**Award 22760**

**Recycling and Trash Removal Services**

**PROJECT DEFINITION TEMPLATE**

**Award 22760**

**Recycling and Trash Removal Services**

**PROJECT DEFINITION**

**FOR**

***<PROJECT NAME>***

**Date: <*ENTER DATE*>**

Prepared by: *<Enter Authorized User Name>*

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**References for Authorized User (Not to be included in the Project Definition sent to Contractors):**

Reference 1: Mini-Bid Checklist

Reference 2: Examples of Language for Service Requirements and Bid Evaluations

Reference 3: Volume to Weight Conversion Factors

*Information in brackets (<>) is suggested format only. It is up to the Authorized User to determine what best satisfies individual Authorized User needs.*

**1.0 GENERAL OVERVIEW**

1.1 **Scope**

<PROVIDE A BRIEF DESCRIPTION OF THE AUTHORIZED USER’S NEEDS AND THE SERVICES BEING SOUGHT>

1.2 **Key Events/Dates**

 **Event** **Date Time**

 Project Definition Release <ENTER DATE>

 Site Visit & Pre-Bid Conference <ENTER DATE> <ENTER TIME>

 (If Required)

 Closing Date for Inquiries <ENTER DATE>

 Submission of Proposal <ENTER DATE> <ENTER TIME>

 Time Estimates/Goals:

 Bid Evaluation and Selection <ENTER DATE>

 Contract Award <ENTER DATE>

 Contract Term <ENTER DATE> to <ENTER DATE>

**2.0 LOCATION**

2.1 **Project Site Description:**

The recycling and/or trash removal services outlined in this Project Definition are being sought at the following locations:

|  |  |  |
| --- | --- | --- |
| **Facility Name** | **Facility Address** | **Type of Facility** |
| **< >** | **< >** | **< >** |
|  |  |  |
|  |  |  |

**3.0 INQUIRIES:** All inquiries concerning this Mini-bid Project Definition will be addressed to the following Designated Contacts:

|  |  |
| --- | --- |
| Primary Contact: | Secondary Contact: |
| **< >** | **< >** |

**4.0 GENERAL REQUIREMENTS**

4.1 **TERMS AND CONDITIONS**

All Mini-bids and Mini-bid contracts are subject to all terms and conditions of the Master Contract. Additional terms and conditions may be allowed as part of a Mini-bid Contract, provided that such terms and conditions do not conflict with the Master Contract terms and conditions and are not less favorable to the Authorized User than the Master Contract terms and conditions.

4.2 **SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING**

Pursuant to State Finance Law §§139-j and 139-k, this Mini-bid includes and imposes certain restrictions on communications between New York State governmental entities and an Offerer/bidder during the Mini-bid process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit Mini-bids through final award and approval of the Mini-bid Contract by New York State governmental entities and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is identified above. Employees of New York State governmental entities are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website:

http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL\_139j-k.asp

<ENTER ADDITIONAL GENERAL TERMS AND CONDITIONS, IF DESIRED. ADDITIONAL TERMS AND CONDITIONS MUST NOT CONFLICT WITH THE TERMS AND CONDITIONS OF THE MASTER CONTRACT.>

**5.0 SERVICE REQUIREMENTS**

In addition to the service requirements outlined in the Master Contract, the following requirements shall also apply:

<ENTER A BRIEF DESCRIPTION OF THE SERVICES REQUIRED INCLUDING THE LOT, CONTAINER TYPE AND PICKUP FREQUENCY, AND INCLUDE ANY SPECIAL REQUIREMENTS. SEE REFERENCE 2 AT THE END OF THIS DOCUMENT FOR EXAMPLES.>

**6.0 TERM**

The Mini-bid Contract will commence < *[ENTER DATE] and will be in effect for [ENTER NUMBER] years*>.

**7.0 M/WBE UTILIZATION GOAL REQUIREMENTS**

<THE BACKDROP CONTRACT DOES NOT CONTAIN MWBE GOALS. AUTHORIZED USERS MAY USE THIS SECTION TO SPECIFY GOALS. AUTHORIZED USERS SHOULD FOLLOW THEIR OWN INTERNAL POLICIES ACCORDING TO ARTICLE 15A OF THE EXECUTIVE LAW WHEN ESTABLISHING MWBE GOALS. PLEASE SEE [http://www.esd.ny.gov/MWBE.html](http://www.esd.ny.gov/MWBE.html%20) FOR MORE INFORMATION. >

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, \_\_\_\_\_\_\_\_ (Agency) has established separate goals for participation of New York State Certified minority and women-owned business enterprises for State contracts. \_\_\_(Agency) is required to implement the provisions of Article 15-A and 5 NYCRR Parts 142-144 for all State contracts (1) in excess of $25,000 for labor, services, equipment, materials, or any combination of the foregoing and (2) in excess of $100,000 for real property renovations and construction.

