



203 W. Main Street  
Arcadia, WI 56412  
Ph. 608-323-3359  
www.cityofarcadiawi.com

## **Request for Proposals (RFP) Residential Recycling Collection and Disposal Services**

The City of Arcadia, Trempealeau County, Wisconsin (hereinafter “City”) is seeking proposals for comprehensive, high-quality weekly single stream recycling collection and disposal services **for residential properties within the City beginning January 1, 2020**. Any interested firm (hereinafter “Hauler”) desiring to provide such services shall submit proposals according to the instructions contained herein. Proposals will be judged against the requirements, specifications, and preferences contained in this RFP. The City intends to enter into a subsequent agreement (hereinafter “Contract”) with a **single**, qualified firm for the entire management of the city’s recycling collection and disposal services, which will include, amongst others, all of the terms and conditions substantially as set forth in Sections 3 through 7 of this RFP.

### **1. Introduction and Background Information**

The information below pertains to the current recycling practices within the City of Arcadia.

#### **1.1 City of Arcadia Background**

The City of Arcadia, Wisconsin is located in Trempealeau County. The City of Arcadia is home to 3,061 residents. As of January 1, 2019, there are approximately 1,086 residential units. Curb and gutter streets exist for most dwelling units within the City. The City provides residential garbage collection on every Thursday morning and contracts for recycling drop off.

#### **1.2 City of Arcadia Current Recycling Program**

The City of Arcadia currently contracts with Hilltopper Recycling to operate a recycling drop off center. Residents are encouraged to drop off recyclables at this location. Recyclables collected at this location include but are not limited to: #1 and #2 plastic bottle and jars, aluminum containers, bi-metal cans, glass containers, steel cans, and paper and cardboard. The hours of operations are from 1:00 – 4:30 P.M., Monday – Thursday, and 8:00 A.M. – Noon on Saturday.

Through a referendum in April 2019, the City of Arcadia will ask its residents if it should add single-stream, curbside recycling services for a fee. **The City’s acceptance of a bid for this service is contingent on the referendum passing.**

### 1.3 Exhibits

The attached exhibits are provided for informational purposes:

**Exhibit A:** Residential Units for Collection

**Exhibit B:** Municipal Facilities for Collection

## 2. Instructions to Bidders

Should the referendum pass, it is the intent of the City to enter into an exclusive Contract for residential recycling collection and disposal. The contract shall include single-family attached and detached homes, duplexes, triplexes, fourplexes, and municipal properties as specified herein.

**Multi-family apartments greater than four (4) dwelling units (unless mapped) and all commercial and industrial properties are exempted from the scope of this contract.**

### 2.1 Proposal Submittal and Questions

- All questions and the Proposal should be directed to:

Bill Chang, City Administrator  
203 W. Main Street  
Arcadia, WI 54612  
(608) 323-3359

- Proposals are due no later than 11:00 a.m. on March 14, 2019.
- Two (2) copies of the Proposal should be submitted.
- Sealed envelopes should be clearly labeled “Residential Recycling Collection Services.”
- Facsimile machine transmitted or electronic proposals shall not be accepted.
- Proposals arriving after the above specified time, whether sent by mail, courier, or in person, will not be accepted.
- A written request for withdrawal of a proposal may be granted if the request is received by the City of Arcadia prior to the specified time of the bid opening.

The bid opening shall commence immediately after the stated due date and time at the Arcadia City Hall, 203 W. Main Street, Arcadia, Wisconsin (Council Chambers), and all proposals shall be publicly read. All potential Haulers and the public may attend the bid opening. The City will review all proposals and render a decision within 60 days of the bid opening.

A properly prepared proposal shall consist of all items listed on the Submittal Checklist in Section 7.

### 2.2 Investigation by potential Hauler

It shall be the responsibility of the Hauler to thoroughly read and understand all information, instructions, and specifications contained herein. Haulers are expected to be fully informed and understand the conditions and requirements of service provision. Failure to do so is at the Hauler's own risk. No plea of error or ignorance will be accepted as a basis for modifying the requirements and responsibilities of service provision. A Hauler is assumed to be fully familiarized with all conditions and requirements of service provision at the time it submits its proposal.

