

**DELAWARE • KNOX • MARION • MORROW
JOINT SOLID WASTE DISTRICT**

REQUEST FOR PROPOSALS FOR

**RECYCLING DROP-OFF SERVICES FOR
MARION COUNTY**



Delaware, Knox, Marion, Morrow Solid Waste District
Request for Proposal for Drop-off Service Agreement

LEGAL NOTICE

The Delaware, Knox, Marion, Morrow Solid Waste District is soliciting proposals for the transportation, processing and recycling of materials from its existing nine recycling drop-off locations in Marion County. Companies submitting proposals must have a minimum five years' experience in servicing recycling drop-offs and marketing recyclable materials. A pre-bid meeting will be held on Tuesday, June 5, 2018 at 10:00 a.m. at the Knox County Service Building, 117 E. High Street, Suite 251, Mt. Vernon, Ohio 43050. For a copy of the proposal package, visit the DKMM Solid Waste District website at www.dkmm.org or contact Jenna Hicks at 740-393-4600.

INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR PROPOSALS (“RFP”)

Receipt and Opening of Responses

The Delaware, Knox, Marion, Morrow Solid Waste District (the “District”) requests proposals from any interested party (referred to herein as the “Contractor”) for the provision of recycling drop-off services on the forms attached. All information must be appropriately and permanently filled in. It is the responsibility of the Contractor to submit its response at the main office of the Delaware, Knox, Marion, Morrow Solid Waste District, 117 East High Street, Suite 257, Mount Vernon, Ohio 43050, prior to the time scheduled for the opening of responses.

The District will conduct a Non-Mandatory Pre-Proposal Meeting at 10:00 am on Tuesday, June 5, 2018, at the Knox County Services Building, 117 East High Street, Suite 251, Mount Vernon, Ohio. Contractors are encouraged to attend the meeting to address any questions concerning the requirements, conditions and specifications of this Request For Proposals. Contractors are required to notify the District whether they will attend the Pre-Proposal meeting not later than June 1, 2018. The District may refuse to respond to questions concerning the Request For Proposals by any means, including those presented electronically, by telephone, regular mail or in person, after the Pre-Proposal meeting. The District strongly discourages Contractors from contacting the District’s staff with questions or other RFP-related communications outside of the Pre-Proposal Meeting, and may reject consideration of a proposal submitted by any Contractor that violates this admonition.

Responses will be received on or before Tuesday, July 31, 2018 at 10:00 am at the DKMM Solid Waste District office at which time they will be publicly opened and tabulated. The public opening and tabulation of responses is for informational purposes only and is not to be construed as an acceptance or rejection of any response that is submitted.

Proposals must be submitted in two separately sealed envelopes labeled “STATEMENT OF QUALIFICATION AND EXPERIENCE” and “PRICE QUOTATION”. Both envelopes will then be placed in a third envelope labeled “RECYCLING DROP-OFF SERVICES”. The proposal package will be submitted to:

Delaware, Knox, Marion, Morrow Solid Waste District
117 East High Street, Suite 257
Mount Vernon, Ohio 43050
Phone: 740-393-4600

Preparation of Responses

Proposals must address all specification requirements in the Statement of Qualifications and Experience. The successful Contractor will be required to comply with all requirements of the Contract, regardless of whether the Contractor had actual knowledge of the requirements and regardless of any statement or omissions made by the Contractor which might indicate a contrary intention. All price quotations submitted in response to the RFP must be provided on the attached price quotation form (Attachment B). All blank spaces on the price quotation form must be completed in full, in ink or typewritten.

The District reserves the right to negotiate with more than one bidder or reject any or all bids. The District reserves the right to waive any irregularities and technicalities. The District also reserves the right to reject any or all proposals. Any proposal may be withdrawn prior to the opening of the responses. Any proposal received after the time and date set for the opening shall not be considered. Proposals submitted to the District will become the property of the District and will not be returned.

The Contractor must respond to all specifications contained in this document in the Contractor’s STATEMENT OF QUALIFICATIONS AND EXPERIENCE package.