For purposes of this procurement, \_\_\_\_\_\_\_\_ (Agency) hereby establishes a goal of \_\_\_% for Minority-owned Business Enterprises (MBE) participation and \_\_\_% for Women-owned Business Enterprises (WBE) participation. As a condition of this procurement, the contractor and \_\_\_\_\_\_\_\_ (Agency) agree to be bound by the provisions of §316 of Article 15-A of the New York State Executive Law regarding enforcement. Contractors must document “good faith efforts” to provide meaningful participation by New York State Certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how \_\_\_\_\_\_\_\_ (Agency) will determine a contractor’s “good faith efforts,” refer to 5 NYCRR §142.8.

**8.0 Project Definition Method of Award**

These award criteria will apply to the Authorized User Project Definitions during the Mini-bid.

A Mini-bid Contract will be awarded to the **responsible low bidder** for all of the work specified herein following evaluation of Mini-bids by the Authorized User. For Project Definitions that include multiple items, the award will be made to the Contractor with the lowest total price per month.

9.0 Price Changes

If the pricing on the Master Contracts decreases during the term of this Mini-bid, the Authorized User has the option to negotiate lower pricing with the Contractor or cancel the Mini-bid and re-bid.

**10.0 Mini-bid Protests**

All Mini-bid protests will be decided by the Authorized User. Should a Contractor wish to file a protest regarding a Mini-bid, the protest shall be submitted to the Authorized User for consideration at the following address:

<AU – provide any additional instructions for the filing of a protest and submittal address>

**Bid Proposal Form**

NOTE: The Bid Proposal Form shall be completed and signed in duplicate herein. Upon award of the Mini-bid one copy is retained by the Authorized User and one copy is returned to the awarded Contractor.

<ENTER THE PRICING PAGE THAT THE BIDDER MUST RETURN. FOR EXAMPLES, SEE REFERENCE 4 ATTACHED TO THIS DOCUMENT>

Gentlepersons:

\_\_\_\_\_\_\_\_\_<Contractor Name>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to provide all necessary recycling and trash removal services in accordance with the specifications in the OGS Master Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_and this Authorized User Project Definition for the price bid below. The Contractor further certifies that these prices do not exceed its bid prices in the Master Contract.

<*Provide a listing of the Project Definition Items and required bid prices to be submitted by vendors*>

**AUTHORIZED USER APPROVAL:**

|  |  |  |
| --- | --- | --- |
| Mini-bid Contract Number: |  |  |
| By: |  | Date:  |  |
| Print Name:  |  |
| Title: |  |

End of Sample Project Definition Template

**NOTE: References 1-4 should be removed from the Project Definition Template prior to distributing it to Contractors.**

**Reference 1: MINI-BID CHECKLIST**

***All Authorized Users and all approved Contractors shall be advised that the POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING shall be followed during the entire mini-bid process. These prohibitions become effective the day the Project Definition is issued and end the day***

***the Contractor is awarded a contract under the mini-bid process.***

|  |  |
| --- | --- |
| **CHECKLIST ITEM** | **ACTION TO BE TAKEN** |
| Identify the region that the facility(s) are located in.  | Determine the contractors that hold a Master Contract in the region. |
| Develop a Project Definition and distribute it to the Contractors that hold Master Contracts for that region. | Distribute the Project Definition. |
| Evaluate the Bids received:1. Do the Contractors meet all the mandatory requirements described in the project definition?
2. Are the Contractor’s Mini-bid Unit Prices less than or equal to the Master Contract Unit Prices for all pricing except for the Recyclable Floor Price and Revenue Sharing Percentage?
3. For the Recyclable Floor Price and Revenue Sharing Percentage are the Contractor’s Mini-bid Unit Prices greater than or equal to the Master Contract Unit Prices?
4. For bids meeting the above requirements, compare the pricing and select the lowest bid for award.
 | **The Authorized User must Evaluate bids and select a Contractor based on low bid before the package is sent to OGS.** |
| Compile the Procurement Record, and include the following documents:1. Project Definition
2. Copy of any questions/responses developed during inquiry phase
3. Bidders List
4. Bid tabulations
5. A statement that bids do not exceed the rates submitted under Master Contract.
6. A copy of the awarded Bid
7. A justification Letter explaining the rationale for selecting the awarded Contractor
8. Authorized User's authorized signatures
9. Project Commencement Date
 | Prepare documents for the Procurement Record. |

|  |  |
| --- | --- |
| Obtain a contract number from Procurement Services | Submit a copy of the Project Definition and winning Bidder’s Mini-bid to the Procurement Services contract manager, **and a contract number will be issued**. |
| Prepare Project Award Notification. Issue an Award Letter notifying contractor project work may begin. | **Please note that it is the Authorized User’s responsibility to perform the Mini-bid in accordance with procurement guidelines and to verify that the Mini-bid pricing is less than or equal to the Backdrop contract pricing. Although OGS issues a Mini-bid contract number, the procurement is not reviewed or approved by OGS.** |

**Reference 2: Examples of Language for Service Requirements and Bid Evaluations**

**Lot 1 – Disposal of Municipal Solid Waste in Bins, Dumpsters or Roll-off Containers**

**ITEM A:** Disposal of Municipal Solid Waste, 96 gallon bins (Lot 1, Item 1)

Provide ten (10) 96 gallon gondolas (bins) to be picked up once per day Monday through Friday (250 times per year). These gondolas will contain municipal solid waste and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a weekly rate that includes servicing all of the gondolas.