### **2.3 Hauler Information**

The Hauler shall furnish the following information:

1. A list of areas or municipalities in the State of Wisconsin for which the Hauler furnishes or has furnished recycling collection and disposal services for a period of at least one (1) year within the last three (3) years. Use the form provided, labeled Schedule 1.
2. Description/specification of vehicles to be utilized in the performance of a Contract.
3. A list of the intended materials, current processing costs, and markets for recyclable materials to be collected under a Contract. Use the form provided, labeled Schedule 2.
4. A list of all facilities to be utilized under a Contract, including but not limited to sanitary landfill facilities, transfer stations and material recovery facilities. Use the form provided, labeled Schedule 3.
5. A signed bid/proposal form; use the form provided. Haulers should use extra copies of schedules or supplemental sheets as necessary to supply information.

The Hauler will identify the collection method (i.e. single stream collection system) as part of this bid submittal.

### **2.4 Right to Reject**

The City reserves the right to reject any or all proposals and select the proposal believed to be in the best interest of the City, as determined by the City. The City reserves the right to reject any part of any proposal for any reason. The City reserves the right to void any awarded contract should the successful Hauler fail to comply with any part of this RFP, including but not limited to timely implementation of services, the provision of Certificates of Insurance, and Performance and Bid Bonds.

### **2.5 Validity**

All proposals are valid for 90 days from bid opening.

### **2.6 Proposal and Performance Security**

Each proposal shall be accompanied by proposal security, which shall be in the form of a certified check, bid bond, or cashier's check in the amount of five thousand and 00/100 dollars (\$5,000.00), made payable to the City of Arcadia. Proposals submitted without the required security shall be rejected.

Proposal securities shall be released as follows:

1. The successful Hauler's security shall be retained until the required performance bond has been furnished.
2. Proposal securities of the remaining Haulers shall be held until the successful Hauler's performance bond has been furnished, at which time proposal securities will be promptly returned.
3. Proposal securities of all Haulers shall be promptly returned if the referendum fails.

Hauler shall provide the City, in order to assure performance of the contract during its term, a

performance bond issued by a surety company licensed to do business in the State of Wisconsin or a letter of credit in the amount of four hundred and fifty thousand and 00/100 dollars (\$450,000.00) immediately upon approval of the referendum. Proof of ability to furnish the performance bond or letter of credit shall be provided to the City prior to execution of the contract.

## **2.7 Selection**

Any Contract will be awarded to the responsible Hauler whose proposal will be most advantageous to the City, as determined by the Common Council. Proposals will be evaluated based on bid price, conformance to specifications, and other performance factors, including but not limited to:

- Demonstrated understanding of the requirements of service provision.
- Experience of the Hauler performing services of a similar nature.
- Record of past performance on similar contracts.
- Clarity, conciseness and organization of the proposal.
- Ability to perform collections during weekday off-peak traffic hours (9:30am – 3:30pm).
- Proposed collection intervals.

No proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or default upon any debt, contract, or obligation with the City, or that has failed to faithfully perform any previous contract with the City.

## **2.8 General Submission Guidelines**

A properly prepared proposal shall consist of the Bid Form, accompanying schedules containing the required information as listed in Section 2.9, other items as listed in the checklist, and accompanied by a signed cover letter of submittal on the Hauler's letterhead. The signed cover letter accompanying the proposal must be from an officer or employee having the authority to bind the Hauler by signature.

The cover letter may comment on any specification or part of the RFP documents. All commentary should reference Section and Subsection number (e.g., Section 7.1) where appropriate, and should be discussed sequentially as much as possible. Failure to submit all of the required information may result in the disqualification of the Hauler from consideration.

Two (2) copies of the proposal must be submitted.

All blanks on the Bid Form and accompanying schedules must be correctly filled in, using ink or entered in typed form. Any erasures or error corrections must be initialed in ink. All forms requiring signatures must be properly signed in ink in the proper spaces.

## **2.9 Submittal Checklist**

- Signed cover letter of submittal on the Hauler's letterhead
- Completed & Signed Bid Form
- Signed Affidavit of Non-Collusion

- Proposed route map
- An example of the tagging systems to be used for non-collected items
- Schedule 1, List of WI Municipalities Served
- Description/specification of vehicles to be used
- Schedule 2, Recyclable Material Collection List
- Schedule 3, Listing of Facilities
- Proposal security in the amount of \$5,000
- Certificate of Insurance (required upon Hauler selection, but before contract signing)
- Performance Bond (required upon Hauler selection, but before contract signing)
- Two (2) copies of the proposal
- OPTIONAL: Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP

### **3. General Specifications**

#### **3.1 Scope of Work**

The Hauler will provide timely and efficient collection and disposal of recyclables from residential properties in the City. Multi-family apartments greater than four (4) dwelling units (unless mapped) and all commercial and industrial properties are exempted from the scope of a Contract.

