

Medina County Solid Waste Management District

March 19, 2020

REQUEST FOR BIDS FOR RECYCLING DROP-OFF SERVICES



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*** = Completed document to be included with bid submission**

I. INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR BIDS (“RFB”)

A. Legal Notice to Bidders

The Board of the Medina County Commissioners, acting in its capacity as the Board of the Medina County Solid Waste Management District, hereby announces its Invitation to Bid for the purpose of Single Stream Recycling Drop-Off Services (“Recycling Drop-Off Services”) within Medina County. The Successful Bidder shall be awarded the right to perform the Recycling Drop-Off Services beginning on August 15, 2020. Bids will be accepted for a minimum term of five (5) years with a possible addition of five (5) consecutive one (1) year extensions. Bidders for Recycling Drop-Off Services shall submit bids for a price per Lift for 8-cubic yard frontload recycling Containers. The award shall be based upon an analysis of the lowest and best bid for the right to provide the Recycling Drop-Off Services. If selected, the Successful Bidder must secure a Performance Bond as required by the Bid Documents.

There will be an informational, non-mandatory pre-bid meeting for interested Bidders on March 31, 2020, at the Medina County Solid Waste District Offices, 8700 Lake Road, Seville, Ohio 44273, at 11:00 a.m. The Board will receive sealed bids for the Single Stream Recycling Drop-Off Services at the Medina County Administration Building, 144 N. Broadway, Medina, Ohio, 44256, until 3:30 pm on April 16, 2020, which will then be publicly opened and read aloud. All bids shall: (a) be submitted on the Bid Forms contained in the Bid Documents; (b) contain all information/documentation required by the Bid Documents; (c) be returned in sealed envelopes, marked "Recycling Drop-Off Services"; and (d) a separate Bid Bond in the amount of one thousand dollars as security that if the Bid is accepted, an agreement will be entered into within fourteen (14) days of the Notice of Award, in accordance with the terms and conditions of the Recycling Drop-Off Services Agreement contained in the Bid Documents.

Bids will be considered valid until 90 days after the bid opening date, although not accepted or rejected. More detailed instructions to Bidders are contained in the Bid Documents. The Board reserves the right to abandon the bid process and to reject all bids at any time. Copies of the Bid Documents are on file and may be obtained from Amy Lyon-Galvin, Medina County Sanitary Engineer, 791 W. Smith Road, Medina, Ohio, 44256, or by calling (330) 723-9585; downloaded from the County's website at <https://www.medinaco.org/bids-and-legal-notice/> or from the Sanitary Engineer's website at <http://www.medinaco.org/sanitary/> in order to ensure that potential Bidders receive addendums, if any, Bidders must register their interest in accordance with the instructions in the Bid Documents.

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B. Instructions and Bid Response

In order to ensure that potential Bidders receive addendums, if any, please register Bidder's interest by submitting name of company, contact name, email address, phone and fax numbers to Amy Lyon-Galvin, Medina County Sanitary Engineer, at alyon@medinaco.org with "Recycling Drop-Off Services Bidder Registration" in the subject line. Providing complete information is the only way to ensure that interested Bidders receive subsequent Bid addendum, if any.

Questions and requests for clarification on this RFB must be submitted in writing, via email to Amy Lyon-Galvin at alyon@medinaco.org, by no later than 12:00 noon on Wednesday, April 8, 2020. No verbal inquiries will be addressed.

Bids must address all specification requirements in the Statement of Qualifications. The successful Bidder 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 bids submitted in response to the RFB must be provided on and inclusive of the attached bid forms (Attachments A-K where indicated). All blank spaces on the bid form must be completed in full, with ink or typewritten.

The Board may consider informal any response not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any or all bids. Any bid may be withdrawn prior to the opening of the responses. Any bid received after time and date set for the opening shall not be considered.

The Bidder must provide with their bid a written response to all specifications and requirements contained in this document in the Contractor's "Recycling Drop-Off Services" package.

C. Quantities

The Medina County Solid Waste Management District (the "District") has established a total number of sixty-three (63) Recycling Drop-Off locations throughout Medina County. Refer to Attachment G for locations and number of Single Stream recycling Containers to be placed at each location. The District reserves the right to adjust the number of recycling drop-off locations; number of 8-cubic yard front load Containers; and/or the frequency of service after execution of a Contract, and shall adjust payment to the Contractor based on the number of Lifts at the unit price bid per Lift.

D. Scope of Work

The Scope of Work under the Contract shall consist of the items contained in the Contract Documents and reasonably implicit therein, including all incidentals necessary to fully complete said work in accordance with the Contract Documents, including the Scope of Work listed in Section III.

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

- ✓ Quality recycling services;
- ✓ Timely, clean, and efficient pick-up;
- ✓ Competitive prices;
- ✓ Compliance with the Ohio Revised Code (ORC) 3734;
- ✓ Accurate and timely reporting of tonnage recycled; and
- ✓ Accountable and reliable services.

The Successful Bidder shall provide the following services:

- ✓ Provision of Contractor-owned 8-cy Single Stream recycling Containers at the locations and quantities as specified herein. Containers shall be placarded with Single Stream recycling information, the name of the "Medina County Solid Waste District", and the District's phone number "(330) 723-9585 to report any illegal dumping".
- ✓ Collection and hauling of Recyclable Materials from District recycling drop-off sites per prescribed collection frequency Monday through Saturday.
- ✓ Processing of Recyclable Materials collected and transported.
- ✓ Reporting to the District the totals of Recyclable Materials collected and processed by route in tons; the number of Containers serviced per route; and the pounds/unit per route on a monthly basis. Reports will be generated electronically in Microsoft Excel and e-mailed to the District no later than the 15th day of the following month.
- ✓ Providing a monthly GPS report for the vehicle routes demonstrating the proper servicing of bins and receipt of recyclables at the Contractor's Designated Single-Stream Material Recovery Facility for further processing and materials recovery.
- ✓ Removal of all Recyclable Materials from location including any other materials around the Containers or that fell off of the Containers during collection activities. Failure to do so will result in a \$100 assessment by the District to the Contractor for each occurrence.
- ✓ Proper placement of recycling Containers in their original positions.
- ✓ Photo documentation from the Contractor to the District of any residual materials left behind at the Drop-Off location categorized as unRecyclable Materials/illegally dumped waste within 24-hours.

E. Conditions

Each Bidder shall become familiar with the conditions relating to the scope of services and restrictions regarding the execution of the Scope of Work in the Contract. All Bidders shall thoroughly examine and be familiar with the specifications.

The Bidder shall make its own determination as to the conditions that exist throughout the District, and shall complete the Scope of Work within actual site conditions at the time of contract award at no extra cost to the District.