**Bid Evaluation Criteria:**

1. Convert the Contractor’s weekly rate to a unit price (For Bins in Lot 1 the appropriate unit price is the price per container per pickup). For example, if the Contractor bid $400 per week, the price per container per pickup would be $400/10 containers/5 pickups per week = $8.00
2. Verify that the Contractor’s Mini-bid Unit Price is less than or equal to the Contractor’s Master Contract Unit Price. For example, if the Contractor’s Master Contract Unit Price was $9.00 per container per pickup, then the $8.00 bid would be acceptable.
3. Compare the weekly rates that meet the above criteria to determine the low bidder.

**ITEM B**: Disposal of Municipal Solid Waste, 5 Cubic Yard Dumpster (Lot 1, Item 2)

Provide one (1) 5 cubic yard dumpster to be picked up four times per month. This dumpster will be contain municipal solid waste and will be located at the rear of Building #1 at the State Office Campus Facility. The Contractor shall provide a monthly rate for the dumpster.

**Bid Evaluation Criteria:**

1. Convert the Contractor’s monthly rate to a unit price (For Dumpsters in Lot 1 the appropriate unit price is the price per cubic yard of container per pickup). For example, if the Contractor bid $300 per month, the price per cubic yard of container per pickup would be $300/(5 cubic yards)/(4 pickup) = $15.00
2. Verify that the Contractor’s Mini-bid Unit Price is less than or equal to the Contractor’s Master Contract Unit Price. For example, if the Contractor’s Master Contract Unit Price was $15.00 per cubic yard of container per pickup, then the $15.00 Mini-bid Unit Price would be acceptable.
3. Compare the monthly rates that meet the above criteria to determine the low bidder.

**ITEM C:** Disposal of Municipal Solid Waste, 30 Cubic Yard Roll-Off Container (Lot 1, Item 3)

Provide one (1) 30 cubic yard roll-off container to be picked up twice per month. The roll-off container will contain municipal solid waste and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Tipping Fee (per ton) and Haul Charge (per pickup).

**Bid Evaluation Criteria:**

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices might be $75.00 per month for the Rental Fee, $55.00 per ton for the tipping fee, and $150.00 per pickup for the haul charge
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Prices. For example, if the Contractor’s Master Contract Unit Prices were $100.00 per month for the rental fee, $60.00 per ton for the tipping fee, and $150.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder’s unit prices to a monthly rate as follows:
	1. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = $55.00 per ton

Weight of Material = 30 cy x 0.1125 x 2 pickups = 6.75 tons per month

Where 0.1125 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = $55.00 per ton x 6.75 tons per month = $371.25

* 1. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = $150.00 per pickup

Monthly Haul Charges = $150.00 per pickup x 2 pickups = $300.00

* 1. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = $75.00 + $371.25 + $300.00 = $746.25

1. Compare the Monthly Rates to determine the low bidder.

**Lot 2 – Disposal of Municipal Solid Waste in Compactors**

**ITEM A:** Disposal of Municipal Solid Waste, 30 Cubic Yard Compactor (Lot 2, Item 1)

Provide one (1) 30 cubic yard compactor to be picked up twice per month. The compactor will be for the disposal of municipal solid waste and will be located at the rear of Building #5 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Tipping Fee (per ton) and Haul Charge (per pickup).

**Bid Evaluation Criteria:**

1. For compactors in Lot 2 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices might be $100.00 per month for the Rental Fee, $100.00 per ton for the tipping fee, and $200.00 per pickup for the haul charge
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Prices. For example, if the Contractor’s Master Contract Unit Prices were $110.00 per month for the rental fee, $120.00 per ton for the tipping fee, and $225.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder’s unit prices to a monthly rate as follows:
	1. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = $100.00 per ton

Weight of Material = 30 cy x 0.3750 x 2 pickups = 22.50 tons per month

Where 0.3750 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = $100.00 per ton x 22.50 tons = $2250.00

* 1. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = $200.00 per pickup

Monthly Haul Charges = $200.00 per pickup x 2 pickups = $400.00

* 1. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = $100.00 + $2250.00 + $400.00 = $2750.00

1. Compare the Monthly Rates to determine the low bidder.

**Lot 3 – Disposal of Construction and Demolition (C&D) Materials**

**ITEM A:** Disposal of Construction and Demolition (C&D) Materials, 40 Cubic Yard Roll-Off Container (Lot 3, Item 1)

Provide one (1) 40 cubic yard roll-off container to be picked up once per month. The roll-off container will be for the disposal of construction and demolition materials and will be located at the rear of Building #8 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Tipping Fee (per ton) and Haul Charge (per pickup).

