



Site 3 Wood Waste Grinding Project

2250 A Street SW, Cedar Rapids, IA

*Issued:
April 7, 2026*

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0100
NOTICE TO BIDDERS
SITE 3 WOOD WASTE GRINDING PROJECT

The Cedar Rapids Linn County Solid Waste Agency is seeking competitive quotes comprising of the work stated below. Competitive quotes must be filed before **2:00 P.M.** according to the clock at the office of the Cedar Rapids Linn County Solid Waste Agency on **Tuesday, May 5th** in the **Administration Building, 1954 County Home Road, Marion, Iowa 52302**. Quotes received after the deadline for submission of bids as stated herein shall not be considered.

Competitive quotes will be publicly opened immediately thereafter in the **Administration Building, 1954 County Home Road, Marion, Iowa 52302** for consideration by the Cedar Rapids Linn County Solid Waste Agency Board of Directors at its meeting on **Tuesday, May 19th at 1:30 P.M.**

This project includes grinding wood waste at the Cedar Rapids Linn County Solid Waste Agency Site No. 3. All work shall be completed in accordance with the contract documents prepared by the Cedar Rapids Linn County Solid Waste Agency.

Contractor shall fully complete the project in accordance with the contract terms. Should the contractor fail to complete the work within the designated contract terms, liquidated damages of **\$500.00** per calendar day will be assessed.

Specified Start Date: July 1, 2026

Final Completion Date: June 30, 2028

A copy of the contract documents is available for review by any interested person at Administration Building, 1954 County Home Road, Marion, Iowa 52302. Copies of the contract documents are available beginning on **April 7th, 2026** from the Cedar Rapids Linn County Solid Waste Agency, 1954 County Home Road, Marion, Iowa 52302; (319) 377-5290.

Each proposal shall be completed on the forms included with the contract documents and must be submitted to the Cedar Rapids Linn County Solid Waste Agency either by hard copy or email by 2:00 P.M. on May 5th, 2026.

Proposal should be sent to:

Cedar Rapids Linn County Solid Waste Agency

Attn: Garrett Prestegard

1954 County Home Road

Marion, IA 52302

or

gprestegard@solidwasteagency.org

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or

laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

The Cedar Rapids Linn County Solid Waste Agency reserves the right to defer acceptance of any bid for a period of sixty (60) calendar days after receipt of bids and no bid may be withdrawn during this period.

Each successful bidder will be required to furnish a corporate surety bond (Performance and Payment Bond) in an amount equal to 100% of its contract price. Said bond shall be issued by a responsible surety approved by Cedar Rapids Linn County Solid Waste Agency and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless Cedar Rapids Linn County Solid Waste Agency from claims and damages of any kind caused by the operations of the contract.

The Cedar Rapids Linn County Solid Waste Agency, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Cedar Rapids Linn County Solid Waste Agency does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the jurisdiction.

Prospective bidders may contact Zac Hornung by phone at (319) 377-5290 x. 123 or email at zhornung@solidwasteagency.org to arrange a site visit.

0200
INSTRUCTIONS TO BIDDERS
SITE 3 WOOD WASTE GRINDING PROJECT

The contract documents and general provisions have been prepared in accordance with Division 1 of the Iowa Statewide Urban Design and Specifications (SUDAS) Specification Manual. The terms used in the contract documents are defined in said Standard Specifications. **Before submitting your bid, review the requirements of Division 1, General Provisions and Covenants, in particular the sections regarding proposal requirements, bonding, contract execution, and insurance requirements.** Be certain that all documents have been completed properly, as failure to complete and sign all documents and to comply with the requirements listed below can cause your bid not to be read.