The Bidder'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, including those of the Ohio EPA. The District does not assume any responsibility or liability resulting from the Bidder'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.

F. Name, Address and Legal Status of Bidder

The Bid must be properly signed in ink and the address of the bidding party given. The legal status of the Bidder, whether municipal, corporate, joint partnership, or individual, shall also be stated with the bid response (Attachment A).

Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign the bid), and attested by the secretary or assistant secretary of the corporation. The corporate address and state of incorporation must be provided. Each corporate Contractor must also submit evidence of good standing in the Contractor's state of incorporation and that the Contractor is qualified to conduct business in the State of Ohio, or that the Contractor will take all necessary steps to qualify to conduct business in the State of Ohio if the corporation is awarded the Contract. Failure to submit evidence of qualification to conduct business within the State of Ohio within fourteen (14) days after issuance of the Notice of Award shall terminate the award.

Bids by a partnership or an individual will be required to state in the Bid the names of all persons interested therein. Proper evidence of the authority of the partner who signs the proposal must accompany the submission. The official address of the partnership must be shown below the signature. The place of residence of an individual Contractor, or the office address, with county and state and telephone number, must be given after his signature.

If the bidding party is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the bid.

Anyone signing a Bid as an agent of another or others must submit with the Bid legal evidence of his or her authority to do so.

G. Qualifications and Experience

The Bidder is required to provide the following information in the Statement of Qualifications and Experience portion of the submitted Bid (Attachment C):

- ✓ An itemized list of equipment available for use on the Contract.
- ✓ A copy of the latest available financial statement (or its parent corporation if individual subsidiary or division financial statements are not prepared and generally available) certified by a highly-experienced and reputable firm of independent certified public accountants.
- ✓ 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, evidence the Contractor is licensed to do business in the State of Ohio or a sworn statement that will take all necessary action to become so licensed if its proposal is accepted;
- ✓ Evidence in form and substance satisfactory to the District that the Contractor and its principals have at least three (3) years of experience in the collection of Recyclable Materials. In addition, the Contractor must demonstrate that it has the experience to properly recycle residential Single Stream recycling materials. This evidence and demonstration will be presented for at least three City/Village/Township/solid waste districts that the Contractor is currently under Contract.
- ✓ The Contractor must submit at least three (3) references as a part of demonstrating compliance with this section. The reference information must contain the contact, phone, address, City/Village/Township/solid waste district, type of program/services provided, number of routes, number of Recycling Drop-Off Centers serviced each month, number of recycling transfer stations serviced each month and any other pertinent information that demonstrates the necessary experience to perform satisfactorily under this Contract.
- ✓ Evidence in form and substance satisfactory to District that the Contractor has the capacity to accommodate the additional anticipated volume for a

minimum of five (5) years at the Single-Stream Material Recovery Facility (MRF) indicated in the proposal.

- ✓ Submission of unit prices for all requested price sections on the price quotation form.
- ✓ Submission of all required information, certifications, and form as required by the specification 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.

H. Bid Price

Bids must include a Lift price per Container per site, for the minimum five (5) year contract and the five (5) consecutive one (1) year extensions to be exercised at the sole discretion of the District in order to be deemed responsive, for a potential total contract period of ten (10) years.

I. Disqualification of Bids

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 bid:

- ✓ Evidence of collusion among Contractors.
- ✓ Lack of competency as revealed by financial statements, 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 Bid considerably and inexplicably lower than the median of other Bids received.

J. Term of Contract

Bids must be submitted on the basis of a five (5) year Contract with five (5) consecutive one (1) year options. The District reserves the right to accept or reject one (1) or any option years after the five (5) year Contract expires.

K. Basis for Award

The District shall award the Contract to the party whose bid is determined to be the most advantageous as the lowest and best bid 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 bid 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 RFB. The criteria that may be considered by the Board in determining which bid is most advantageous for the District included, but are not limited to, the following:

- a. The bid price submitted by the Contractor;
- b. The Contractor's equipment available for use in performing the obligations of the Contract;
- c. The Contractor's financial strength and stability;
- d. Standing to conduct business in the State of Ohio;
- e. Experience in the collection of residential Recyclable Materials;
- f. Business references pertaining to the provision of residential Recyclable Materials collection services for cities, villages, townships and solid waste districts;
- g. Evidence of the Contractor's ability, as well as the ability of the Material Recovery Facility specified by Contractor in the proposal, to handle the anticipated volume of residential Recyclable Materials indicated by the District in the RFB;
- h. The Contractor's past performance and/or service reputation and service capability;
- i. Quality of the Contractor's staff or services;
- j. Residents' and other customers' satisfaction with the Contractor's services;
- k. The extent to which the Contractor's staff or services meet the District's needs;
- l. Contractor's past relationship with the District;
- m. Total long term cost to the District; and
- n. Any other relevant criteria listed elsewhere in this RFB or that the District may become aware of through any other source.

The Board reserves the right to reject any and all bids, to waive any irregularities or informalities, 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.

The Contractor must maintain its bid and unit prices bid for ninety (90) days following the date that the RFB is due. The effective date of service will be August 15, 2020, with Containers placed prior to this date.

II. GENERAL INFORMATION

A. Recycling Drop-Off Locations

Refer to Attachment G, which includes the locations for each Recycling Drop-Off Center; frequency of collection for each location; along with the number of Containers for each center.

B. Hours of Operation of Recycling Drop-Off Locations

Each drop-off location is considered full time, allowing residents to deliver acceptable Recyclable Materials at any time. Recycling Drop-Off Centers located at schools will limit servicing of the Containers to avoid peak student drop-off and pick-up times.

The Contractor is responsible for maintaining the drop-off area including:

- ✓ Removal of all recyclables from location including those materials around the Containers or that fall off of the Containers during collection activities; failure to do so will result in a \$100 assessment to the Contractor for each occurrence.
- ✓ Proper placement of recycling Containers in their original positions.
- ✓ Notifying the District of any unusual circumstances immediately.

It is at the District's sole discretion to cite a Contractor's failure to remove materials from a drop-off location and to assess the \$100/occurrence penalty. The District shall notify Contractor of the assessment and the reasons therefore, and impose the assessment by invoicing the Contractor, or as an offset against the District's payments to the Contractor.

C. Recycling Drop-Off Locations

The number of Recycling Drop-Off locations, as hereinafter defined, is sixty-three (63). The number has been established through partnership agreements between the host location and the District and is to be used for the comparison of responses for purposes of award of a Contract. The Contractor agrees the District may increase, decrease, or delete the estimated numbers of recycling drop-off locations to be serviced and/or the number of recycling Containers per location and/or the frequency of service after execution of a Contract.