Term of Contracts

The initial term of the contract shall be for five (5) years beginning January 1, 2019 ending on December 31, 2023, if not renewed, extended or adjusted as mutually agreed by both parties in accordance with the Agreement.

GENERAL OVERVIEW

The scope of work under the contracts shall consist of the items contained in the contract documents and reasonably implicitly therein, including all incidentals necessary to fully complete said work in accordance with the contract documents.

The objectives of the contract shall be to offer residents of the District the following:

- Quality recycling services;
- Timely, clean, and efficient pick-up;
- Accountable, consistent, predictable and reliable services
- Competitive prices;
- Compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the Ohio Revised Code (ORC) Chapter 3734, Ohio Administrative Code Chapter 3745-27, the District’s Solid Waste Management Plan, and local rules of the District;

The Contractor will provide the following services:

- Collection and hauling of recyclable materials from District recycling drop-off sites at the agreed upon frequency. To constitute “service” of a site as it relates to the contracts, all containers must be emptied on each scheduled and agreed upon day of service, unless impacted by a National Holiday.
- Processing of recyclable materials.
- Tracking and reporting to the District on a minimum of a monthly basis (weekly is preferred) the totals collected and recycled. Reports will be generated electronically in Microsoft Excel and emailed to the District.

- Removal of all recyclable materials from drop-off locations including any recyclable materials around the containers or that fall off of the containers during collection activities.
- Proper placement of recycling containers back to their original positions. If using Contractor provided containers this is to include ensuring that the containers are evenly spaced with at least three (3) feet of distance between containers for side door access after emptying and ensure all lids are closed and lock bars are in place if lock bars are on bin
- If using District owned 40 yard containers, Contractor must be able to safely house the extra District owned empty containers which are to be used to switch out full containers.
- Ensure that all materials received at the drop-off locations, with the exception of contaminants, shall not be disposed by any other method other than at a valid (licensed/permitted) recycling, processing, marketing, brokering, or material use facility.
- Any additional recycling services or other benefits for the District that are offered in the Contractor's proposal and accepted by the District in its contract award.

Conditions

Each Contractor shall become familiar with the conditions relating to the scope and restrictions attending the execution of the scope of work in the contract. All proposing parties shall thoroughly examine and be familiar with the specifications.

The Contractor shall make its own determination as to the conditions that exist throughout the District, and shall complete the scope of work in and under conditions they actually encounter without extra cost to the District.

The Contractor's attention is directed to the fact that all applicable federal laws, state laws, municipal ordinances, District Rules, and the rules and regulations of all authorities having jurisdiction over the work to be performed, shall apply to the contract throughout, and are incorporated into the contract as if fully written therein. In performing the scope of work, Contractor shall comply with the District's solid waste management plan approved by Ohio EPA. The District does not assume any responsibility or liability resulting from the Contractor's failure to be acquainted with the amount or nature of the work required to complete the contract in conformity with all requirements of the contract.

Basis for Award

Ohio law does not require the District to perform a competitive bidding or selection process to award the drop-off service contract. This RFP process is being conducted solely for the convenience of the District and the general benefit of the District's residents. The successful Contractor will execute the contract within thirty (30) days after awarded by the Board. The contract will be awarded to the party whose proposal is determined to be the most advantageous to the District by the District's Board of Directors (the "Board"), in the exercise of the Board's sole and absolute discretion. In determining which proposal is most advantageous to the District, the Board may consider any and all relevant criteria, regardless of whether one or more such criteria are specified in this RFP. The criteria that may be considered by the Board in determining which proposal is most advantageous for the District include, but are not limited to, the following:

- The price quotation submitted by the Contractor;
- The Contractor's equipment available for use in performing the obligation of the Contract;
- Standing to conduct business in the State of Ohio;
- Experience in the collection of residential recyclable materials;
- Business references pertaining to the provision of residential recyclable materials collection services for cities, villages, and townships;
- Evidence of the Contractor's ability, as well as the ability of the Material Recovery Facility specified by the Contractor in the proposal, to handle the volume of residential recyclable materials indicated by the District in the RFP;
- The Contractor's past performance and/or service reputation and service capability;
- Quality of the Contractor's staff or services;
- Residents' and other customers' satisfaction with the Contractor's services;
- The extent to which the Contractor's staff or services meet the District's needs;
- Contractor's past relationship with the District;
- Total long term cost to the District;
- Any other relevant criteria listed elsewhere in this RFP or that the District may become aware of through any other source.