I. SUBMISSION OF THE PROPOSAL AND IDENTITY OF BIDDER

- A. See Section 1020 of the SUDAS Standard Specifications (found at <https://intrans.iastate.edu/app/uploads/sites/15/2020/02/1020.pdf>) for complete descriptions of the proposal requirements and conditions.
- B. Submittals include completion of the Proposal in Section 0300.
- C. The following documents shall be completed, signed, and returned in the Proposal envelope. The signature on the proposal and all proposal attachments must be an original signature in ink signed by the same individual who is the Company Owner or an authorized Officer of the Company; copies or facsimile of any signature or electronic signatures will not be accepted. The bid cannot be read if any of these documents are omitted from the Proposal envelope.
 - 1) Part B – Acknowledgment of Addenda if any have been issued
 - 2) Part C – Bid Items, Quantities, and Prices
 - 3) Part G – Identity of Bidder (including the Bidder Status Form)
 - i. The Bidder Status Form is required by the Iowa Labor Commissioner, pursuant to the Iowa Administrative Code rule 875-156.2(1). The Bidder must complete and submit the Bidder Status Form, signed by an authorized representative of the Bidder, with their bid proposal. Under Iowa Administrative Code rule 875-156.2(1), failure to provide the Bidder Status Form with the bid may result in the bid being deemed non-responsive and may result in the bid being rejected. The Worksheet: Authorized to Transact Business from the Labor Commissioner is included on the following page and can be used to assist Bidders in completing the Bidder Status Form.

II. PERFORMANCE AND PAYMENT BOND

- A. Use the Performance and Payment Bond Form included in the bidding documents.
- B. See Section 1070 of the SUDAS Standard Specifications (found at <https://intrans.iastate.edu/app/uploads/sites/15/2020/02/1070.pdf>) for complete descriptions of the bonding requirements and conditions.

III. INSURANCE REQUIREMENTS

- A. See Section 1070 of the SUDAS Standard Specifications (found at <https://intrans.iastate.edu/app/uploads/sites/15/2020/02/1070.pdf>) for complete descriptions of the insurance requirements and conditions.

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- Yes No My business is currently registered as a contractor with the Iowa Division of Labor.
- Yes No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- Yes No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- Yes No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- Yes No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- Yes No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- Yes No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- Yes No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- Yes No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

0300
PROPOSAL
SITE 3 WOOD WASTE GRINDING PROJECT

PART A – SCOPE

The **Cedar Rapids Linn County Solid Waste Agency**, hereinafter called the “Jurisdiction,” has need of a qualified contractor to complete the work outlined in this Proposal. The undersigned Bidder hereby proposes to complete the work comprising the below referenced work as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the **Cedar Rapids Linn County Solid Waste Agency**, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements: **Site 3 Wood Waste Grinding Project**

The Jurisdiction is seeking to establish a contract with a contractor who has the ability, labor, materials, and equipment to provide year-round on-site yard/wood waste grinding, the Agency estimates grinding services will be needed quarterly. The Agency separates stockpiles into four separate piles: Yard waste, green wood (brush and branches), logs, and pallets. Below is a table of inbound material collected in the past five years.

Inbound Tonnage			
Year	Pallets	Green Wood, Stumps, Yard Waste	Total
2021*	25,722 tons	12,501 tons	38,223 tons
2022*	18,440 tons	12,745 tons	31,185 tons
2023	16,059 tons	7,734 tons	23,793 tons
2024	15,990 tons	4,447 tons	20,437 tons
2025	17,335 tons	2,929 tons	20,264 tons

**Tonnage is higher than average due to Derecho material*

The selected contractor shall mobilize within 14 calendar days of request. The Jurisdiction anticipates that grinding services will be conducted four times per year. The services are typically needed in February, June, August, and November. However, this schedule may vary. Grinding services will be conducted during the site’s operations hours, which are Monday through Friday, 8:00am to 4:00pm. There shall be no charges for overtime or holiday premium pay.

The Jurisdiction should remove any non-organic material from stockpiles to the extent possible. If material is missed, the Jurisdiction will dispose of any non-organic material found by the contractor. Grinding equipment shall be provided by the contractor and shall include a magnetic feature to collect nails during the grinding pallets and other materials. The Jurisdiction has a splitter cone and will split any large logs or stumps that cannot be processed by the contractor due to size.

The contractor shall provide all expertise, personnel, tools, materials, equipment, fuel, supervision and all other incidental costs and facilities of any nature to execute and complete the grinding of yard/wood waste dropped off at the facility. Woodchips will remain in stockpiles after grinding.