The price per Lift computation for recycling drop-off locations shall be based upon the following:

Community	Description	Address	# of Containers	M	T	W	H	F
Brunswick City	Fire Station #1	4383 Center Road	3	X		X		X
	City Hall	4095 Center Road	4	X		X		X
	Service Garage	1238 W. 130th Street	2	X		X		X
	Brunswick Library	3649 Center Road	1	X		X		X
Brunswick Hills Twp.	Medina County Parks Plum Creek Park South	2500 Plum Creek Parkway	1	X		X		X
Chatham Twp.	Chatham Twp. Roads Mtnc Garage	6539 Avon Lake Rd	4		X			X
Granger Twp.	Medina Co. Board of Developmental Disabilities	4691 Windfall Road	2	X		X		X
	Granger Township Administrations Building	3717 Ridge Road	3	X		X		X
	Highland Middle School	3880 Ridge Road	2	X		X		X
	Highland Library	4160 Ridge Rd	1	X		X		X
	Highland High School	4150 Ridge Road	1	X		X		X
Guilford Twp.	Guilford Township Hall	3800 Greenwich Road	3		X			X
Hinckley Twp.	Hinckley Twp. Administration Building	1410 Ridge Road	4	X		X		X
	Hinckley Elementary School	1586 Center Road	1	X		X		X
Homer Twp.	Homer Township Hall (West Side)	8964 Spencer Road	2		X			
Lafayette Twp.	Soil and Water Conservation District	6090 Wedgewood Road	1		X			X
	Chippewa Rail Trail (MCPD)	6095 Chippewa Road	3	X		X		X
Litchfield Twp.	Litchfield Twp. Maintenance Garage	3950 Beat Road	4			X		
Liverpool Twp.	Liverpool Township Fire Station	6700 Center Road	6		X			X
Lodi Village	Lodi Library	635 Wooster St	2		X		X	
Harrisville Twp.	Home Appliance Sales & Service	110 Highland Dr	2		X			
Medina City	County Engineering Center	791 West Smith Road	2	X		X		X
	Medina County Career Center	1101 West Liberty Street	1	X		X		X
	Ella Canavan Elementary School	825 Lawrence Street	3	X		X		X
	A.I. Root Middle School	333 W Sturbridge Drive	4	X		X		X
	Board Office	739 Weymouth Road	3	X		X		X
	Claggett Middle School	420 East Union St	3	X		X		X
	Medina County Job & Family Services	232 Northland Drive	2	X		X		X
	Medina Library	210 S Broadway St	1	X		X		X
	Buehler's Forest Meadows	275 Forest Meadows Dr	4	X		X		X
	Medina High School	777 E Union St	1	X		X		X
	Northrup Elementary	950 E Reagan Pkwy	1	X		X		X
	North View Manor	860 Walter Rd	1	X		X		X
	South Court Senior Villas	171 High Point Dr	1	X		X		X
	Garfield Elementary School	234 S Broadway	1	X		X		X

Community	Description	Address	# of Containers	M	T	W	H	F
	Heritage Elementary School	833 Guilford Blvd	1	X		X		X
	Sidney Fenn Elementary	320 N Spring Grove St	1	X		X		X
	Medina County Health Dept.	4800 Ledgewood Dr	1	X		X		X
	Habitat for Humanity	233 Lafayette Rd	3	X		X		X
Medina Twp.	Medina Twp. Athletic Field Complex (Blakslee Park)	3718 Weymouth Road	5	X		X		X
	Smith Bros.	3087 Marks Road	2			X		X
Montville Twp.	Montville Township Hall	6665 Wadsworth Road	1	X		X		X
	Smith Bros.	7170 Wooster Pike Road	2	X		X		X
	H.G. Blake Elementary School	4704 Lexington Ridge Dr	3	X		X		X
	Ralph E Waite Elementary	4765 Cobblestone Park Dr	1	X		X		X
	Buehler's River Styx	3626 Medina Road	11	X		X		X
Sharon Twp.	Sharon Twp. Maintenance Garage	6801 Ridge Road	4		X			X
	North Side Church	7615 Ridge Rd	1	X		X		X
Spencer Village	Spencer Village Hall North	201 North Main Street	2		X			
Wadsworth	City Transfer Station	165 Auble Street	7	X		X		X
	Weatherstone Park	Reimer Road	5	X		X		X
	Charles R. Parsons Administration Building	524 Broad Street	2	X		X		X
	Friedt Park	415 Leatherman Road	5	X		X		X
	Buehler's Wadsworth	175 Great Oaks Trail	8	X		X		X
	Wadsworth High School	625 Broad	1	X	X	X		X
	Wadsworth Central Intermediate School	151 Main St	1	X		X		X
Westfield Twp.	Cloverleaf High School	8525 Friendsville Road	2		X			X
Westfield Twp.	Westfield Twp. Municipal Complex	6699 Buffham Road	2		X			X
	Medina County Solid Waste District Campus	8700 Lake Road	15	X		X		X
Westfield Center Village	Westfield Center Village Hall	6701 Greenwich Road	3		X			X
York Twp.	Buckeye Senior High School	3084 Columbia Road	1		X			X
	Buckeye Elementary	3140 Columbia Rd	1		X			X
	Medina County District Library	6625 Wolff Road	2	X		X		X
Total	63 Recycling Drop-Off Locations		173					

D. Holidays

The following shall be holidays for purposes of the Contract:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Contractor will observe all of the above-mentioned holidays by suspension of collection service on the holiday. Collection service on the above-mentioned holidays may be conducted by the Contractor only after receiving approval by the District prior to the observance of the holiday.

The Contractor shall include with their bid a written plan for the period after the Christmas and New Year's Day holidays to address the large increase in Recyclable Materials during this period.

E. 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 8:00 a.m. to 4:30 p.m. on regular collection days.

F. Material Recovery Facility

All Recyclable Materials collected and transported by Contractor shall be delivered to a Materials Recovery Facility. The Contractor must identify on the Bid Form the Material Recovery Facility to which the Contractor will deliver all Recyclable Materials collected and transported under this Contract for processing. If the location of the Materials Recovery Facility will change during the term of the Contract, the Contractor must so indicate on the Bid Form. The Contractor will state the period of time the specified Material Recovery Facility will be used and guarantee same to the District. The cost for processing, and all other applicable costs, shall be included in the unit price per Lift specified on the Bid Form.

G. Hauling

All Recyclable Materials hauled by the Contractor shall be so contained, tied or closed, that leaking, spilling or blowing are prevented.

H. Collection and Hauling Equipment

The Contractor shall provide an adequate number of vehicles for regular collection services. All vehicles shall be less than five (5) years old, and shall be kept in good repair, appearance, and in sanitary condition at all times. Each vehicle shall have clearly visible on each side, the identity and telephone number of the Contractor.