The Hauler will provide and/or furnish all labor, collection carts and/or totes, materials, necessary tools, expendable equipment and supplies, vehicles, transportation services, permits, licenses, and arrangements with processors required to perform and complete the collection and disposal of recyclables, all in strict accordance with a Contract.

Ownership of a landfill, transfer station, or recycling facility is not required as long as the Hauler has access to, and arrangements with, such facilities in order to adequately fulfill the requirements of a Contract.

The Hauler may contract with other businesses, condominiums, institutions, and agencies for collection services outside the scope of this contract, providing that such operations shall not interfere with the satisfactory performance of work under a Contract with City. Any contracts between the Hauler and businesses, institutions, and agencies shall covenant that said contract will not interfere with the terms and conditions set forth under a Contract between the Hauler and the City.

All subcontracting shall be subject to approval by the City. Subcontractors must abide by all terms

and conditions of a Contract between the Hauler and the City. The primary contractor shall be responsible for all subcontractor(s) work and payment. The City will not pay any subcontractor or third parties directly.

The Hauler will have exclusive rights and obligations to collect, haul and dispose of residential recyclables when placed at street side or curb side and prepared according to applicable ordinances, on behalf of the City from all attached and detached single-family homes, duplexes, triplexes and fourplexes located within the City limits of the City of Arcadia.

### **3.2 Contract Period and Extensions**

Any Contract will become effective on January 1, 2020 and will remain in full force and effect for five (5) years and terminate December 31, 2024.

At the expiration of this term, the City and the Hauler, by mutual agreement, will have the option to renew a Contract for one (1) additional five (5) year term. The cost of this extension is included in this proposal. The City may initiate such extension negotiations by serving written notice to the Hauler at least ninety (90) days prior to the expiration of a Contract.

### **3.3 Compliance with Applicable Laws, Ordinances, and Regulations**

The Hauler will comply with all applicable Federal, State, and City laws, ordinances, rules, and regulations governing the collection, disposal, and processing of recycling during the term of a Contract.

### **3.4 Taxes, Licenses, Permits and Certificates**

The Hauler will pay all sales, use, property, income, and other taxes that are lawfully assessed against the City or the Hauler in connection with the Hauler's facilities and the work included in a Contract. By law, the City is exempt from paying Federal Excise Tax, State and Local Retailers' Occupation Tax, State and Local Service Occupation Tax, Use Tax, and Service Use Tax.

Immediately upon the awarding of a Contract, the Hauler will secure and pay for, at its own expense, all necessary permits, licenses, and certificates of authority, and shall comply with all requirements of such permits, licenses, and certificates of authority to operate in the City, including inspections. The Hauler will keep and maintain all such licenses, permits, and certificates of authority in full force and effect throughout the term of this contract.

## **4. Collection and Hauling**

### **4.1 Weekly Collections**

The Hauler will collect residential recycling weekly or bi-weekly, however preference shall be given to Haulers who collect recycling weekly. Collection can occur Monday through Thursday starting after 7:00 am and ending by 6:00 pm unless affected by a legally designated holiday as noted below. The City will give preference to Haulers who restrict collection hours to between 9:30 am and 3:30 pm.

### **4.2 Collection Schedule**

Recycling collections will occur on a regular schedule. The Hauler shall provide a proposed schedule and collection route as part of this bid. The City reserves the right to work with the Hauler to refine the collection route and/or schedule as necessary once proposals have been received.

When the collection day is an officially designated holiday, the collection for the holiday and subsequent collections that same week will take place on the next business day, unless approved by the City in advance. It is the responsibility of the Hauler to properly notice residents one (1) week in advance of the scheduled change of collection date. The cost of the notification will be at the Hauler's expense.

#### **4.3 Holidays**

The following holidays will be deemed official holidays in a Contract: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

#### **4.4 Recycling Containers**

Recycling to be collected by the Hauler will be placed in a 35-gallon or greater wheeled cart (for monthly pickup) or 18-gallon tote or greater (for biweekly pickup) furnished by the Hauler. Carts must be of a uniform capacity and appearance. The Hauler will supply residents and the City with recycling media that clearly represents materials to be recycled. Hauler may quote both options as to provide the City with the most options when deciding the best service for its residents.