The minimum HP of the horizontal grinder shall be 750 HP. The contractor shall provide support equipment to load the grinder and maintain processed material.

The mulch shall be reduced to an attractive size for community members to pick up. Sizes could vary depending on the material being processed. The majority of wood waste will be placed into compost windrows (oversized chips would be acceptable). On average, processed mulch should be less than three

inches wide and less than 12 inches long. Different sized grates will be required. The contractor will not be responsible for transportation of mulch or grindings. All stockpiles will be moved by the Jurisdiction.

PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda _____, _____, _____, _____, and certifies that said addenda were utilized in the preparation of this bid.

PART C – BID ITEMS, QUANTITIES, AND PRICES

The Bidder must provide the per hour price of grinding services, type of grinder used, and mobilization cost on the Proposal. In case of discrepancy, the Unit Bid Price governs. The quantities shown below are approximate only but are considered sufficiently adequate for the purpose of comparing bids. The Total Cost plus any alternates selected by the Jurisdiction, shall be used only for comparison of bids. The Total Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

All bid prices shall include mileage, bonds, insurance, gas, maintenance, labor, administrative costs, equipment, and all other incidental cost required to complete work for the items listed below and in accordance with the scope of work outlined in Part A.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	Onsite Wood Waste Grinding Operations	HR	550	\$	\$
2	Mobilization	EA	8	\$	\$
TOTAL COST \$					_____

The agreement(s) established with the successful bidder shall be for the service as needed with no guaranteed minimum or maximum volume of grinded material. The contractor will be paid for mobilization per event and per hour of grinding.

Capability of grinding per day	
Est. average number of cubic yards of wood waste your company has the capability to grind per day:	_____/CY Per day
Maximum number of cubic yards of wood waste your company has capability to grind per day:	_____/CY Per day
Size of grinder to be used:	
Size of Grates available for grinding:	

PART D – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this work, reserves the right to reject any or all bids. Award of the contract, if any, will be to be to the lowest responsible, responsive bidder; and make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance and payment bond; and
2. Commence the work on this project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to fully complete the **Site 3 Wood Waste Grinding Project** as outlined in Part A through June 30, 2028; and to pay liquidated damages for noncompliance with said completion provisions at the rate of **five hundred dollars (\$500.00)** for each calendar day thereafter that the work remains in non-compliance with the terms of Part A..

PART E – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and
5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PART G – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

Individual,
Sole Proprietorship

Partnership

Corporation

Limited Liability Company

Joint-venture: all parties must join-in and
execute all documents

Other

_____ Bidder

_____ Signature

By _____
Name (Print/Type)

_____ Title

_____ Street Address

_____ City, State, Zip Code

_____ Telephone Number

**Type or print the name and title of the company's
owner, president, CEO, etc. if a different person
than entered above**

The Bidder shall enter its Public Registration
Number _____ - _____ issued
By the Iowa Commissioner of Labor Pursuant
Section 91C.5 of the Iowa Code.

Failure to provide said Registration Number
shall result in the bid being read under
advisement. A contract will not be executed
until the Contractor is registered.

_____ Name

_____ Title

**NOTE: The signature on this proposal must be an original signature in ink; copies,
facsimiles, or electronic signatures will not be accepted.**

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: _____

Signature: _____ Date: _____

0400
CONTRACT
SITE 3 WOOD WASTE GRINDING PROJECT

THIS CONTRACT, made and entered into on this _____ day of _____, 20____, by and between the **Cedar Rapids Linn County Solid Waste Agency**, upon order of its Board of Directors, hereinafter called the "Jurisdiction," and _____, hereinafter called the "Contractor."