I. Damage to Containers

Damages to the recycling Containers including, but not limited to, dents, punctures, and bent structural members during the placement, removal, transportation and/or unloading of Containers must be repaired at the Contractor's expense within 30 days of occurrence. If the Contractor fails to repair the damage within the 30 day

period, the District may repair the damage and bill the Contractor for the actual cost of repairs or offset the District's cost of such repairs from any amounts the District may owe to the Contractor.

J. Additional Service

The Contractor will respond to additional calls for Lifts outside of the regularly scheduled frequency developed for the Recycling Drop-Off Centers within 24 hours.

K. Complaints

All complaints shall be made directly to the District and will be relayed back to the Contractor and shall be given prompt and courteous attention. In the case of alleged missed scheduled collections, the District and Contractor shall investigate and if such allegations are verified, shall arrange for the collection of Recyclable Materials not collected within 24 hours after the complaint is received.

III. SCOPE OF WORK

A. Service Provided

The base service will consist of the Contractor collecting, hauling and processing Recyclable Materials from Contractor provided stationary Single Stream Recyclable Materials drop-off centers located in Medina County. The recycling drop-offs will accept at least the following materials:

- ✓ Plastic Bottles and Jugs with a neck or top that is smaller than the base
- ✓ Glass Beverage Containers and Food Containers
- ✓ Aluminum, Bi-Metal, Ferrous and Non-Ferrous Beverage Containers and Food Containers
- ✓ Newspaper, Mixed Paper, Cardboard, Paper Board, Junk Mail, Office Paper, Magazines, Phone Books

The base service discussed above is summarized in detail below:

B. Recycling Drop-Off Locations and Service Requirements

The Contractor must provide a cost per Lift per Container for each of the Contract years and may be deemed non-responsive if any of the years are left blank on the bid form (Attachment B).

Contractor will collect all acceptable Recyclable Materials from the District provided drop-off sites as a Single Stream. All District-provided recycling drop-off sites will have Contractor-owned 8-cubic yard front load recycling Containers that

will be maintained by the Contractor. At the end of the contract, the Containers shall remain the property of the Contractor.

The Contractor provided drop-off Containers shall meet the following specification:

- 8 Cubic Yard Front Slanted Containers with Lid Locking mechanism
- Floor of 7 gauge steel and sides of 12 gauge steel
- Primed with a rust-proofing formula to a min. of 2.3 mils DFT, finishing coat to a min. of 2 mils DFT (total DFT of 4.3 mils min.), coverage for all interior and exterior surfaces
- Asphalt undercoating on exterior and interior floor, on interior sides from floor to 6" above floor, and on all interior seams
- 4 drain holes (one in each corner of floor)
- 5 digit serial number (15001, 15002, etc.) stamped and/or welded onto exterior rear facing side
- Gravity release locks for lids
- Left and Right Side Opening (16" x 16") with sliding cover/door
- Primed and painted

Drop-off Containers will be placed by the Contractor per the prescribed quantity and locations provided by the District.

The Contractor will provide the required services and associated Lifts during reasonable hours (6:00 a.m. – 9:00 p.m.). The Contractor will ensure that the Containers are evenly spaced.

Contractor is responsible for providing front load packer collection and recycling services and charges shall be based on per Lift per Container for the locations; collection frequency; and number of Containers as listed in Attachment G.

Recycling Drop-Off Center

On a quarterly basis, the Contractor shall conduct a field audit which shall record the percentage volume of Recyclable Materials in each Container; at each location; on every service day; for the duration of one week. The Contractor and the District shall agree upon the week that the field audit shall be conducted. The Contractor shall provide a report that delineates the data collected to the District within a week's time of conducting the audit. The District shall determine any adjustments to the number of Containers; number of locations; and/or frequency of collection to the Contractor. The Contractor and District shall mutually agree upon the time needed to execute any adjustments set forth by the District.

The Contractor shall provide with their Bid a schedule for delivery of each of the Containers to each of the Recycling Drop-Off Centers (date specific).

The Contractor shall provide monthly reports for all Recyclable Materials tons collected and processed. The Contractor shall provide a monthly GPS report for the vehicle routes demonstrating the proper servicing of bins and receipt of recyclables at the Single-Stream Material Recovery Facility for further processing and materials recovery.

Annually, and/or upon request of the District, the Contractor shall provide the name and address of the company/companies receiving the individual commodities of materials recycled.

THE DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL ALTERNATE BID REQUESTS.

IV. CONTRACT ITEMS

A. Definitions

Container The term for the 8-cubic yard front load containers for the Recycling Drop-Off Centers that will be serviced or “Lifted” per the Contract Documents.

Contract Documents or Contract The Request for Proposals, Instructions for Responding to the Request for Proposals, Contractor’s proposal (Statement of Qualifications and Experience and Price Quotation), general specifications, the Contract, performance bond, non-collusion affidavit, personal property affidavit and any addenda or changes to the foregoing documents agreed to by the District and the Contractor.

Contractor The person, corporation or partnership submitting a response to this Request for Bids and, if awarded the Contract, performing recycling collection and processing under a Contract with the District.

Full Time Recycling Drop Off Recycling drop-off center open at least 40 hours per week.

Material Recovery Facility A facility that accepts only source-separated residential Recyclable Materials for the purposes of further separation and preparation for the commodity markets, and complies with the definition of “legitimate recycling facility” set forth in Ohio Administrative Code Rule 3745-27-01(L)(2).

Lift – Drop-Off

The service or emptying of a single Container at a single site on a single occasion. Example: A site with 4 Containers serviced at a frequency of twice per week would have eight (8) “Lifts” per week. Note that Recyclable Materials left outside of the Containers must be collected and placed into the Container prior to emptying the Container. If the volume of Recyclable Materials left outside of the Containers exceeds the capacity of the Container and warrants a second tip, the Contractor must photo-document the consecutive tip to invoice for a second “Lift” during the same service. A second “Lift” will not be considered an unscheduled Lift as the Contractor is already at the site performing a scheduled Lift.

Recyclable
Materials

All glass beverage bottles and food jars. Corrugated cardboard, magazines, phone books, newspaper, mixed paper, paper board, junk mail, and office paper. Plastic milk containers and plastic bottles and containers with necks more narrow than the bottoms. Aluminum, bi-metal, ferrous and non-ferrous beverage containers and food containers. Plastic containers used for motor oil, antifreeze, pesticides, or herbicides are excluded.

Recycling
Drop-Off
Center(s)

Sites located throughout Medina County, hosted by public and private entities, on which 8-cubic yard front load containers are placed for the sole purpose of collecting single stream recycling materials are placed for the sole purpose of collecting single stream recycling materials.

Regular Collection
Days

The day or days that a particular site is scheduled for service.