The Board reserves the right to reject any and all proposals, to waive any irregularities or technicalities and to negotiate final terms and conditions of the contract, including, but not limited to, the contract price with the Contractor that is selected by the Board to receive the contract.

Contractors must maintain proposals for sixty (60) days following the date that proposals are publicly opened as determined by the District.

INFORMATION REQUIRED TO BE SUBMITTED IN THE STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Contractors will be required to provide all of the following information in the Statement of Qualifications and Experience portion of the submitted proposals:

1. An itemized list of the Contractor's equipment available for use on the contract (trucks, containers etc.). If using Contractor owned containers specify capacity and dimensions of each container and total number of containers to be used at each site. Containers must be a minimum of 8 yard with side doors.
2. Evidence the Contractor is in good standing in the State of Ohio, and in the case of corporation, organized under the laws of any other state.
3. Evidence in form and substance satisfactory to the District that the Contractor has at least five (5) years' experience in the collection of residential recyclable materials. In addition, the Contractor must demonstrate that it has the experience to properly recycle residential MSW.
4. Contractors must submit at least three references as a part of demonstrating compliance with this section. The reference information must contain the contact, phone, address, City/Village/Township, type of program/service provided, number of routes, number of sites serviced each month, and any other pertinent information that demonstrates the necessary experience to perform satisfactorily under this contract.

5. Evidence in form and substance satisfactory to the District that the Contractor has the capacity to accommodate the additional anticipated volume for a minimum of five (5) years at the Material Recovery Facility (MRF) indicated in the proposal. Please list MRF by name and address where recyclable material will be taken.
6. Submission of unit process for all requested price sections on the price quotation form.
7. Submission of an informal routing schedule. A final schedule must be provided with the signing of contracts.
8. Explain in detail how weight data will be collected.
9. Outline all recyclable materials that are accepted through your recycling program. Detail how residents must separate recycling prior to placing materials into recycling containers.
10. Submission of all required information, certifications, and forms as required by the specifications contained therein.

The District may conduct any investigation deemed necessary to assist in the evaluation of any proposal and to establish the qualifications and financial ability of any Contractor to perform the obligations of the contract.

Disqualification of Proposals

Any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Contractor and the rejection of the proposal:

- Evidence of collusion among Contractors.
- Lack of competency as revealed by experience or equipment statements as submitted or other factors.
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
- Default on any previous municipal contract for failure to perform.
- Non-responsive proposal.
- Price quotation considerably and inexplicably lower than the median of other quotations received.

Performance

The work shall be accomplished in such a manner so as not to create any nuisance. If at any time the Contractor fails to maintain the agreed upon service schedule, the Contractor shall notify the District as to the reason and the anticipated length of such delay. The Contractor shall, upon request from the District, immediately resolve any and all complaints. In the event of a difference of opinion as to the validity of any complaint, the determination of the District shall be final.

If the Contractor fails to perform any material terms, conditions or provisions of the Contract, including but not limited to the scope of work, the District shall provide notice to the Contractor describing such failure and giving the Contractor ten (10) days to cure the failure and provide the District with written confirmation of the Contractor's cure and actions taken by the Contractor to prevent a recurrence of such failure. If the Contractor fails to cure within ten (10) days, then the District reserves the right to terminate the Contract and hold the Contractor and its surety liable for any and all damages that the District may suffer by virtue of the termination of said Contract.

