



## Request for Proposal

**Introduction:** Waverly is a city with a population of just over 10,000 located in Northeast Iowa on the banks of the Cedar River, approximately 80 miles west of the Mississippi River and 60 miles south of the Iowa/Minnesota border.

**Project Summary:** The City of Waverly has been awarded an Energy Efficiency and Conservation Block Grant for the replacement of downtown lighting. The project will include the replacement of deteriorating exterior lighting at two key downtown locations: Big 6 Plaza (97 East Bremer Avenue) and Waverly Civic Center (200 1<sup>st</sup> Street NE) that will include 20 existing metal halide bollard fixtures with new energy-efficient LED bollard fixtures.

For any other questions related to the project, please contact Justin McGlaun at [jmcglaun@waverlyia.com](mailto:jmcglaun@waverlyia.com) or 319-352-6247.

### Qualifications of Bidders:

1. Bidders may be investigated by the City of Waverly to determine if they are qualified to deliver the goods and services. All bidders shall be prepared to submit within three days of the City's request, written evidence of such information and data necessary to make this determination.
2. The investigation of a bidder will seek to determine whether the organization is adequate in size, is authorized to do business in the jurisdiction where the project is located, has had previous experience, and whether available equipment and financial resources are adequate to assure the City that the goods and services will be delivered in accordance with the terms of the agreement.
3. The City reserves the right to reject any bid if the evidence submitted by, or the investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the procurement documents and to complete the goods and services contemplated therein.
4. Each bidder should submit with their bid a list of at least four separate references currently using the equipment or services proposed on similar applications sold by the bidding distributor. This list shall include the company name, contact name and telephone number where they may be reached.
5. If the successful bidder does not honor their bid, they may be disqualified from bidding on future equipment or service projects for a period of up to five years.

### General Terms and Conditions:

This document provides basic standard specifications with an area to note alternatives. Alternatives may be accepted if it is determined by the City of Waverly staff that the alternatives listed will be the most advantageous to the City. If alternatives are marked, please provide a short explanation.

The City of Waverly reserves the right to accept the bid in which the judgement of the City is the most advantageous to the City. The City has the right to accept alternatives and waive irregularities in any bid and to reject any or all bids or to re-advertise.

Proposals must be submitted by 10:00 A.M. (CST) on **February 3, 2026** in a sealed envelope, addressed as follows:

City of Waverly Director of Public Works  
Public Services Office  
2900 5<sup>th</sup> Ave NW  
P.O. Box 616  
Waverly, Iowa 50677

The envelope must be plainly marked with the RFP title “Downtown Lighting Project” and the due date. Improperly identified envelopes may be rejected or overlooked in opening at the proper time, in which case the quotation will not be accepted.

**Specifications/Detailed Description of Services:**

The work must follow the special terms and conditions outlined within Appendix 1 of this document, which include following Davis-Bacon reporting requirements including the Wage Decision included in Appendix 2 of this document.

This project is exempt from Term 45. Buy American Requirement for Infrastructure Project.

Energy-efficient LED bollard fixtures will meet or exceed the specifications in Appendix 3 of this document.

Work must be completed before August 1, 2026.

**Proposal Requirements:**

If you are interested, please submit a brief proposal that includes the following:

- Name and address of the firm or individual;
- Listing of individuals and their qualifications to perform this work;
- Direct contact information;
- Proposed timeframe for completion of the project, detailed by steps and phases;
- Not to exceed cost amount which is to include 20 energy-efficient bollard fixtures and all labor, equipment, and materials necessary for installation;
- Brief statement outlining experience with this kind of work, including references.

**Evaluation criteria:**

The City of Waverly will evaluate proposals based on the lowest responsible and responsive bidder. Bids will be evaluated based on adherence to the RFP requirements, completeness of proposal, demonstrated ability to perform the work, past performance, relevant experience, and the overall cost. The lowest bid will be selected provided the bidder meets all minimum qualifications and can successfully perform the required work.

After evaluation of all submitted proposals and selection of a contractor, negotiations between the City of Waverly and contractor will be initiated. If an agreement cannot be reached between the City of Waverly and the selected contractor, the next most qualified contractor will be contacted for negotiations.

The awarded vendor shall maintain adequate liability insurance in form(s) and amount(s) sufficient to protect the agencies, its employees, its clients and the general public against loss, damage and/or expense related to performance under this agreement.

**Expected Timeline:**

The Waverly City Council will meet on Monday, February 16, 2026. At that time, they intend to review the proposals and award the contract.

**Deadline for submission:**

Proposals must be submitted no later than **February 3, 2026, at 10:00 AM** (CST). Proposals that are not received by the stated deadline or do not meet the Proposal Requirements stated above will not be considered.

Proposals should be labeled Downtown Lighting Project.

The City of Waverly reserves the right to cancel this RFP at any time. At that point, the City of Waverly will return any proposals to bidders and may or may nor reissue this RFP.

In compliance with the above invitation for proposals and subject to all listed specifications and general conditions, the undersigned offers and agrees to furnish any or all the item(s) upon which prices are quoted, exclusive of state and federal taxes at the price set opposite each item F.O. B. Waverly. The undersigned affirms that their company has not been a party to any agreement to bid a fixed price.

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_  
\_\_\_\_\_

References:

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_