Scope of Work

The work under the Contract shall consist of the items contained in the Contract Documents and reasonably implicit therein, including all the supervision, materials, equipment, labor and all other items necessary to complete said work in accordance with the Contract Documents.

Single Stream

Where all acceptable Recyclable Materials are mixed together in a Single Stream within the provided recycling Container.

Unscheduled Lift Where the District contacts the Contractor to perform a “Lift” at a location not scheduled for service on that date. An unscheduled Lift differs from a second “Lift” during the same service.

B. Compliance with Laws

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

C. Effective Date

This Contract shall be effective upon the execution of the Contract and performance of such Contract shall begin on:

August 15, 2020 for Recycling Drop-Off Services

D. Nondiscrimination

The Contractor agrees that (a) in the hiring of employees for the performance of work under this Contract, no Contractor, or any person acting on a Contractor's behalf, by reason of race, creed, sex, disability or military status as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates; and (b) that no Contractor, or any persons acting on a Contractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the Contract on account of race, creed, sex, disability, military status as defined in Section 4112.01 of the Ohio Revised Code, or color. If any employee is discriminated against, the Contractor will be subject to the liability as set forth in Section 153.59 of the Ohio Revised Code.

E. Indemnification

The Contractor shall save, indemnify and hold the District, its Board, its employees, agents, officers and consultants (each an indemnitee) harmless from and against any and all liabilities, claims, demands, causes of action, penalties, judgments, forfeitures, liens, suits, costs and expenses whatsoever (including those arising out of death, injury to persons, or damage to or destruction of property), and the cost and expenses incident thereto (including attorneys' fees), which any indemnitee may hereafter incur, become responsible for, or pay out for or resulting from the performance of the Contract, providing that any such claim, damage, loss, or expense:

(a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and

(b) is caused in whole or in part by any willful, reckless or negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.

In any and all claims against the District, its Board, its employees, agents, officers and consultants (each an indemnitee), by any employee of the Contractor, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under Workmen's Compensation acts, disability benefit acts or other employee benefits acts.

F. Environmental Indemnification

The Contractor shall save, indemnify and hold the District, its Board, its employees, agents, officers and consultants (each an indemnitee) harmless from and against any and all liabilities, claims, demands, causes of action, penalties, judgments, forfeitures, liens, suits, costs and expenses whatsoever (including those arising out of death, injury to persons, or damage to or destruction of property), and the cost and expenses incident thereto (including reasonable attorneys' fees), which any indemnitee may hereafter incur, become responsible for, or pay out for or resulting from contamination of or adverse effects on the environment, or any violation of governmental laws, regulations, or orders, in each case, to the extent caused by the Operator(s)' negligent, reckless, or willful misconduct relating to the Interim Services. Any indemnitee shall promptly notify the Contractor of any assertion of any claim against it for which it is entitled to be indemnified, shall give the Contractor the opportunity to defend such claim and shall not settle such claim without the approval of the Contractor. This section shall survive expiration or earlier termination of this Contract.

G. Insurance

For the purpose of the Contract, the Contractor shall carry. The following types of insurance in at least the limits specified below:

Coverage

Limits of Liability

Workmen’s Compensation	Statutory
Bodily injury Liability except Automobile	\$1,000,000 each occurrence
Property Damage Liability Except Automobile	\$1,000,000 each aggregate
Automobile Bodily Injury Liability	\$500,000 each occurrence
Excess Umbrella Liability	\$500,000 each aggregate
	\$1,000,000 each person
	\$1,000,000 each occurrence
	\$5,000,000 each occurrence

H. Bond/Affidavit

Performance Bond

- a. Within fourteen (14) days after receiving the Notice of Award, the Contractor will be required to furnish a payment and performance bond meeting the requirements of Section 153.54 of the Ohio Revised Code with a corporate surety satisfactory to the District as security for the performance of this Contract. This bond must be in the amount of one hundred percent (100%) of the amount of the Contract for the first year and one hundred percent (100%) of each subsequent year of the Contract prior to the anniversary date of the Contract, including any renewal terms.
- b. Premium for the bond(s) described above shall be paid by the Contractor. A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond.
- c. The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Ohio.

I. Power of Attorney

Attorneys-in-fact who sign bid bonds or Contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

J. 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 contracted rates. Payment will be made upon satisfaction of all requirements of this Contract including a completed Attachment D “Monthly Reporting Form”.

K. 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.

L. Subcontracting

The District prohibits the use of subcontractors for the removal of Recyclable Materials without prior written request. The Contractor may request exception to this section when it becomes necessary to complete collection/transportation due to unusual circumstances. Subcontractors performing services on behalf of the Contractor shall be similarly held to the terms of this contract and shall provide all documentation requested by the District as a condition of approval.

M. Ownership

Title to commingled Recyclable Materials shall pass to the Contractor when placed in Contractor's collection vehicle or removed by Contractor from a Container, whichever last occurs.

N. 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 and or its subcontractors;
- ✓ Service disruption in any form for recycling pick-up and or recycling processing;
- ✓ Schedule changes in Lifts or days of collections;
- ✓ Labor contract expirations/strikes that will affect the service of this Contract; and
- ✓ Contractor's non-performance with any part of this Contract.

The Contractor shall give 120 days' notice in writing to the District for any of the following items:

- ✓ Contractor's intent not to fulfill this Contract in its entirety

O. Reporting

The Contractor shall provide monthly reports for all Recyclable Materials tons collected. The reports shall accompany the monthly service invoices to the District. The following criteria must be followed:

- ✓ The Contractor shall be responsible for the cost inherent in documenting and reporting all Recyclable Material pickups by number and frequency within the District and shall report such results to the District on a monthly basis.
- ✓ The Contractor is to provide monthly reports to the District listing tonnage of Recyclable Materials removed from its waste stream per the attached report. This information shall be in sufficient detail as to enable the District to determine compliance with Ohio EPA solid waste volume reduction guidelines. Certification of recycled tonnage is the responsibility of the Contractor. The report will be submitted on a Microsoft Excel spreadsheet.
- ✓ The Contractor is to provide a monthly GPS report for the vehicle routes demonstrating the proper servicing of Containers and receipt of Recyclables at the Single-Stream Material Recovery Facility for further processing and materials recovery.
- ✓ The Contractor is to provide photo documentation of any residual materials left behind at the Drop-Off location categorized as unRecyclable Materials/illegally dumped waste within 24-hours.
- ✓ The Contractor is to provide photo-documentation of the consecutive Lift to invoice for a second "Lift" during the same service. Note: a second "Lift" will not be considered an unscheduled Lift if the Contractor is already at the site performing a scheduled Lift.
- ✓ The Contractor will provide the District with a routing schedule when signing the Contract. The routing schedule shall outline by route name/identifier the day of collection and Recycling Drop-Off Center location in the intended order of collection so the District can address any concerns raised by the pickup locations. The Contractor will provide a new routing schedule anytime significant changes are made to the schedule.