Performance Assurance

The Contractor shall immediately report to the District any notice or order from any government agency or court or any event, circumstance or condition which may adversely affect the ability of the Contractor to fulfill its obligations hereunder. If upon the receipt of such report or upon the District's own determination that any such notice, order, event, circumstance or condition adversely affects the ability of the Contractor to fulfill its obligations hereunder, the District shall have the right to demand adequate assurance from the Contractor that the Contractor is able to fulfill its obligations. Upon receipt by the Contractor of any such demand, the Contractor shall, within ten (10) days of such demand, submit to the District a written response to the demand. In the event the District does not agree that the Contractor's response provides adequate assurance of future performance to the District and its residents, the District may in the exercise of its sole discretion seek substitute or additional sources for the provision of recycling drop-off services provided by the Contractor, declare the Contractor is in default of its obligations under the Contract, or take such other action the District deems necessary to assure the recycling drop-off services to be provided herein are available to the District and its residents.

Court and Law

The Knox County Court of Common Pleas shall be the exclusive jurisdiction for any action of proceedings concerning any agreement or performance under the contract documents or in connection with the contract. In any such action or proceeding the contract documents shall be construed in accordance with the laws of the State of Ohio which shall be govern to the exclusion of the law of any other forum.

SCOPE OF WORK**Service Provided**

The base service will consist of the Contractor collecting, hauling and processing recyclable materials from drop-off locations within Marion County (9 locations). At a minimum, the recyclable materials to be collected are to include:

1. Aluminum and bi-metal beverage and food containers
2. Glass beverage and food bottles and jars
3. Newspaper, mixed, paper, junk mail, office paper, magazines
4. Paperboard
5. Old corrugated cardboard
6. Plastic #1 and #2 bottles and jugs

Contractor will collect all acceptable recyclable materials from recycling locations as either single stream (no sorting requirement) if using Contractor provided containers OR dual stream (fiber separated from containers) if using District owned 40 yard containers.

Contractor is responsible for providing the collection and recycling services on a mutually agreeable schedule. To constitute "service" of a site, all containers at the site must be emptied on each scheduled and agreed upon day of service. Charges shall be based on a Rate per Tip over a monthly period.

Location of Drop-Off Sites and Quantity and Type of Containers

There are currently a total of nine recycling locations in Marion County. Each location has one forty cubic-yard roll-off container that is owned and maintained by the District (River Valley-Marion County has two containers). Each container is divided 40% containers and 60% fiber stock, with four doors, two doors in each compartment. Contractors have the option to bid using the District owned and maintained containers OR providing Contractor owned and maintained containers.

Contractor owned containers must be a minimum of 8 yard capacity with side doors and if deemed necessary on a site by site location a lock bar to hold lids in place. If using Contractor owned containers outline capacity and dimensions of each container and the number of containers to be used at each recycling location.

Please see Attachment C for a detailed listing of all drop-off locations. Refer to Attachment D for tonnage collected at the sites over the last 24 months.

OPERATIONS

Hours of Operation

All sites are open to the public 24 hours a day. Service of the sites should be done during reasonable hours, generally regarded as 6 a.m. until 9 p.m. Sites located in residential areas shall not be serviced outside of this timeframe. Rural locations may be serviced as most efficient as long as it does not result in complaints.

Maintenance of Drop-Off Area

The Contractor will be responsible for maintaining the following as it relates to each recycling location.

- Removal of all recyclable materials from locations including recyclable materials around the containers or that fall off of the containers during collection activities. The District will work to ensure adequate service to prevent repeated overflow.
- Proper placement of recycling containers back to their original positions. If using Contractor provided containers this is to include ensuring that the containers are evenly spaced with at least three (3) feet of distance between containers for side door access after emptying and ensure all lids are closed and lock bars (if needed) are in place.
- Notifying the District of any unusual circumstances (illegally dumped items, access issues etc.)

Holidays

If a national holiday impacts the agreed upon service schedule, it in no way relieves the Contractor of its obligation to provide collection service per the agreed upon service frequency. As an example, a site scheduled for MWF service would require service 3 times on non-consecutive days during the holiday week.

Capacity issues may arise over these holidays as both waste generation and days between service increase. At its discretion, the District may ask for additional service days and/or additional containers for a temporary and short-term basis. The Contractor will charge the District at the contracted Rate per Tip for the additional containers/days.