WITNESSETH:

The Contractor hereby agrees to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the Administration Building, 1954 County Home Road, Marion, Iowa 52302. This contract includes all contract documents. The work under this contract shall be constructed in accordance with the **Iowa Statewide Urban Design and Specifications (SUDAS) Specification Manual as amended in the Special Provisions**, and the Contract Attachments: Item 1 – Figure 1 Wood Grinding Area; Item 2 – Bid Items, Quantities, and Prices; and Item 3 – Contractor Safety Briefing and Vendor Liability Waiver, which are attached hereto. The Contractor further agrees to complete the work in strict accordance with said contract documents, and to guarantee the work as required by law, for the time required in said contract documents, after its acceptance by the Jurisdiction.

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices shown on the Contract Attachment - Item 2: Bid Items, Quantities, and Prices, which were proposed by the Contractor in its proposal submitted in accordance with the Notice to Bidders for the following described improvements:

Site 3 Wood Waste Grinding Project

The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of _____ dollars (\$_____) which amount shall constitute the required amount of the Performance and Payment Bond. The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written notice to proceed by the Jurisdiction and to fully complete the **Site 3 Wood Waste Grinding Project** by June 30, 2028; and to pay liquidated damages for noncompliance with said completion provisions at the rate of five hundred dollars (\$500.00) for each calendar day the work remains in non-compliance with the project's scope of work.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

JURISDICTION

CONTRACTOR

By _____

Contractor

Name

By _____
Signature

Title

Title

ATTEST:

Street Address

City, State, Zip Code

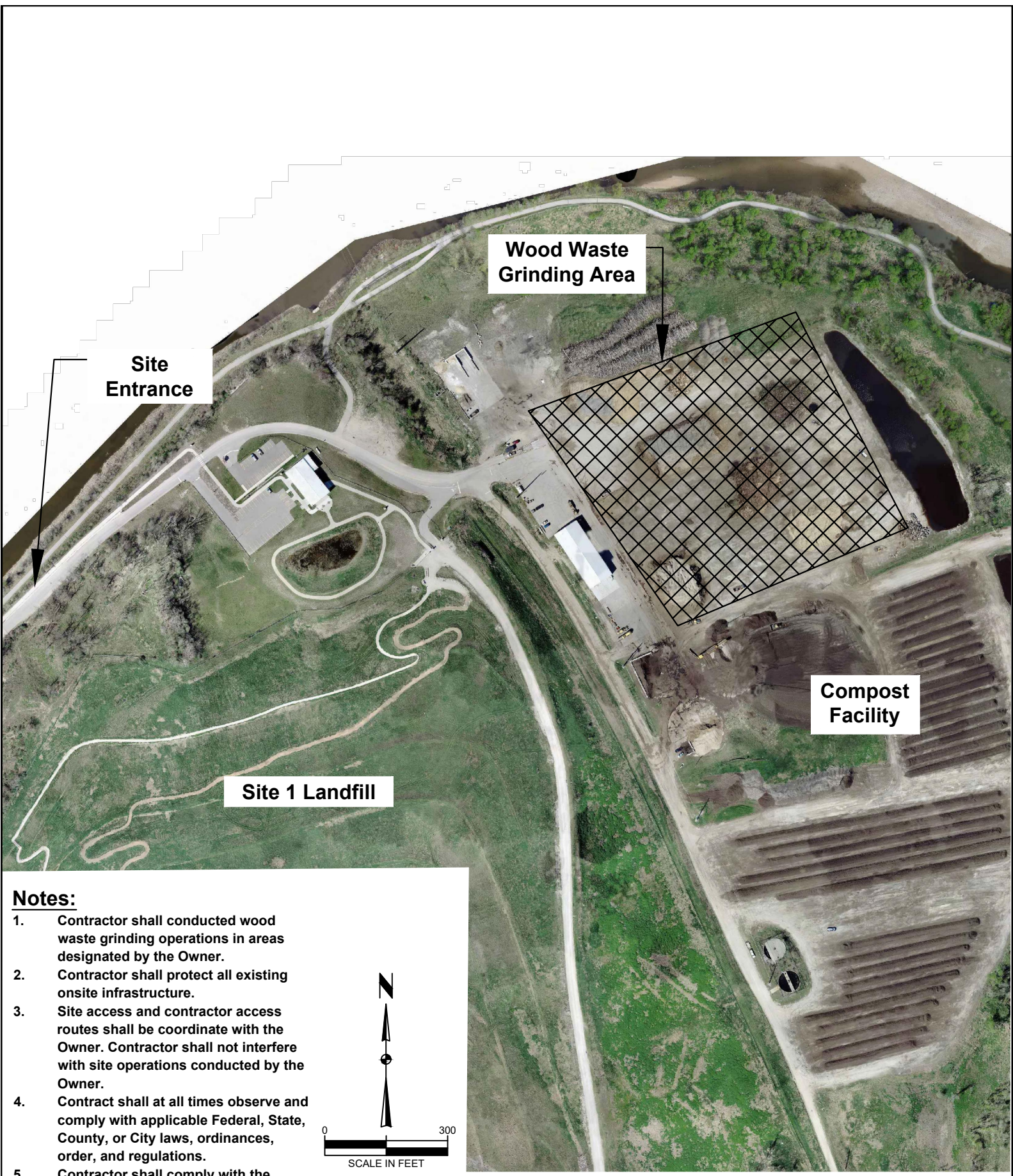
Title

Telephone

CONTRACTOR PUBLIC REGISTRATION INFORMATION To Be Provided By:

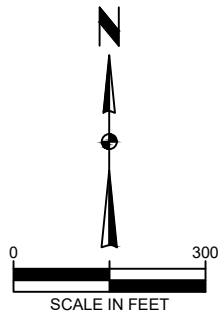
1. All Contractors: The Contractor shall enter its Public Registration Number _____ - _____ issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:
 - A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the division of labor services of the department of workforce development. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.
 - B. Prior to entering into contract, the designated low bidder, if it is a corporation organized under the laws of a state other than Iowa, shall file with the Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Iowa Code, or as amended, governing foreign corporations.

CONTRACT ATTACHMENT: ITEM 1 – FIGURE 1



Notes:

1. Contractor shall conducted wood waste grinding operations in areas designated by the Owner.
2. Contractor shall protect all existing onsite infrastructure.
3. Site access and contractor access routes shall be coordinate with the Owner. Contractor shall not interfere with site operations conducted by the Owner.
4. Contract shall at all times observe and comply with applicable Federal, State, County, or City laws, ordinances, order, and regulations.
5. Contractor shall comply with the requirements of the Owners NPDES General Permit #1 and site Stormwater Pollution Prevention Plan.



CONTRACT ATTACHMENT: ITEM 2 - BID ITEMS, QUANTITIES, AND PRICES

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices tabulated below as proposed by the Contractor in its proposal submitted in accordance with notice to bidders and notice of public hearing. All quantities are subject to revision by the Jurisdiction. Quantity changes that amount to 20% or less of the amount bid shall not affect the unit bid price.

All prices bid include mileage, bonds, insurance, gas, maintenance, labor, administrative costs, equipment, and all other cost required to complete work for the bid items listed below.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	Onsite Wood Waste Grinding Operations	HR	550	\$	\$
2	Mobilization	EA	8	\$	\$
TOTAL COST \$					_____

The agreement(s) established with the successful bidder shall be for the service as needed with no guaranteed minimum or maximum volume of grinded material. The contractor will be paid for mobilization per event and per hour of grinding.

Capability of grinding per day	
Est. average number of cubic yards of wood waste your company has the capability to grind per day:	_____ /CY Per day
Maximum number of cubic yards of wood waste your company has capability to grind per day:	_____ /CY Per day
Size of grinder to be used:	
Size of Grates available for grinding:	

CONTRACT ATTACHMENT: ITEM 3 – Contractor Safety Briefing & Vendor Liability Agreement

Vendor/Contractor Safety Briefing

There is absolutely NO SMOKING ON AGENCY PROPERTY! Contractors and vendors failing to adhere to this rule can be barred from Agency property.

SCAVENGING or SALVAGING WASTES OR RECYCLABLES IS STRICTLY PROHIBITED!