**Bid Evaluation Criteria:**

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices might be $75.00 per month for the Rental Fee, $110.00 per ton for the tipping fee, and $250.00 per pickup for the haul charge
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Prices. For example, if the Contractor’s Master Contract Unit Prices were $100.00 per month for the rental fee, $120.00 per ton for the tipping fee, and $300.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder’s unit prices to a monthly rate as follows:
	1. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = $110.00 per ton

Weight of Material = 30 cy x 0.3250 x 1 pickups = 9.75 tons per month

Where 0.3250 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = $110.00 per ton x 9.75 tons = $1072.50

* 1. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = $250.00 per pickup

Monthly Haul Charges = $250.00 per pickup x 1 pickups = $250.00

* 1. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = $75.00 + $1072.50 + $250.00 = $1397.50

1. Compare the Monthly Rates to determine the low bidder.

**Lot 4 – Disposal of Loose Non-Recyclable Municipal Solid Waste**

**ITEM A:** Disposal of Loose Non-Recyclable Municipal Solid Waste (Lot 4, Item 1)

Provide trash pickup and disposal of approximately 10 cubic yards of loose non-recyclable municipal solid waste to be picked up once per week. The waste consists of bagged refuse and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a unit price for the service which consists of a price per cubic yard of material disposed of.

**Bid Evaluation Criteria:**

1. For this example assume that the Contractor bids a price of $10.00 per cubic yard per pickup for the mini-bid.
2. Verify that the Contractor’s Mini-bid Unit Price is less than or equal to the Contractor’s Master Contract Unit Price. For example, if the Contractor’s Master Contract Unit Price was $10.00 per container per pickup, then the $10.00 bid would be acceptable.
3. Compare the mini-bid unit prices that meet the above criteria to determine the low bidder.

**Lot 5 – Single Stream Recycling**

**ITEM A:** Single Stream Recycling, 96 gallon bins (Lot 5, Item 1)

Provide twenty (20) 96 gallon totes (bins) to be picked up once per week (52 times per year). These totes will be for the recycling of single stream recycling materials and will be located at the rear loading dock of Building #4 at the Office Campus. The Contractor shall provide a Price per container per pickup for servicing the totes, a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

**Bid Evaluation Criteria:**

1. For this example assume that the Contractor bids a price of $8.00 per container per pickup, $35.00 per ton for the Recyclable Processing Fee, $25.00 per ton for the Recyclable Floor Price and 50% for the Revenue Sharing Percentage for the mini-bid.
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Price for the Price per container per pickup and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor’s Master Contract Unit Price was $9.00 per container per pickup, $40.00 for the Recyclable Processing Fee, $20.00 for the Recyclable Floor Price and 25% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.
3. Convert the bidder’s prices to a weekly rate as follows:
	1. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one week and determine the estimated 3Recyclable Processing Fee and Recycling Revenue. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

**Using the bid prices outlined in #1:**

Recyclable Processing Fee Bid = $35.00 per ton

Recyclable Floor Price = $25.00 per ton

Revenue Sharing Percentage = 50%

Weight of Material = 20 totes x 96 gal x 0.00495 x 0.0625 x 1 pickup = 0.594 tons per week

Where 0.00495 is a conversion factor used to convert gallons to cubic yards

Where 0.0625 is a conversion factor used to convert cubic yards of single stream recycling material to tons.

Recyclable Processing Fees = $35.00 per ton x 0.594 tons = $20.79

Recyclable Floor Price x weight = $25.00 per ton x 0.594 tons = $14.85

Revenue Sharing = $14.85 x 50% = $7.42

* 1. Determine the Total Weekly Rate by summing the Price per pickup per container and Weekly Recyclable Processing Fees, and then subtracting the Recycling Revenue.