Collection Equipment

The Contractor shall provide an adequate number of vehicles and containers (if bidding using Contractor owned containers) for regular collection services. All vehicles shall be kept in good repair, appearance and in sanitary condition at all times.

Office

The Contractor shall maintain an office or such other facilities for the purposes of periodic communication. It shall be equipped with sufficient telephones and shall have a responsible person in charge from 8 a.m. to 4 p.m. Monday through Friday.

Hauling

All recyclable materials hauled by the Contractor shall be so contained that leaking, spilling or blowing are prevented.

Material Recover Facility

All recyclable materials collected shall be hauled to a materials recovery facility. The Contractor must identify on the price quotation form the material recovery facility to which the Contractor will deliver all recyclable materials collected under this Contract. If the location will change during the term of the Contract, the Contractor must so indicate on the price quotation form, the Contractor will state the period of time the specified material recovery facility will be used and guarantee same to the District.

Additional Services

The Contractor will respond to additional calls for service outside of the regularly scheduled frequency developed. Such additional service shall be billed as additional "Tips" at the rate per tip price shown in the price quotation form.

CONTRACT ITEMS

Compliance with Laws

The Contractor shall conduct operations under this Contract in compliance with all applicable laws.

Civil Rights

The DKMM Solid Waste District and Contractor agree that as a condition of this contract, there shall be no discrimination against any employee, agent, subcontractor because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973, and subsequent amendments. It is further agreed that the Contractor will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal shall be made available to all persons under this contract. Any agency found to be out of compliance with this paragraph might be subject to termination of this contract.

American with Disabilities Act Compliance

The Contractor states that it complies with all rules and regulations of the Americans with Disabilities Act and agrees to sign a statement to this effect.

Insurance Coverage

Contractor shall maintain the following insurance for the duration of this Agreement: Comprehensive general liability and automobile liability with minimum limits of \$1,000,000 for injury or death of one person and an aggregate total of not less than \$3,000,000 per occurrence. Contractor shall have the District added to its certificate of insurance as an additional named insured, a copy of which Contractor shall provide to the District within ten (10) days after the execution of the contract. Further, Contractor shall include all District grant financed equipment in its insurance coverage which shall be treated the same as other equipment for insurance purposes.

Basis and Method of Payment

The Contractor will invoice the District on a monthly basis for collecting recyclable materials at all drop-off sites for the month per the quoted rate per tip multiplied by the number of tips performed in the month being billed. Payment will be made upon satisfaction of all requirements of this Contract including a completed monthly reporting form.

Transferability of Contract

No assignment of the Contract or any right accruing under this Contract shall be made in whole or in part by the Contractor without consent of the District, which consent shall not be unreasonably withheld; in the event of any assignment, the assignee shall assume the liability of the Contract.

Subcontracting

The District prohibits the use of subcontractors for the removal of recyclable materials. The Contractor may request exception to this section when it becomes necessary to complete collection to an existing route due to unusual circumstances and must be approved by the District.

Notification

The Contractor shall notify the District in writing immediately for any of the following items:

- Notice of violation at the designated MRF(s) chosen to comply with this Contract;
- Notice of violation against the Contractor;
- Service disruption in any form for recycling pick-up and or recycling processing;
- Labor contract expirations/strikes that will affect the service of this Contract;
- Contractor's non-performance with any part of this Contract;

The Contractor shall give 120 days' notice in writing to the District if for any reason the Contractor intends to not fulfill this Contract in its entirety.

Reporting

The Contractor shall provide at a minimum monthly (weekly is preferred) tonnage reports for all recyclable materials collected. The reports shall accompany or be received in advance of the monthly service invoices to the District.

The Contractor shall be responsible for the cost inherent in documenting and reporting all recyclable materials pickups by number and frequency within the District and shall report such results to the District at least monthly.