Containers will be delivered to residents by January 1, 2020, at no cost to the City.

The Hauler will establish a standard cart/tote size as designated above; however, no limit will be placed on the volume of recyclables that can be collected.

Replacement of containers furnished by the Hauler that are lost, stolen or damaged will be promptly replaced at the property owner's expense and delivered to the residence by the Hauler.

#### **4.5 Initial Delivery Schedule for Containers**

The new Hauler will arrange for the delivery of recycling containers to customers during the last week of December 2019. The new Hauler will coordinate with the City and current Hauler to deliver the new containers along with a public relations flyer describing the changes to the collection system on the same day and subsequent to the removal of current Hauler's recycling containers.

#### **4.6 Location of Containers for Collection**

Hauler will make collections from containers placed street side or curb side by the resident. The Hauler will be responsible for communicating exact collection locations to residents.

Once specified, no change in the location of containers for collection will be made without approval in writing from the City or resident.

#### **4.7 Collection and Hauling of Recyclables**

Recyclables to be collected by the Hauler will include the following materials as currently listed in *Wis. Stat. § 287.07 (3) and (4)* and shall be modified to include or exclude materials that are included or excluded by amendment of said recycling statute or by implementation of administrative rule:

- Aluminum containers
- Corrugated paper or other containerboard
- Foam polystyrene packaging
- Glass containers
- Magazines or other materials printed on similar paper
- Newspapers or other materials printed on newsprint
- Office paper
- Plastic containers (#1-7)
- Steel containers
- Waste tires (Note: Property owners will be billed pursuant to prices outlined in Bid)
- Containers for carbonated or malt beverages that are primarily made of a combination of steel and aluminum

The City of Arcadia and the Hauler may, upon mutual agreement, designate materials other than those listed in *Wis. Stat. § 287.07 (3) and (4)* to be collected by the Hauler.

Hauler will collect #3-7 plastic containers for recycling as market conditions allow. If no market exists for said materials, the Hauler will collect these materials and may dispose of these materials at a certified landfill facility. The Hauler must inform the City of any change in disposal facility for these materials.

Nothing in this section or in this RFP shall be construed to prevent residents from taking or giving recyclables generated from their own households to a recyclables drop-off center, buy-back center, or other recycling program of their choice independent of this collection service.

#### **4.8 Unacceptable Refuse**

Hauler will not be required to pick up items that are considered non-recyclable. Hauler will tag any materials not collected. The Hauler will be responsible for the proper disposal of any non-recyclables that are collected by accident or incidental to recyclable collection.

As part of this RFP, the Hauler shall provide the City an example of the tagging system to be utilized for uncollected non-recyclables. The tag must provide an easily understandable explanation as to why the item was not picked up.

#### **4.9 Collection of Refuse and Recycling for Municipal Buildings**

The Hauler will collect and transport recyclables without separate charge from all designated municipal buildings as noted in Exhibit D. The Hauler will provide collection containers on each

designated site. The City reserves the right to include additional municipal buildings or facilities during the term of this contract

## **5. Disposal Specifications**

### **5.1 Disposal of Recyclables**

The Hauler will deliver or cause to have delivered all recyclable materials to a certified recycling facility. The Hauler's proposal will specify the certified facility to be used, and the City will be informed in writing of any subsequent change in certified facility used.

No recyclable material will be delivered to any sanitary landfill, either private or public (with the exception of #3-7 Plastics as outlined in Section 4.7).

All disposal fees and remuneration for recyclable materials are incorporated into the contract unit prices and will be billed to and paid by the Hauler.

## **6. Billing and Payments**

### **6.1 Billing**

The City will be responsible for the monthly billing of residents covered under any Contract.

### **6.2 Customer Service**

The Hauler will maintain a customer service telephone line from 8:00 a.m. to 5:00 p.m., Monday through Friday, for receiving questions, concerns, or complaints. The Hauler will have the ability to resolve issues within 24 hours of customer contact. Said telephone service will be a local call from the City of Arcadia or toll free. The call center will have a way to contact trucks in the field to resolve issues in a timely fashion.

