dirt for use.
- The contractor will be responsible for providing needed equipment and personnel, during normal operating and outside of normal operating hours, including holidays, for the purpose of extinguishing landfill fires.
- If required by City, monthly leachate and methane gas testing will be done by contractor. Currently City staff perform these tests.

## **Road Maintenance**

The Contractor will maintain and build roads that are needed for haul and internal roads. This includes the following items for road maintenance:

- Haul roads must allow transfer trucks to drive on them with no problems.
- Internal roads must allow for a four wheel drive truck to easily drive on them. No exposed drainage pipes or large ruts in the roadway.
- The Contractor will place rock or slag on roadways as needed. All rock or slag is provided by the City and is approved by the Solid Waste Manager.
- Snow removal of roads is the responsibility of the Contractor. Sand is used on icy roads and will be provided by the City.
- Any mud that is tracked from the landfill facility onto Highway 61 is the responsibility of the Contractor to remove from the highway. This is a DOT requirement.

## **Erosion and Maintenance Control**

The Contractor will be responsible to correct items that are found in areas that are concerns for erosion and maintenance of closed and current landfill cells as follows:

- Maintain and repair Landfill perimeter fencing. City will provide materials as needed.
- Erosion issues will be corrected by the Contractor. This includes ruts, rock placement, and other ways to control erosion after an area has had repairs done, materials are purchased by the City.
- The Contractor will repair all leachate seeps in closed and open areas of the landfill facility.
- The Contractor will clean sediment pond areas (2) out when needed and will also maintain the access to the areas. Frequency of cleaning will be determined by the Solid Waste manager.
- The Contractor will remove trees and mow areas that need mowed to prevent disturbing the closed cap on closed sections of the landfill facility. All fill areas of the Landfill shall be mowed twice yearly, once in June and once in October.
- If seeding is needed in areas on intermediate cover for erosion control or on areas that have had work done, this is the responsibility of the Contractor. Materials will be purchased by the City.
- Placement of manhole sections and other minor work that needs done by the advisement of the Solid Waste Manager will be done by the Contractor. Materials will be supplied by the City.

Muscatine County Landfill Operations

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Experience:**

List the Subtitle D Landfills in the State of Iowa that your company has worked for as the contract operator:

(Please attach an additional form, if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Please provide three references for work performed as a landfill contract operator.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Insurance:**

Provide (attach) a copy of your current insurance company's information and coverage.



Muscatine County Landfill Operations

The submittal of this proposal is for a monthly payment from the City of

\$ \_\_\_\_\_

If the Muscatine County Landfill exceeds 50,000 tons of waste during a given fiscal year (July 1- June 30) this proposal allows for an additional payment per ton of

\$ \_\_\_\_\_

Fuel Surcharge:

If the cost of off road diesel fuel increases more than \$0.50 per gallon over \$\_\_\_\_\_ per gallon, Hauler may submit receipts for reimbursement to the City for the amount in excess of \$(this should be the blank per-gallon amount plus the \$.50) per gallon. The cost of fuel, and any increases, is based upon the per gallon price set by

\_\_\_\_\_. Anticipated fuel usage per month \_\_\_\_\_ gallons.

I have read the requirements and expectations of the Muscatine County Landfill Operations for the City of Muscatine. I understand that my submittal of this proposal is with the City for three and one half years, with the option to extend the contract if mutually agreed. The contract begins January 1<sup>st</sup>, 2022 and ends June 30<sup>th</sup>, 2025. I have knowledge of the landfill site and understand what I am submitting my proposal for.

I am submitting this proposal on behalf of the company I am representing

\_\_\_\_\_  
Name – Print

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