Routing Schedule

When signing the Contract, the Contractor shall provide the District with a routing schedule which specifies the frequency and routing of pickups, i.e. the prescribed collection frequency that includes approximate times of day for service at each site, so the District may address any concerns raised by the pickup locations. The Contractor shall implement the routing schedule in accordance with the terms and conditions of the Contract Documents. The Contractor will provide a new routing schedule any time significant changes, i.e. changes that would adjust a site's day of service or estimated time of service, are made to the schedule.

As a required document to be included with the submission of the Contractor's Proposal, the Contractor shall provide an informal routing schedule. This schedule shall include anticipated days of service and approximate times of day for service at each sites.

**Attachment A
Cover Page**

Local Service Center/Office Information

Name of Company: _____

Local Address: _____

Contract Person: _____

Phone: _____

Email: _____

Corporate/Headquarters Information

Address: _____

Phone: _____

President: _____

Business Type: _____

Signed by Corporate Officer or Designee

Date

Attachment B
Price Quotation Forms

Bid Option 1- Using District owned and maintained containers.

Bid Option 2- Using Contractor owned and maintained containers.

Price Quotation Form
Option 1- Marion County
(District Owned 40 Yard Containers)

All price quotation must be submitted to be considered responsive to the scope of work. All prices shall include local and state fees, labor, transportation, recyclable materials processing, overhead, insurance and all other costs associated with performing the service.

Material Recovery Facility Name	Address

	Township	Address	City	# of Containers to be Used	Weekly Service Frequency	Estimated # Tips Using 2017 Data
*	Claridon	Caledonia Town Square	Caledonia			
	Claridon	River Valley School Bus Garage	Caledonia			
*	Grand Prairie	Ridgedale School	Marion			
	Green Camp	Green Camp Village	Green Camp			
*	Montgomery	LaRue Village	LaRue			
	Montgomery	New Bloomington Town Hall	New Bloomington			
	Pleasant	Senior Citizens Center	Marion			
	Prospect	Senior Citizens Center	Prospect			
	Waldo	Waldo Park	Waldo			
				Total Number of Annual Tips		

* Site has space limitations. Service schedules must accommodate the collection of all recyclable materials within the current footprint of 20' x 24'.

Continued on next page

(Option 1 Cont.)

Contract Year	Rate Per Tip	Estimated # Tips (using 2017 data)	Estimated Annual Total
1	\$		\$
2	\$		\$
3	\$		\$
4	\$		\$
5	\$		\$
5-year Average	\$		\$
5-year Average Cost per pound using 2017 data (1,293,995 lbs.)	\$ _____ / lb.		\$ _____ / lb.

NOTE: the District would expect to be able to negotiate rates for site and frequency of service (pulls) changes using the submitted bid quotes.

Price Quotation Form
Option 2 Marion County
(Contractor Provided Containers)

All price quotation must be submitted to be considered responsive to the scope of work. All prices shall include local and state fees, labor, transportation, recyclable materials processing, overhead, insurance and all other costs associated with performing the service.

Material Recovery Facility Name	Address

Outline Container To Be Used	Dimensions Of A Single Container

	Township	Address	City	# of Containers to be Used	Weekly Service Frequency	Estimated # Tips Using 2017 Data
*	Claridon	Caledonia Town Square	Caledonia			
	Claridon	River Valley School Bus Garage	Caledonia			
*	Grand Prairie	Ridgedale School	Marion			
	Green Camp	Green Camp Village	Green Camp			
*	Montgomery	LaRue Village	LaRue			
	Montgomery	New Bloomington Town Hall	New Bloomington			
	Pleasant	Senior Citizens Center	Marion			
	Prospect	Senior Citizens Center	Prospect			
	Waldo	Waldo Park	Waldo			
				Total Number of Annual Tips		

* Site has space limitations. Service schedules must accommodate the collection of all recyclable materials within the current footprint of 20' x 24'.

Continued on next page.

(Option 2 Cont.)

Contract Year	Rate Per Tip	Estimated # of Annual Tips (from above)	Estimated Annual Total
1	\$		\$
2	\$		\$
3	\$		\$
4	\$		\$
5	\$		\$
5-year Average	\$		\$
5-year Average Cost per pound using 2017 data (1,293,995 lbs.)	\$ _____ / lb.		\$ _____ / lb.