Personal protective equipment (PPE): We require **all vendors, contractors, and Agency staff** to wear hi-vis gear (vest/coat/shirt) when working on site. We also recommend the following personal protective equipment:

- Steel toed safety boots
- Safety glasses
- Gloves, when contacting waste or chemicals, including oil and fuel.

Seatbelts are mandatory when operating or riding in any Agency vehicle or equipment, including passenger trucks, the 4x4 runner/ATV, and the forklift. Unless you are an Agency employee and have received formal, documented training, you are not authorized to operate the Agency forklift or any other Agency vehicle or piece of equipment.

We have a posted speed limit of 14 MPH throughout the site. Contractors failing to adhere to the speed limit may be barred from the site.

Follow established traffic patterns – unless you have received express permission from a member of management, **DO NOT enter the site, against traffic, in the outbound scale lane.** Stay to the right of the scale.

Safety Around Vehicles: Please exercise situational awareness when onsite, particularly around all vehicles and equipment – look both ways before crossing roadways or drive-through areas, and seek to make eye contact with vehicle drivers and equipment operators before crossing their path. The site access roads can be very busy – cross with caution! Never walk behind, crawl, walk under, or stand behind vehicles or machines. Use extreme caution when backing up.

Radio and Cell Phone Communication: When working onsite, operational staff and laborers must have a working radio on. We ask that contractors and vendors inform Agency staff of their presence in work areas, and NOT to use cell phones when operating vehicles on Agency property.

Bloodborne Pathogens: Working with or around waste means that there is always the potential for exposure to bloodborne pathogens and infectious agents such as hepatitis. To control this risk, we recommend that you get a Hep B vaccine series. Contact Laura in the main office for more information. In the event of contact with sharps or other potentially pathogenic waste, notify the site supervisor or a member of management, immediately.

Confined Spaces: Due to the potential for hazardous and flammable atmospheres resulting from landfill gases, including methane and hydrogen sulfide, **contractors and**

vendors are strictly prohibited from entering or working in onsite confined spaces.

Confined spaces include all sumps, manholes, storm sewers, culverts, tanks, and the pit areas underneath the scales. Trenches and lagoons are also considered confined spaces. If conducted, confined space entry must be pre-approved in writing, and done by properly equipped, trained and authorized persons.

Safety Data Sheets/(M)SDSs for chemicals and fuels used onsite are located in 3-ring binders available in the shop and the break room. All chemicals brought onto Agency property by vendors must be accompanied by a Safety Data Sheet, and must be available to Agency staff upon request. Vendors are required to lawfully disposal of any chemical w or hazardous waste generated on Agency property.

Spills and Releases: In the event of a spill of regulated waste, chemical or fuel on Agency property, or a release of leachate or gas resulting from site work, vendors and contractors are required to notify a member of management, immediately.

Injury or Medical Emergency: In the event that a vendor or contractor suffers an injury, please contact the site supervisor or a member of management immediately. In the event of a medical emergency or injury involving a customer or coworker, call 911. There are first aid kits in the office; shop, and break room. A landline phone is located in the scale house trailer. Emergency call lists are posted in the office/scale house.

Hot loads, hot work, and facility or landfill fires: A “hot load” is a smoldering or burning load of waste that can cause a landfill fire. Agency staff can use stockpiled soil or the water truck to suppress fires. The Agency water truck is kept full at all times, and must be accessible in the event of an onsite fire. In the event of an onsite fire, any member of staff is authorized to call 911 in the event they believe it is warranted. No hot work (welding; torch cutting, etc.) should be conducted by a vendor without approval of the site lead or Director of Operations. If there is a fire involving the gas system, or fuel storage areas, all persons in the vicinity are directed to evacuate immediately, and call 911.

Respiratory protection and Dust: Onsite roads can be dusty. Nuisance dust masks for voluntary use are available in the shop. These masks are for nuisance dusts only and are NOT intended to be used as air purifying respirators. If you have questions about the Agency’s respiratory protection program, please contact Laura in the office.

Lock out/tag out: Do not start, operate or attempt to repair equipment that has been tagged out. Exercise extreme caution around or near equipment or vehicles that have the potential to unexpectedly energize: close; roll; drop; pinch; or otherwise release hazardous energy due to damage, service or maintenance activities.