P. 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 regular collection day (as detailed in the routing schedule that is submitted by Contractor at Contract signing), the Contractor shall notify the District as to the reason and the anticipated length of such delay. If at any time, the Contractor fails to maintain the regular collection schedule for a period of one (1) day, the District may, at its sole discretion, provide for the collection of such Recyclable Materials as it may determine necessary. The Contractor shall reimburse the District for the cost of such collection upon demand. 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, 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.

The Contractor shall, before submitting a proposal, be familiar with present and proposed practices of residential MSW collection and recycling in the District.

Spills, during the haul, are detrimental to the public health and therefore will not be permitted or tolerated.

Q. 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.

R. Court and Law

The Medina 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.

S. Fuel Adjustments

In order to neutralize fuel cost impacts so neither the District nor the Contractor is unfairly impacted by future changes in the price of diesel fuel, the Contractor's per Lift bid price shall automatically adjust during the term of the contract (including any renewal terms). The Contractor's per Lift bid price will be increased or decreased on a quarterly basis (July 1, October 1, January 1, and April 1), after the initial date of the Contract, based on the percentage change in the average cost of diesel fuel per gallon, as determined by the weekly on Highway Retail Diesel Fuel Price, All Types, for the Midwest Region, as maintained by the Energy Information Administration of the United States Department of Energy ("EIA"). This information can be obtained through EIA's Motor Fuels Price Hotline (202) 586-6966, or from EIA's web page, at: <http://www.eia.gov/petroleum/gasdiesel/>.

The percent of change for a gallon of diesel fuel during the prior three (3) month period will be compared to the base price per gallon, which shall be the June 1, 2020 average cost of diesel fuel from the above source, which shall then be applied to the percentage of the Contractor's per Lift quote that is attributed to fuel (as specified on the Contractor's Price Quotation Forms (Attachment B)).

Example Calculation:

Assumptions – Recycling Drop-Off Services

- ✓ Established base price for diesel fuel starting June 1, 2020 is \$4.00 per gallon
- ✓ Per Lift price quote for recycle services: \$15.00
- ✓ Percent of per Lift price quote that is diesel fuel related: 20% or \$3.00
- ✓ Bid price that is not diesel fuel related: \$12.00
- ✓ Percent change in diesel fuel from October 2, 2020 to December 31, 2020: \$4.00 per gallon to \$4.40 per gallon or an increase of 10%

New Bid Price Calculation

$$\$3.00 \times .10 = \$0.30$$

$$\text{January 1, 2021 per Lift price quote adjustment: } \$15.00 + \$0.30 = \$15.30.$$

Likewise, if during the same period the percentage change in the average cost of diesel fuel had decreased from \$4.00 per gallon to \$3.60 per gallon, then the January 1, 2021 per Lift price quote adjustment would have decreased from \$15.00 to \$14.70.

*** ATTACHMENT A - *Submit with Bid***
RECYCLING DROP-OFF SERVICES
CONTRACTOR INFORMATION SHEET

Local Service Center/Office Information:

Name of Company: _____
Local Address: _____

Contact Person: _____ Title: _____
Phone: _____ Fax: _____
E-Mail: _____

Corporate/Headquarters Information:

Address: _____

Phone: _____ Fax: _____
President: _____
Controller: _____

Business Type: Corporation: _____ Limited Liability Company: _____
Joint Venture: _____ Other: _____
Publicly Held Company: _____ Privately Held Company: _____
Partnership: _____ List all Partners/Individuals with >10%
Interest: _____

If awarded this Contract, is the local office or corporate headquarters responsible and liable for the Contract? _____

Signed by Corporate Officer or Designee: _____

Date: _____

*** ATTACHMENT B - *Submit with Bid***
RECYCLING DROP-OFF SERVICES
BID FORM

All blanks must be completed to be considered responsive to the scope of work. All prices shall include local and state fees, labor, transportation, Recyclable Materials processing, overhead, insurance, fuel, performance bond and all other costs associated with performing the service.

All recycling drop-off prices bid shall be based on per Lift per Container per location cost as indicated below. The percent bid for fuel column includes the estimated percentage of per Lift Price Bid that is attributed to the cost of fuel for providing the requested services.

Contract Year	Description	Price Bid: Cost Per Container Lifted	% of Price Bid for Fuel
1	Front Load Single Stream Contractor Provided Containers, Contractor Owns Containers at End of Contract	\$	%
2		\$	%
3		\$	%
4		\$	%
5		\$	%
Option Year 1		\$	
Option Year 2		\$	%
Option Year 3		\$	
Option Year 4		\$	%
Option Year 5		\$	

Material Recover Facility Used for Processing: _____

¹The bidder should assume for the purposes of completing this Bid Form that the same number of Containers will be serviced monthly for years two through ten (2 to 10), as are serviced during the initial year, however, the number of bin locations and the quantity of bins at each location may be modified at the discretion of the District during the contract.

**ATTACHMENT D
RECYCLING DROP-OFF SERVICES
MONTHLY REPORT**

Name of Company: _____

Address: _____

Contact: _____

Phone: _____ Fax: _____

E-Mail: _____

Reporting Period: _____

1. Please provide the weight of Single Stream Recycled Materials collected and processed from the District for the reporting, see example below:

Medina County Single Stream Recycling Drop-Off (Month and Year)					
Route	Day	Date	Containers Serviced	Recycling Tons	Pounds/Unit
A	Monday	8/5/19	67	10.88	324.78
	Monday	8/12/19	66	9.64	292.12
	Monday	8/19/19	68	11.99	352.65
	Monday	8/26/19	67	9.95	297.01
B	Tuesday	8/6/19	57	7.81	274.04
	Tuesday	8/13/19	57	8.01	281.05
	Tuesday	8/20/19	55	7.85	285.45
	Tuesday	8/27/19	57	7.66	268.77
C	Wednesday	8/7/19	85	10.62	249.88
	Wednesday	8/14/19	83	8.23	198.31
	Wednesday	8/21/19	84	8.05	191.67
	Wednesday	8/28/19	83	8.70	209.64
D	Wednesday	8/7/19	64	6.43	200.94
	Wednesday	8/14/19	65	6.12	188.31
	Wednesday	8/21/19	66	5.48	166.06
	Wednesday	8/28/19	65	5.30	163.08
E	Thursday	8/1/19	108	8.65	160.19
	Thursday	8/8/19	89	8.73	196.18
	Thursday	8/15/19	89	9.92	222.92
	Thursday	8/22/19	89	9.23	207.42
	Thursday	8/29/19	77	7.14	185.45
F	Friday	8/2/19	85	10.30	242.35
	Friday	8/9/19	86	10.84	252.09
	Friday	8/16/19	86	10.88	253.02
	Friday	8/23/19	88	10.40	236.36
	Friday	8/30/19	85	11.05	260.00
			Total	229.86	6,159.74

**ATTACHMENT E
RECYCLING DROP-OFF SERVICES
AGREEMENT**

THIS AGREEMENT made and entered into, this ____ day of _____, 2020 by and between [\(Insert Contractor name and address\)](#), hereinafter called the “Contractor” and the Medina County Board of Commissioners (“Board”), acting in its capacity of the Board of Directors of the Medina County Solid Waste Management District (“District”), with its offices located at 791 W. Smith Road, Medina, Ohio 44256.