The Hauler will receive and respond to complaints regarding services provided under any Contract. Any complaint received by the City will be directed to the Hauler. Should a complaint go unresolved for longer than two (2) working days, the City will have the right to demand an explanation and/or resolution to the City's satisfaction.

The Hauler will provide the City with a phone log of complaints received, including follow-up calls, on a quarterly basis.

### **6.3 Resident Education**

The Hauler will place stickers on each recycling container that provides information about what can be placed in that container. Each January, the Hauler will provide educational flyers to all customers that have been coordinated with and approved by the City. The City will also make this information available on its website as applicable.

### **6.4 Reporting**

The Hauler will provide semiannual reports of recycling collections as defined in *Wis. Admin. Code § NR 544.03(33)*. Reports will include aggregate weights of each recyclable material collected and will be delivered by the Hauler to the City's recycling coordinator on or before July 31<sup>st</sup> and January 31<sup>st</sup> of each year during the Term, as hereinafter defined.

The Hauler will provide assistance with any reports required by the City to maintain its status as an effective recycling unit under *Wis. Admin. Code ch. NR 544*, including, if required, identification of how recyclables are collected, processed, and marketed.

## **6.5 Suspending Service**

The City will be allowed to suspend recycling collection services for residents whose properties are considered vacant.

## **7. Indemnification and Insurance**

### **7.1 Indemnification**

Hauler will defend, indemnify and hold harmless the City, its employees, agents, representatives, and elected or appointed officials, from and against any and all liabilities, losses, judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, of any kind or of any nature whatsoever which may be imposed, incurred, sustained or asserted against the City, its employees, agents, representatives, and elected or appointed officials as a result of any act or omission on the part of the Hauler or others whose services are engaged in by the Hauler or anyone directly or indirectly employed by or controlled by the Hauler arising directly or indirectly in the course of the performance of the work provided for in any Contract

### **7.2 Environmental Indemnification**

As used in any Contract, the following terms will have the following meanings:

“Environmental Law” means the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. 6901 et seq., the Hazardous Materials Transportation Act, 49 U.S.C. 1802 et seq., the Toxic Substances Control Act, 15 U.S.C. 2601 the Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq., the Clean Water Act, 33 U.S.C. 1321 et seq., the Clean Air Act, 42 U.S.C. 7401 et seq., and any other federal, state, county, municipal, local or other statute, law, ordinance or regulation which may relate to or deal with human health or environment, all as may be from time to time amended.

“Hazardous Substances” means asbestos, urea formaldehyde, polychlorinated biphenyls (“PCBs”), nuclear fuel or material, chemical waste, radioactive material, explosives, known carcinogens, petroleum products and by-products and other dangerous, toxic or hazardous pollutants, contaminants, chemicals, materials or substances listed or identified in, or regulated by, any Environmental Law.

The Hauler will have the exclusive obligation and responsibility of disposing of recycling collected under the terms of a Contract and shall dispose of the same in accordance with all Environmental Laws and shall not make or cause a nuisance. The obligation of the Hauler pursuant to the preceding sentence will survive the expiration of a Contract.

Should any action or administrative proceeding be commenced against the City in a matter having to do with the disposal of recycling collected pursuant to a Contract, the Hauler will defend the same and will be liable for any judgment obtained and will hold the City, its officers, employees, agents, successors and assigns, harmless from and against, and will reimburse the City for, any and all loss, claim, liability, damage, judgment, penalty, injunctive relief, injury to person, property or natural resource, cost, expense, action or cause of action arising in connection with or as the result of any present or future existence, use, handling, storage, transportation, manufacture, release or disposal of any Hazardous Substance, by Hauler pursuant to a Contract, whether foreseeable or unforeseeable, regardless of the source, the time of occurrence or the time of discovery (hereafter collectively referred to as "Loss"). The foregoing indemnification against Loss will include, without limitation, indemnification against all costs at law or in equity for removal, response, investigation, or remediation of any kind and disposal of such Hazardous Substances, all costs of determining whether the City or Hauler is in compliance with applicable Environmental Laws, all costs associated with claims for damages to persons, property, or natural resources and City's reasonable attorneys' and consultants' fees, court costs and expenses incurred in conjunction with any thereof. The indemnification obligation of the Hauler under the paragraph will survive the expiration of a Contract.