Total Weekly Rate = (Price per pickup per container + Weekly Processing Fees – Recycling Revenue)

Total Weekly Rate = $8.00 x 20 + $20.79 -$7.42 = $173.37

1. Compare the Total Weekly Rates to determine the low bidder.

**ITEM B:** Single Stream Recycling, 10 cubic yard Dumpster (Lot 5, Item 2)

Provide two (2) 10 cubic yard dumpsters to be picked up once per week (52 times per year). These dumpsters will be for the recycling of single stream recycling materials and will located at the rear loading dock of Building #4 at the Office Campus. The Contractor shall provide a Price per cubic yard per pickup, a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

**Bid Evaluation Criteria:**

1. For this example assume that the Contractor bids a price of $10.00 per cubic yard per pickup, $35.00 per ton for the Recyclable Processing Fee, $25.00 per ton for the Recyclable Floor Price and 50% for the Revenue Sharing Percentage for the mini-bid.
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Price for the Price per container per pickup and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor’s Master Contract Unit Price was $15.00 per cubic yard per pickup, $40.00 for the Recyclable Processing Fee, $20.00 for the Recyclable Floor Price and 25% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.
3. Convert the bidder’s prices to a weekly rate as follows:
	1. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one week and determine the estimated Recyclable Processing Fee and Recycling Revenue. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

**Using the bid prices outlined in #1:**

Recyclable Processing Fee Bid = $35.00 per ton

Recyclable Floor Price = $25.00 per ton

Revenue Sharing Percentage = 50%

Weight of Material = 2 dumpsters x 10 cy x 0.0625 x 1 pickup per week = 1.25 tons per week

Where 0.0625 is a conversion factor used to convert cubic yards of single stream material to tons.

Recyclable Processing Fees = $35.00 per ton x 1.25 tons = $43.75

Recyclable Floor Price x weight = $25.00 per ton x 1.25 tons = $31.25

Revenue Sharing = $31.25 x 50% = $15.62

* 1. Determine the Total Weekly Rate by summing the Price per pickup per container and Weekly Recyclable Processing Fees, and then subtracting the Recycling Revenue.

Total Weekly Rate = (Price per cubic yard per pickup + Weekly Processing Fees – Recycling Revenue)

Total Weekly Rate = $10.00 x 10 x 2 + $43.75 – $15.62 = $228.13

1. Compare the Total Weekly Rates to determine the low bidder.

**ITEM C:** Single Stream Recycling, 40 cubic yard Roll-Off Container (Lot 5, Item 3)

Provide one (1) 40 cubic yard Roll-off Container to be picked up once per week. This container will be for the recycling of single stream recycling materials and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a Rental Fee (per month), a Haul Charge (per pickup) a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

**Bid Evaluation Criteria:**

1. This item should be evaluated on a monthly basis. For this example assume that the Contractor bids a price of $100.00 per month for the Rental Fee, $200.00 for the Haul Charge, $40.00 per ton for the Recyclable Processing Fee, $30.00 per ton for the Recyclable Floor Price and 67% for the Revenue Sharing Percentage for the mini-bid.
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Price for the Rental Fee, Haul Charge and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor’s Master Contract Unit Price was $100.00 for the Rental Fee, $40.00 for the Recyclable Processing Fee, $20.00 for the Recyclable Floor Price and 0% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.
3. Convert the bidder’s prices to a monthly rate as follows:
	1. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one month and determine the estimated Recyclable Processing Fee and Recycling Revenue. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

**Using the bid prices outlined in #1:**

Recyclable Processing Fee Bid = $40.00 per ton

Recyclable Floor Price = $30.00 per ton

Revenue Sharing Percentage = 67%

Weight of Material = 1 roll-off x 40 cy x 0.0625 x 4 pickups per month = 10.0 tons per month

Where 0.0625 is a conversion factor used to convert cubic yards of single stream material to tons.

Recyclable Processing Fees = $40.00 per ton x 10.0 tons = $400.00

Recyclable Floor Price x weight = $30.00 per ton x 10.0 tons = $300.00

Revenue Sharing = $300.00 x 67% = $200.00

* 1. Determine the Monthly Rate by summing the Rental Fee, Haul Charges and Recyclable Processing Fees, and then subtracting the Recycling Revenue.

Monthly Rate = (Rental Fee + Haul Charges + Processing Fees – Recycling Revenue)

Monthly Rate = $100.00 + $200.00 x 2 pickups + $400.00 – $200.00

Monthly Rate = $700.00

1. Compare the Monthly Rates to determine the low bidder.

**Lot 6 – Recycling of Comingled Recyclables, Excluding Paper Products (for Dual Stream Recycling)**

**Lot 7 - Recycling of Metal Food Containers**

**Lot 8 - Recycling of Glass Containers**

**Lot 9 - Recycling of Plastics**

**Lot 10 - Recycling of Corrugated Cardboard**

**Lot 11 - Recycling of Mixed Paper**

**Lot 12 - Recycling of High Grade Office Paper**

The service description and evaluation procedure for these lots will be similar to the example for Lot 5, Single Stream Recycling except that the volume to weight conversion factor will be taken from Appendix C ‘Volume to Weight Conversion Factor’ for the appropriate lot.