Landfill infrastructure (Gas and Leachate): Agency landfills utilize leachate and landfill gas collection systems. These systems are required by our permit and regulated by state and federal law.

- Landfill gas (including methane and hydrogen sulfide) is highly flammable. ***There is no smoking on Agency property.*** All contractors and vendors are expected to adhere to the Agency’s no smoking policy.
- Leachate may not be released to storm water, or released offsite. All leachate must be directed to the collection system and disposal through the sanitary sewer. In the event that you observe strong landfill gas odors or leachate seeps or ponding of impacted

liquid anywhere onsite, notify the site supervisor, or a member of management, immediately.

Safety Program: We hold monthly safety meetings, whereby Agency staff are given an opportunity to discuss near-misses and incidents. We also present a specific safety topic, as training. If at any time, you have a question or concern about site safety, about operation of equipment, or are unsure about performing any task, management has an open door policy. You can talk to anyone of us. If someone asks you to complete a task that you do not feel comfortable with, please contact a member of management before you proceed.

VENDOR Agreement - Release of Liability

I hereby release from liability and agree to indemnify and hold harmless the Cedar Rapids Linn County Solid Waste Agency (Agency), and any of its employees representing or related to the Agency, for any liability in connection with my use of Agency property or facilities, or in my performance of work or services for, or on behalf, of the Agency.

The Agency has provided me/my company with site safety rules and I have read and understand them. I agree to abide by Agency site safety rules.

This release is for any and all liability, for personal injuries and property losses or damage occasioned by, or in connection with, work on or use of Agency facilities or equipment.

Company Name _____

Signature _____

Print Name _____

Date _____

Agency Location (Site #3): _____

0500
PERFORMANCE AND PAYMENT BOND
SITE 3 WOOD WASTE GRINDING PROJECT

KNOW ALL BY THESE PRESENTS:

That we, _____, as Principal (hereinafter the "Contractor" or "Principal" and _____, as Surety are held and firmly bound unto **Cedar Rapids Linn County Solid Waste Agency**, as Obligee (hereinafter referred to as "the Jurisdiction"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of _____ dollars (\$_____), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Jurisdiction, bearing date the _____ day of _____, 20____, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

This project includes construction of a wetland area to be used as a runoff buffer between farmland and Indian Creek located Marion Township, Linn County, Iowa. This project also includes the construction of a bioreactor to assist with nutrient reduction from subsurface farm tile.

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Jurisdiction from all outlay and expense incurred by the Jurisdiction by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Jurisdiction is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the

contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.

3. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:
 - A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
 - B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
 - C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.
 - D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
 - E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the Jurisdiction's staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Jurisdiction incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Jurisdiction whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be Linn County, State of Iowa. If legal action is required by the Jurisdiction to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Contractor and the Surety agree, jointly, and severally, to pay the Jurisdiction all outlay and expense incurred therefor by the Jurisdiction. All rights, powers, and remedies of the Jurisdiction hereunder shall

be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a word, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

PRINCIPAL:

Contractor

By _____
Signature

Title

SURETY:

Surety Company

By _____
Signature Attorney-in-Fact Officer

Printed Name of Attorney-in-Fact Officer

Company Name

Company Address

City, State, Zip Code

Company Telephone Number

NOTE:

- 1. All signatures on this performance and payment bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.**
- 2. This bond must be sealed with the Surety's raised, embossing seal.**
- 3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.**
- 4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.**

0600
SPECIAL PROVISIONS

The **Iowa Statewide Urban Design and Specifications (SUDAS) Specification Manual** as amended in these special provisions shall apply to work on this project.

Notes for Information Only:

- A. The contract documents and general provisions have been developed in accordance with Division 1: General Provisions and Covenants of the SUDAS Standard Specifications.
- B. Bonds and Insurance requirements shall be as prescribed in Part 3 – Bonds and Insurance which can be found at SUDAS Standard Specifications, [Section 1070 - Legal Relations & Responsibility to the Public \(iastate.edu\)](#).