### **7.3 Insurance**

Hauler will, at its sole expense, maintain in effect at all times during the term of a Contract insurance coverage with limits not less than those set forth below, issued by a company or companies authorized to do business in the State of Wisconsin, and which is satisfactory to the City. Such coverage will be primary. Prior to execution of a Contract, the Hauler will furnish to the City a Certificate of Insurance and upon request, certified copies of the required insurance policies. The Certificate will name the City, its employees, agents, representatives, and elected or appointed officials as additional insured. The policy of insurance will state that coverage shall not be cancelled by the insurer less than thirty days after the insured and the City have received written notice of such cancellation. Insurance requirements include:

Workers' Compensation Insurance in an amount not less than the statutory limits under Wisconsin Law, and Employer's Liability Insurance in the amount of \$500,000.00.

General Liability Insurance, including Products or Completed Operations, Bodily Injury, and Property Damage Liability in the amount of \$5,000,000.00.

Auto Liability for bodily injury and property damage in the amount of \$2,000,000.00.

Environmental Impairment Liability or Pollution Liability with coverage of at least \$15,000,000.00 per occurrence and \$15,000,000.00 annual aggregate.

### **7.4 Independent Contractor**

It is expressly understood that Hauler is an independent contractor and nothing in any Contract will be construed as changing that status.

It is clearly understood and agreed that Hauler will be performing contracted services as an independent contractor and not as an employee of the City. In addition, nothing in a Contract shall be construed as giving rise to an employer-employee relationship between the City and Hauler. The City has no responsibility to the employees or agents of the Hauler, nor any other responsibilities to the Hauler except as provided in a Contract.

Hauler will be exclusively responsible for all workers compensation premiums, unemployment compensation liability, unemployment taxation reporting, and any other duties and responsibilities imposed upon an employer by the laws of the State of Wisconsin and the Federal Government.

**City of Arcadia – Recycling Collection and Disposal – Bid Form**

Having read and understood the RFP Documents for Residential Recycling Collection and Disposal Services, the undersigned submits the following bid.

The period of the bid is January 1, 2020 through December 31, 2024 with optional extension terms of January 1, 2025 through December 31, 2027.

Recyclable disposal costs will be considered when preparing this bid.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

**Monthly Service Charge for Residential Recycling Collection and Disposal (per Dwelling Unit)**

Item Description	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)
____ gallon container					
<u>Item Description</u>	Optional Year 6 (2025)	Optional Year 7 (2024)	Optional Year 8 (2025)	Optional Year 9 (2026)	Optional Year 10 (2027)
____ gallon container					

Item Description	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)
____ gallon tote					
<u>Item Description</u>	Optional Year 6 (2025)	Optional Year 7 (2024)	Optional Year 8 (2025)	Optional Year 9 (2026)	Optional Year 10 (2027)
____ gallon tote					

The undersigned hereby certifies they are a legal representative of the organization:

Submitted by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

State in which  
Incorporated: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Affidavit of Non-Collusion in Bid**

STATE OF \_\_\_\_\_ )

)

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He is \_\_\_\_\_ (title) of \_\_\_\_\_, the Bidder that has submitted the attached bid;
2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a collusive or sham bid;
4. Neither the said Bidder nor any of its officers, partners owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm, or person, to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit, or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City Arcadia or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including the affiant.

\_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_



## Schedule 2: Recyclable Materials Collection List

Answer Yes/No in the appropriate column. If “Will collect but may not recycle” is selected, please indicate the conditions under which the item would be recycled in the “Comments” column.