**Lot 13 – Recycling of Scrap Metal**

**ITEM A:** Recycling of Scrap Metal, 30 Cubic Yard Roll-Off Container (Lot 13, Item 1)

Provide one (1) 30 cubic yard roll-off container to be picked up once per month. The roll-off container will be for the recycling of scrap metal and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), a Haul Charge (per pickup) a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

**Bid Evaluation Criteria:**

1. This item should be evaluated on a monthly basis. For this example assume that the Contractor bids a price of $100.00 per month for the Rental Fee, $200.00 for the Haul Charge, $20.00 per ton for the Recyclable Processing Fee, $50.00 per ton for the Recyclable Floor Price and 67% for the Revenue Sharing Percentage for the mini-bid.
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Price for the Rental Fee, Haul Charge and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor’s Master Contract Unit Price was $100.00 for the Rental Fee, $40.00 for the Recyclable Processing Fee, $20.00 for the Recyclable Floor Price and 0% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.
3. Convert the bidder’s prices to a monthly rate as follows:
	1. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one month and determine the estimated Recyclable Processing Fee and Recycling Revenue. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

**Using the bid prices outlined in #1:**

Recyclable Processing Fee Bid = $20.00 per ton

Recyclable Floor Price = $50.00 per ton

Revenue Sharing Percentage = 67%

Weight of Material = 1 roll-off x 40 cy x 0.4575 x 1 pickups per month = 18.3 tons per month

Where 0.4575 is a conversion factor used to convert cubic yards of scrap metal to tons.

Recyclable Processing Fees = $20.00 per ton x 18.3 tons = $366.00

Recyclable Floor Price x weight = $50.00 per ton x 18.3 tons = $915.00

Revenue Sharing = $915.00 x 67% = $613.05

* 1. Determine the Monthly Rate by summing the Rental Fee, Haul Charges and Recyclable Processing Fees, and then subtracting the Recycling Revenue.

Monthly Rate = (Rental Fee + Haul Charges + Processing Fees – Recycling Revenue)

Monthly Rate = $100.00 + $200.00 x 1 pickups + $366.00 – $613.05

Monthly Rate = $52.95

1. Compare the Monthly Rates to determine the low bidder.

**Lot 14 – Shredding and Recycling of Mixed Paper**

**ITEM A:** Shredding and Recycling of Mixed Paper, 96 gallon secure totes (Lot 14, Item 1)

Provide ten (10) 96 gallon, secure totes to be picked up once per week (52 times per year). These bins will contain mixed office paper that needs to be shredded and will be located at the rear loading dock of Building #1 at the Office Campus. All totes must contain a locking lid and be completely secure. The Contractor shall ensure the complete confidentiality of all materials contained in the totes throughout the shredding process and must provide a certificate of destruction with each monthly invoice. The Contractor shall provide a weekly rate that includes servicing all of the totes.

**Bid Evaluation Criteria:**

1. Convert the Contractor’s weekly rate to a unit price (For Bins in Lot 1 the appropriate unit price is the price per container per pickup). For example, if the Contractor bid $200 per week, the price per container per pickup would be $200/10 containers/1 pickups per week = $20.00
2. Verify that the Contractor’s Mini-bid Unit Price is less than or equal to the Contractor’s Master Contract Unit Price. For example, if the Contractor’s Master Contract Unit Price was $25.00 per container per pickup, then the $20.00 bid would be acceptable.
3. Compare the weekly rates that meet the above criteria to determine the low bidder.

**Lot 15 – Composting of Green Waste**

**ITEM A**: Composting of Green Waste, 10 Cubic Yard Dumpster (Lot 15, Item 1)

Provide one (1) 10 cubic yard dumpster to be picked up once times per month. This dumpster will be for the composting of green waste and will be located at the rear of Building #1 at the State Office Campus Facility. The Contractor shall provide a monthly rate for the dumpster.

**Bid Evaluation Criteria:**

1. Convert the Contractor’s monthly rate to a unit price (For Dumpsters in Lot 15 the appropriate unit price is the price per cubic yard of container per pickup). For example, if the Contractor bid $200 per month, the price per cubic yard of container per pickup would be $200/(10 cubic yards)/(1 pickup) = $20.00
2. Verify that the Contractor’s Mini-bid Unit Price is less than or equal to the Contractor’s Master Contract Unit Price. For example, if the Contractor’s Master Contract Unit Price was $25.00 per cubic yard of container per pickup, then the $20.00 Mini-bid Unit Price would be acceptable.
3. Compare the monthly rates that meet the above criteria to determine the low bidder.

**ITEM B:** Composting of Green Waste, 30 Cubic Yard Roll-Off Container (Lot 15, Item 2)

Provide one (1) 30 cubic yard roll-off container to be picked up twice per month. The roll-off container will be for the composting of green waste and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Processing Fee (per ton) and Haul Charge (per pickup).