NOTE: the District would expect to be able to negotiate rates for site and frequency of service (pulls) changes using the submitted bid quotes.

Attachment C Detailed Listing of Locations

Township	Address	City	County	Estimated Annual Pulls (40 yd. container)	Pounds Collected 2016	Pounds Collected 2017	Growth
* Claridon	Caledonia Town Square, 110 Marion Street	Caledonia	Marion	52	102,420	118,520	13.58
Claridon	River Valley School Bus Garage, 4280 Marion-Mt. Gilead Road	Caledonia	Marion	156	303,100	317,900	4.66
* Grand Prairie	Ridgedale School, 3165 Hillman-Ford Rd.	Marion	Marion	104	163,130	152,760	-6.79
Green Camp	Green Camp Village, 447 S. High Street	Green Camp	Marion	36	80,705	80,440	-0.33
Montgomery	LaRue Village, 350 N. High Street	LaRue	Marion	36	79,440	83,560	4.93
* Montgomery	New Bloomington Town Hall, 202 Buell Street	New Bloomington	Marion	12	32,260	35,400	8.87
Pleasant	Senior Citizens Center, 1036 Owens Road West	Marion	Marion	156	329,100	322,530	-2.04
Prospect	Senior Citizens Center, 318 N. Elm Street	Prospect	Marion	52	96,600	100,640	4.01
Waldo	Waldo Park, West Main Street	Waldo	Marion	48	107,240	125,960	14.86
					1,293,995	1,337,710	3.27
	* Sites have space limitations. Contractor owned containers cannot take up any more space than the current containers which is 20' x 24'. Service schedules must accommodate the collection of all anticipated materials while using a foot print of no more than 20' x 24'.						

Attachment D Weight Data 2016

Site	Jan'16	Feb'16	March'16	April'16	May'16	June'16	July'16	Aug'16	Sept'16	Oct'16	Nov'16	Dec'16	12Month Total
* Claridon-town square	5,680	7,580	8,140	9,600	7,900	10,200	6,440	10,000	9,500	8,020	8,080	11,280	102,420
110 Marion St, Caledonia													
4280 Marion-Mt. Gilead Rd, Caledonia	20,240	23,160	25,040	25,800	27,420	23,940	27,360	24,580	25,460	25,100	20,540	34,460	303,100
Claridon-river valley													
474 S. High St., Green Camp	6,420	4,600	5,720	6,800	4,860	10,900	6,500	5,700	7,240	5,920	7,360	8,685	80,705
Green Camp													
Montgomery-larue	5,280	5,280	8,440	5,100	6,220	8,120	7,040	5,540	6,860	8,300	6,280	6,980	79,440
350 N. High St., LaRue													
202 Buell t. New Bloomington	1,900	4,080	0	2,580	2,960	2,560	2,380	3,820	740	4,800	2,500	3,940	32,260
* Montgomery- new bloomington													
1036 Owens Rd West, Marion	25,320	25,280	24,680	26,740	31,460	29,760	24,360	30,260	26,860	25,760	32,960	25,660	329,100
Pleasant													
318 North Elm St., Prospect	8,260	6,480	7,200	9,420	7,440	10,220	8,220	7,080	9,060	7,000	8,140	8,080	96,600
Prospect													
3165 Hillman-Ford Rd, Morril	10,840	14,020	13,580	13,820	18,480	11,740	11,120	15,120	15,370	13,140	13,240	12,660	163,130
* Grand Prairie													
Waldo Village Park, Waldo	8,460	6,460	12,340	6,440	12,040	7,880	7,280	8,320	9,180	9,120	10,960	8,760	107,240
TOTALS	92,400	96,940	105,140	106,300	118,780	115,320	100,700	110,420	110,270	107,160	110,060	120,505	1,293,995
* Sites have space limitations. Contractor owned containers cannot take up any more space than the current containers which is 20 x 24'. Service schedules must accommodate the collection of all anticipated materials while using a foot print of no more than 20' x 24'.													