RECITALS

WHEREAS, pursuant to Section 343.02 of the Ohio Revised Code, the Board may enter into written contracts with any person for the furnishing to the District of any Solid Waste transfer, disposal, recycling, processing, or resource recovery services as may be necessary or appropriate to provide for the safe and sanitary management of Solid Waste, including Recyclable Materials and Yard Waste, generated within the District; and

WHEREAS, pursuant to Section 343.08 of the Ohio Revised Code, the Board may fix reasonable rates and charges for the cost of transfer, disposal, recycling, processing, or resource recovery under such written contracts; and

WHEREAS, the Board has determined that it is in the best interests of the District and its residents that the Board contract for the services identified in the Contract for (“Recycling Drop-Off Services”) within the District with collected Recyclable Materials delivered to an approved Single-Stream Material Recovery Facility, identified as follows: [\(Insert Contractor facility name and address\)](#), and

WHEREAS, the Request For Bids For Recycling Drop-Off Services includes all of the Contract Documents, including the Instructions for Responding to the Request for Bids, General Specifications, the Contractor’s bid (Statement of Qualifications and Experience and Price Quotation), the Contract, performance bond, non-collusion affidavit, personal property affidavit and any addenda or changes to the foregoing documents agreed to by the District and the Contractor, which are incorporated by reference in this Agreement as if fully set forth herein; and

WHEREAS, the Board evaluated the bids submitted in response to the Request for Bids and determined that Contractor’s bid is the most advantageous to the District and the District’s residents.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, the Contractor and the District incorporate the foregoing recitals hereby agree as follows:

ARTICLE I. SCOPE OF WORK; TERM. The Contractor shall furnish all of the materials and perform all of the services and do everything else reasonably required to

complete the Work known as recycling drop-off services for a term of five (5) years with five (5) individual one (1) year possible extensions as described in the Request for Bids for Recycling Drop-Off Services and the Contractor's bid which has been accepted by the District and is a part of this contract (Exhibit 1).

ARTICLE II. CONTRACT SUM. For the performance of the Work, the District shall pay to the Contractor, the monthly price quoted in Contractor's bid, subject to additions, deductions and adjustments provided therein and in the Request for Bids.

ARTICLE III. COMPONENT PARTS OF THE CONTRACT. This Agreement consists of the attached Contract Documents which are as fully a part of this Contract as if set out verbatim.

ARTICLE IV. REPRESENTATIONS. By signing this Agreement, Contractor represents and warrants that it has all requisite authority to enter into this Agreement as its binding legal obligation.

IN WITNESS WHEREOF, the parties by their duly authorized officers, trustees or partners, have executed this Agreement on the date set forth above.

**The Board of the Medina County
Commissioners, acting in its capacity
as the Board of the Medina County
Solid Waste Management District**

(Board President Signature)

The Contractor must indicate whether it is a Corporation, Limited Liability Company, Partnership, Company or Individual. THE INDIVIDUAL SIGNING SHALL, IN HIS OR HER OWN HANDWRITING, SIGN THE PRINCIPAL'S NAME, THE SIGNATORY'S OWN NAME, AND THE SIGNATORY'S TITLE. WHERE THE PERSON SIGNING FOR A CORPORATION IS OTHER THAN PRESIDENT OR VICE PRESIDENT, THE SIGNATORY MUST SHOW AUTHORITY TO BIND THE CORPORATION BY AFFIDAVIT.

(Signature)

(Printed Name/Title)

(Street Address/City/State/Zip)

**ATTACHMENT F
RECYCLING DROP-OFF SERVICES
PROPOSAL CHECK LIST**

CONTRACTOR NAME	#1	#2	#3	#4	#5	#6
Bid Bond						
General and Liability Insurance Limits						
Submitted Property Tax Delinquency Form						
Submitted Non-Collusion Affidavit						
Proof of State of Ohio Workers Compensation Compliance						
Financial Stability of Contractor						
3 Positive Reference Review						
Demonstration of Available Equipment for Contract						
Licensed to Work In Ohio						
In Good Standing with the State of Ohio						
Proposed Material Recycling Facility and Capacity						
Any Past Notices of Violations						
Deficiencies						
Approved for Price Quotation Evaluation						

*This check list is not intended to be exhaustive. The District reserves the right to consider any and all relevant information whether or not it is listed above.

*** ATTACHMENT G - Submit with Bid**
RECYCLING DROP-OFF SERVICES
LOCATIONS OF DROP-OFF SITES AND SERVICE REQUIREMENTS

In accordance with Section III, Scope of Work Part (B.) complete the chart below to demonstrate the initial collection schedule by marking the appropriate day(s) of service.