**Bid Evaluation Criteria:**

1. For Roll-Off Containers in Lot 15 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. For this example assume bids for these unit prices of $100.00 per month for the Rental Fee, $40.00 per ton for the processing fee, and $150.00 per pickup for the haul charge
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Prices. For example, if the Contractor’s Master Contract Unit Prices were $100.00 per month for the rental fee, $60.00 per ton for the tipping fee, and $150.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder’s unit prices to a monthly rate as follows:
	1. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated processing fees for the month. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Processing Fee Bid = $40.00 per ton

Weight of Material = 30 cy x 0.1700 x 2 pickups = 10.2 tons per month

Where 0.1700 is a conversion factor used to convert cubic yards of green waste material to tons.

Monthly Processing Fees = $40.00 per ton x 10.2 tons = $408.00

* 1. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = $150.00 per pickup

Monthly Haul Charges = $150.00 per pickup x 2 pickups = $300.00

* 1. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = $100.00 + $408.00 + $300.00 = $808.00

1. Compare the Monthly Rates to determine the low bidder.

**Lot 16 – Composting of Food Wastes and Organics**

**ITEM A:** Composting of Food Wastes and Organics, 96 gallon bins (Lot 16, Item 1)

Provide ten (10) 96 gallon totes to be picked up once per week (52 times per year). These totes will be for the composting of food wastes and organics and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a weekly rate that includes servicing all of the bins.

**Bid Evaluation Criteria:**

1. Convert the Contractor’s weekly rate to a unit price (For Bins in Lot 16 the appropriate unit price is the price per container per pickup). For example, if the Contractor bid $200 per week, the price per container per pickup would be $200/10 containers/1 pickup per week = $20.00
2. Verify that the Contractor’s Mini-bid Unit Price is less than or equal to the Contractor’s Master Contract Unit Price. For example, if the Contractor’s Master Contract Unit Price was $22.00 per container per pickup, then the $20.00 Mini-bid unit price would be acceptable.
3. Compare the weekly rates that meet the above criteria to determine the low bidder.

**ITEM B**: Composting of Food Wastes and Organics, 5 Cubic Yard Dumpster (Lot 16, Item 2)

Provide one (1) 5 cubic yard dumpster to be picked up four times per month. This dumpster will be for the composting of food wastes and organics and will be located at the rear of Building #1 at the State Office Campus Facility. The Contractor shall provide a monthly rate for the dumpster.

**Bid Evaluation Criteria:**

1. Convert the Contractor’s monthly rate to a unit price (For Dumpsters in Lot 1 the appropriate unit price is the price per cubic yard of container per pickup). For example, if the Contractor bid $300 per month, the price per cubic yard of container per pickup would be $300/(5 cubic yards)/(4 pickup) = $15.00
2. Verify that the Contractor’s Mini-bid Unit Price is less than or equal to the Contractor’s Master Contract Unit Price. For example, if the Contractor’s Master Contract Unit Price was $15.00 per cubic yard of container per pickup, then the $15.00 Mini-bid Unit Price would be acceptable.
3. Compare the monthly rates that meet the above criteria to determine the low bidder.

**ITEM C:** Composting of Food Waste and Organics, 30 Cubic Yard Roll-Off Container (Lot 16, Item 3)

Provide one (1) 30 cubic yard roll-off container to be picked up twice per month. The roll-off container will contain compostable food waste and organics and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Processing Fee (per ton) and Haul Charge (per pickup).

**Bid Evaluation Criteria:**

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices might be $75.00 per month for the Rental Fee, $35.00 per ton for the processing fee, and $150.00 per pickup for the haul charge
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Prices. For example, if the Contractor’s Master Contract Unit Prices were $100.00 per month for the rental fee, $60.00 per ton for the tipping fee, and $150.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder’s unit prices to a monthly rate as follows:
	1. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Processing Fee Bid = $35.00 per ton

Weight of Material = 30 cy x 0.7500 x 2 pickups = 45.0 tons per month

Where 0.7500 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = $35.00 per ton x 45.0 tons = $1575.00

* 1. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = $150.00 per pickup

Monthly Haul Charges = $150.00 per pickup x 2 pickups = $300.00

* 1. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = $75.00 + $1575.00 + $300.00 = $1950.00

1. Compare the Monthly Rates to determine the low bidder.

**Lot 17 – Recycling of Construction and Demolition (C&D) Materials**

**ITEM A:** Recycling of Construction and Demolition (C&D) Materials, 40 Cubic Yard Roll-Off Container (Lot 17, Item 1)

Provide one (1) 40 cubic yard roll-off container to be picked up once per month. The roll-off container will be for the recycling of construction and demolition materials and will be located at the rear of Building #8 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Processing Fee (per ton) and Haul Charge (per pickup).