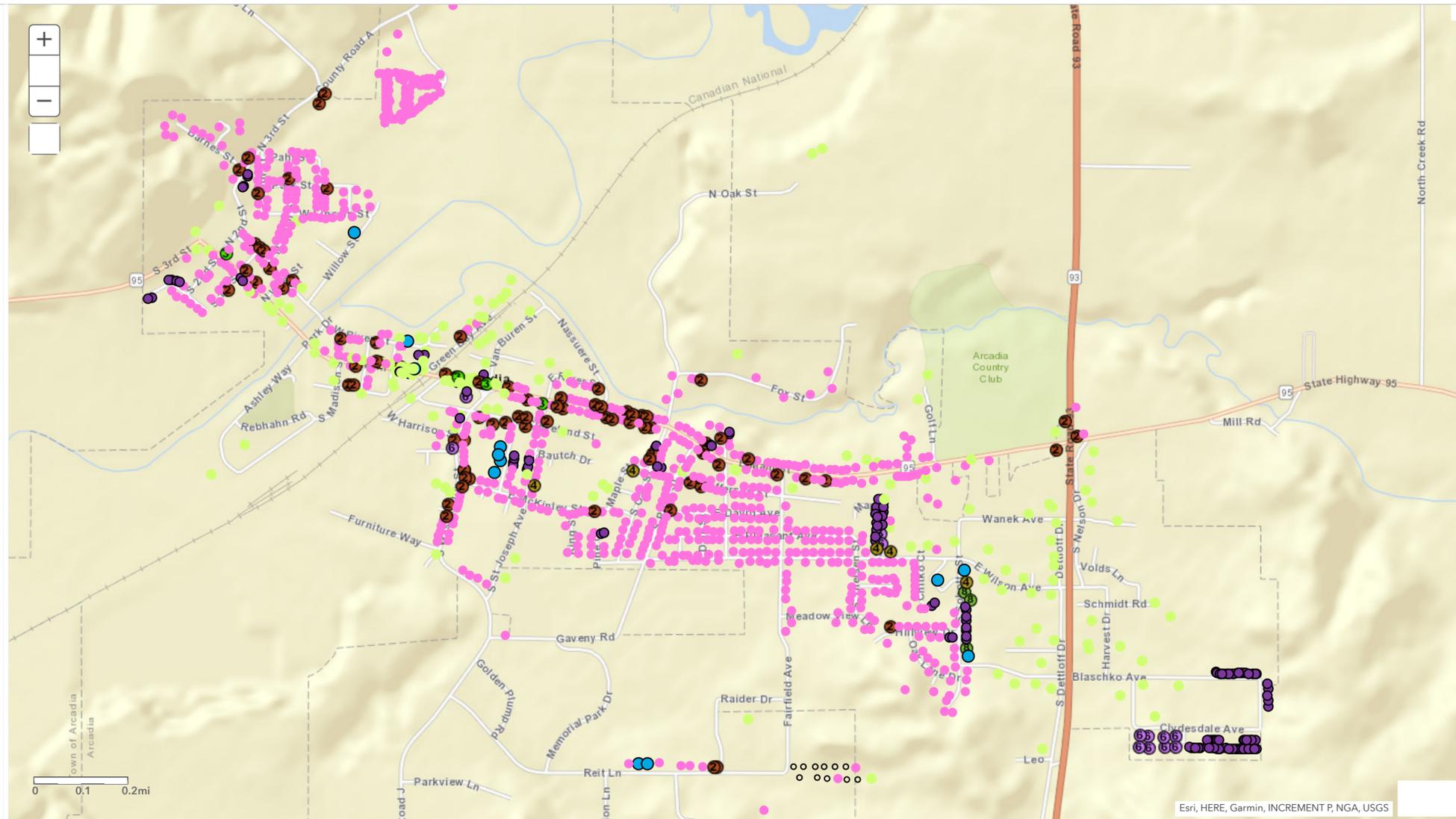
	<b>Material</b>	<b>Will collect and recycle</b>	<b>Will not collect</b>	<b>Will collect but may not recycle</b>	<b>Comments</b>
1	Newspaper				
2	Mixed Paper				
3	Corrugated Cardboard				
4	Glass (clear)				
5	Glass (colored)				
6	Aluminum Cans				
7	Steel Cans				
8	Plastic (#1)				
9	Plastic (#2)				
10	Plastic (#3-7)				
11	Foam Polystyrene Packaging				
12					
13					
14					
15					
16					
17					



Legend

Recycling\_Locations - Address

-  Single Family Attached
-  Single Family Detached
-  Duplex
-  Triplex
-  FourPlex
-  Six-Plex
-  Eight-Plex
-  Multi-Family
-  Commercial
-  Municipal Building
-  Vacant Lot
- <all other values>



**EXHIBIT A**  
Residential Units for Collection

## Exhibit B: Recycling Collection for Municipal Buildings and Parks

FACILITY	OCCURRENCE	DETAILS
City Hall	Bi-weekly or Monthly	64-gallon or more receptacle only
Library		
Fire Department		
Recreation Center		
City Operations Shop		
Electric Utility Building		
Water/Wastewater Utility Building		
Aquatic Center		
Memorial Park (3 locations)		