Community	Description	Address	# of Containers	M	T	W	H	F
Brunswick City	Fire Station #1	4383 Center Road	3	X		X		X
	City Hall	4095 Center Road	4	X		X		X
	Service Garage	1238 W. 130th Street	2	X		X		X
	Brunswick Library	3649 Center Road	1	X		X		X
Brunswick Hills Twp.	Medina County Parks Plum Creek Park South	2500 Plum Creek Parkway	1	X		X		X
Chatham Twp.	Chatham Twp. Roads Mtnc Garage	6539 Avon Lake Rd	4		X			X
Granger Twp.	Medina Co. Board of Developmental Disabilities	4691 Windfall Road	2	X		X		X
	Granger Township Administrations Building	3717 Ridge Road	3	X		X		X
	Highland Middle School	3880 Ridge Road	2	X		X		X
	Highland Library	4160 Ridge Rd	1	X		X		X
	Highland High School	4150 Ridge Road	1	X		X		X
Guilford Twp.	Guilford Township Hall	3800 Greenwich Road	3		X			X
Hinckley Twp.	Hinckley Twp. Administration Building	1410 Ridge Road	4	X		X		X
	Hinckley Elementary School	1586 Center Road	1	X		X		X
Homer Twp.	Homer Township Hall (West Side)	8964 Spencer Road	2		X			
Lafayette Twp.	Soil and Water Conservation District	6090 Wedgewood Road	1		X			X
	Chippewa Rail Trail (MCPD)	6095 Chippewa Road	3	X		X		X
Litchfield Twp.	Litchfield Twp. Maintenance Garage	3950 Beat Road	4			X		
Liverpool Twp.	Liverpool Township Fire Station	6700 Center Road	6		X			X
Lodi Village	Lodi Library	635 Wooster St	2		X		X	
Harrisville Twp.	Home Appliance Sales & Service	110 Highland Dr	2		X			
Medina City	County Engineering Center	791 West Smith Road	2	X		X		X
	Medina County Career Center	1101 West Liberty Street	1	X		X		X
	Ella Canavan Elementary School	825 Lawrence Street	3	X		X		X
	A.I. Root Middle School	333 W Sturbridge Drive	4	X		X		X
	Board Office	739 Weymouth Road	3	X		X		X
	Claggett Middle School	420 East Union St	3	X		X		X
	Medina County Job & Family Services	232 Northland Drive	2	X		X		X
	Medina Library	210 S Broadway St	1	X		X		X
	Buehler's Forest Meadows	275 Forest Meadows Dr	4	X		X		X
	Medina High School	777 E Union St	1	X		X		X
	Northrup Elementary	950 E Reagan Pkwy	1	X		X		X

Community	Description	Address	# of Containers	M	T	W	H	F
	North View Manor	860 Walter Rd	1	X		X		X
	South Court Senior Villas	171 High Point Dr	1	X		X		X
	Garfield Elementary School	234 S Broadway	1	X		X		X
	Heritage Elementary School	833 Guilford Blvd	1	X		X		X
	Sidney Fenn Elementary	320 N Spring Grove St	1	X		X		X
	Medina County Health Dept.	4800 Ledgewood Dr	1	X		X		X
	Habitat for Humanity	233 Lafayette Rd	3	X		X		X
Medina Twp.	Medina Twp. Athletic Field Complex (Blakslee Park)	3718 Weymouth Road	5	X		X		X
	Smith Bros.	3087 Marks Road	2			X		X
Montville Twp.	Montville Township Hall	6665 Wadsworth Road	1	X		X		X
	Smith Bros.	7170 Wooster Pike Road	2	X		X		X
	H.G. Blake Elementary School	4704 Lexington Ridge Dr	3	X		X		X
	Ralph E Waite Elementary	4765 Cobblestone Park Dr	1	X		X		X
	Buehler's River Styx	3626 Medina Road	11	X		X		X
Sharon Twp.	Sharon Twp. Maintenance Garage	6801 Ridge Road	4		X			X
	North Side Church	7615 Ridge Rd	1	X		X		X
Spencer Village	Spencer Village Hall North	201 North Main Street	2		X			
Wadsworth	City Transfer Station	165 Auble Street	7	X		X		X
	Weatherstone Park	Reimer Road	5	X		X		X
	Charles R. Parsons Administration Building	524 Broad Street	2	X		X		X
	Friedt Park	415 Leatherman Road	5	X		X		X
	Buehler's Wadsworth	175 Great Oaks Trail	8	X		X		X
	Wadsworth High School	625 Broad	1	X	X	X		X
	Wadsworth Central Intermediate School	151 Main St	1	X		X		X
Westfield Twp.	Cloverleaf High School	8525 Friendsville Road	2		X			X
Westfield Twp.	Westfield Twp. Municipal Complex	6699 Buffham Road	2		X			X
(Including CPF)	CPF	8700 Lake Road	15	X		X		X
Westfield Center Village	Westfield Center Village Hall	6701 Greenwich Road	3		X			X
York Twp.	Buckeye Senior High School	3084 Columbia Road	1		X			X
	Buckeye Elementary	3140 Columbia Rd	1		X			X
	Medina County District Library	6625 Wolff Road	2	X		X		X
Total	63 Recycling Drop-Off Locations		173					

*** ATTACHMENT H - *Submit with Bid***
RECYCLING DROP-OFF SERVICES
NON-COLLUSION AFFIDAVIT

State of Ohio

County of

BID Identification: **Recycling Drop-Off Services**

BIDDER _____
(Name)

being first duly sworn, deposes and says that he/she is _____ of
(Sole owner, a partner, 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; that such BID is genuine and not collusive or sham; that said bidder has not directly or indirectly 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 any one 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 fix any overhead, profit, or cost element of such BID price, or of that 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 any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

Signed:

Subscribed and sworn to before me this
___ day of _____, 202___

Seal of Notary

Notary Public

**ATTACHMENT I
RECYCLING DROP-OFF SERVICES
PERSONAL PROPERTY TAXES AFFIDAVIT
(ORC 5719.042)**

STATE OF OHIO
COUNTY OF _____ ss:

The AFFIANT, being first duly sworn, states that he/she is the

_____ Title and Name of Company

and that he/she or _____ Name of Company

was:

- (1) NOT CHARGED with any delinquent personal property taxes on the general tax list of personal property of _____, Ohio, at the time of submitting the Bid for Drop-Off Recycling Services;

(OR)

- (2) CHARGED with delinquent personal property taxes on the general tax list of personal property of _____, Ohio, at the time of submitting the Bid for Drop-Off Recycling Services and attached hereto is a statement setting forth the amount of such due and unpaid delinquent taxes and any due unpaid penalties and interest thereon.

FURTHER AFFIANT saith naught:

COMPANY

AFFIANT AND TITLE

Sworn to before me, a Notary Public, this ____ day of _____, 202____.

Notary Public
My Commission Expires:

**ATTACHMENT J
RECYCLING DROP-OFF SERVICES
NOTICE OF AWARD**

To: _____

PROJECT DESCRIPTION: Requests for Proposals for Drop-Off Recycling Services.

The Medina County Board of Commissioners, acting in its capacity as the Board of the Medina County Solid Waste Management District ("District") has considered the Bid submitted by you for the above described project in response to the public notice and Invitation to Bid. You are hereby notified that your Bid to provide Drop-Off Recycling Services has been accepted.

You are required by the Instructions to Bidders to execute the Agreement for Drop-Off Recycling Services within ten (10) calendar days from the date of this Notice to you. If you fail to execute said Agreement for Drop-Off Recycling Services within fourteen (14) days from the date of this Notice of Award, the District will be entitled to consider all of your rights arising out of the acceptance of your Bid as abandoned. The District will be entitled to such other rights as may be granted by law. You are required to return an acknowledged copy of this NOTICE OF AWARD to the District within fourteen (14) calendar days.

Dated this _____ day of _____, 2020.

By: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged:

Company: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT K
RECYCLING DROP-OFF SERVICES
W-9 Forms