Weight Data 2017

	Site	Jan '17	Feb '17	March '17	April '17	May '17	June '17	July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	12 Month Total
*	Clairdon- town square	9,520	10,540	9,360	9,320	10,380	12,480	9,660	11,520	9,420	8,100	11,080	7,140	118,520
	110 Marion St, Caledonia													
	4280 Marion-Mt. Gilead Rd, Caledonia	25,160	19,620	26,000	21,740	30,680	27,380	25,100	29,900	25,380	24,900	31,060	30,980	317,900
	Clairdon- river valley													
	474 S. High St., Green Camp	7,340	5,900	4,880	7,500	8,040	6,260	5,900	4,820	8,540	7,760	7,560	5,940	80,440
	Green Camp													
	350 N. High St., LaRue	6,540	4,840	6,440	4,840	10,780	6,680	5,880	8,220	5,540	7,820	9,600	6,280	83,560
	Montgomery- lane													
	202 Buell L., New Bloomington	2,420	2,280	3,900	2,600	2,720	4,480	2,380	2,740	2,320	2,360	4,420	2,780	35,400
*	Montgomery- new bloomington													
	1036 Owens Rd West, Marion	26,550	23,860	27,540	23,940	25,720	28,420	24,360	24,620	30,200	27,020	31,220	29,080	322,530
	Pleasant													
	318 North Elm St., Prospect	7,800	6,660	6,660	8,740	9,160	10,720	8,800	8,280	9,380	7,860	8,880	7,700	100,640
	Prospect													
	3165 Hillman-Ford Rd, Merral	13,900	12,680	10,240	12,900	14,250	11,380	10,380	12,080	13,500	14,380	14,060	13,000	152,760
	Grand Prairie													
	3165 Hillman-Ford Rd, Merral													
	Waldo Village Park, West													
	Waldo													
	Main St., Waldo	7,700	7,560	8,960	10,100	16,160	11,940	9,620	9,540	12,840	8,940	11,600	11,000	125,960
	TOTALS	106,930	93,940	103,980	101,680	127,900	119,740	102,180	111,720	117,120	109,140	129,480	113,900	1,337,710

* Sites have space limitations. Contractor owned containers cannot take up any more space than the current containers which is 20' x 24'. Service schedules must accommodate the collection of all anticipated materials while using a foot print of no more than 20' x 24'.

Attachment E
Additional Required Forms

1. Non-Collusion Affidavit
2. Certificate of Compliance w/Sect.3517.13 ORC
3. W-9 Form

Non- Collusion Affidavit

This affidavit is to be filled in and executed by the Bidder; if the Bid is made by a corporation, then by its Chief Officer.

STATE OF OHIO
COUNTY OF _____

CONTRACTOR _____, being first duly
(Name)
sworn, deposes and says that he is _____ of
(Sole owner, partners, president, etc.)

(Company name)

The party making the foregoing Bid; that such Bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; induced or solicited any other Bidder to submit a false or sham Bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to submit a sham Bid, or that anyone shall refrain from bidding; that said Bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Bid price of said Bidder or of any other Bidder, or to secure any advantage against the owner awarding the contract or anyone interested in the proposed contract; that all statements contained in such Bid are true; and, further, that said Bidder has not directly or indirectly, submitted his Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to partnership or other financial interest with said Bidder in his general business.

Signed: _____

Subscribe and sworn to before me this
____ day of _____, 20____

Seal of Notary Public

Notary Public

CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C.

Check all applicable boxes.

BUSINESS NAME: _____

- CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS, ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(I)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

- CONTRACTS AWARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PERCENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PERCENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PERCENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section 3517.13(I)(1) or 3517.13(J)(1) of the Ohio Revised Code, or

- IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 357.13(i)(1) AND 3517.13(j)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

PRINTED NAME

TITLE

SIGNATURE

DATE

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small></p> <p>5 Address (number, street, and apt. or suite no.) _____ City, state, and ZIP code _____</p> <p>6 Requester's name and address (optional) _____</p> <p>7 List account number(s) here (optional)</p>
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Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.