**Bid Evaluation Criteria:**

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. For this example assume that the bid prices are $75.00 per month for the Rental Fee, $50.00 per ton for the tipping fee, and $250.00 per pickup for the haul charge
2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Prices. For example, if the Contractor’s Master Contract Unit Prices were $100.00 per month for the rental fee, $100.00 per ton for the tipping fee and $300.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder’s unit prices to a monthly rate as follows:
	1. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = $50.00 per ton

Weight of Material = 30 cy x 0.3250 x 1 pickups = 9.75 tons per month

Where 0.3250 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = $50.00 per ton x 9.75 tons = $487.50

* 1. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = $250.00 per pickup

Monthly Haul Charges = $250.00 per pickup x 1 pickups = $250.00

* 1. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = $75.00 + $487.50 + $250.00 = $812.50

1. Compare the Monthly Rates to determine the low bidder.

 **Reference 3: Volume to Weight Conversion Factors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot Number** | **Lot Description** | **Standard Weight (lbs per cy)** | **Conversion Factor (used to convert cy of material to tons)** |
| 1 | Disposal of Municipal Solid Waste in Bins, Dumpsters or Roll-off Containers | 225 | 0.1125 |
| 2 | Disposal of Municipal Solid Waste in Compactors | 750 | 0.3750 |
| 3 | Disposal of Construction & Demolition (C&D) Materials | 650 | 0.3250 |
| 4 | Disposal of Loose or Bulky Non-Recyclable Municipal Solid Waste | 225 | 0.1125 |
| 5 | Single Stream Recycling | 125 | 0.0625 |
| 6 | Recycling of Comingled Recyclables, Excluding Paper Products (for Dual Stream Recycling) | 120 | 0.0600 |
| 7 | Recycling of Metal Food Containers | 105 | 0.0525 |
| 8 | Recycling of Glass Containers | 665 | 0.3325 |
| 9 | Recycling of Plastics | 34 | 0.0170 |
| 10 | Recycling of Corrugated Cardboard | 100 | 0.0500 |
| 11 | Recycling of Mixed Paper | 315 | 0.1575 |
| 12 | Recycling of High Grade Office Paper (White Office Paper) | 315 | 0.1575 |
| 13 | Recycling of Scrap Metal | 915 | 0.4575 |
| 14 | Shredding and Recycling of Mixed Paper | 315 | 0.1575 |
| 15 | Composting of Green Waste | 340 | 0.1700 |
| 16 | Composting of Food Wastes and Organics | 1500 | 0.7500 |
| 17 | Recycling of Construction and Demolition (C&D) Materials | 650 | 0.3250 |

**Reference 4: Recommended Price Pages for Mini-bids**

**Lot 1 – Disposal of Municipal Solid Waste in Bins, Dumpsters or Roll-off Containers**

**Item 1: Bins (1 CY or smaller)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ price per container per pickup

$\_\_\_\_\_\_ price per pickup for all containers (price per container per pickup x number of containers)

**Item 2: Dumpsters (2 to 10 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ price per cubic yard of dumpster per pickup

$\_\_\_\_\_\_ price per pickup for the dumpster (price per cubic yard per pickup x dumpster size in CY)

**Item 3: Roll-off Containers (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Tipping Fee (per ton)

$\_\_\_\_\_\_ Haul Charge (per pickup)

**Lot 2 – Disposal of Municipal Solid Waste in Compactors**

**Item 1: Compactors (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Tipping Fee (per ton)

$\_\_\_\_\_\_ Haul Charge (per pickup)

**Lot 3 – Disposal of Construction and Demolition (C&D) Materials**

**Item 1: Roll-off Containers (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Tipping Fee (per ton)

$\_\_\_\_\_\_ Haul Charge (per pickup)

**Lot 4 – Disposal of Loose Non-Recyclable Municipal Solid Waste**

**Item 1: Disposal of Loose or Bulky Non-Recyclable Municipal Solid Waste**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ price per cubic yard per pickup

**Lots 5 – 12**

Lot 5 - Single Stream Recycling

Lot 6 - Recycling of Comingled Recyclables, Excluding Paper Products (For Dual Stream Recycling)

Lot 7 - Recycling of Metal Food Containers

Lot 8 - Recycling of Glass Containers

Lot 9 - Recycling of Plastics

Lot 10 - Recycling of Corrugated Cardboard

Lot 11 - Recycling of Mixed Paper

Lot 12 - Recycling of High Grade Office Paper

**Item 1: Bins (1 CY or smaller)**

The bidder shall provide the following pricing for the service

$\_\_\_\_\_\_ price per container per pickup

$\_\_\_\_\_\_ price per pickup for all containers (price per container per pickup x number of containers)

$\_\_\_\_\_\_ Recyclable Processing Fee (per ton)

$\_\_\_\_\_\_ Recyclable Floor Price (per ton)

 \_\_\_\_\_\_ % Revenue Sharing Percentage

**Item 2: Dumpsters (2 to 10 CY)**

$\_\_\_\_\_\_ price per cubic yard of dumpster per pickup

$\_\_\_\_\_\_ price per pickup for the dumpster (price per cubic yard per pickup x dumpster size in CY

$\_\_\_\_\_\_ Recyclable Processing Fee (per ton)

$\_\_\_\_\_\_ Recyclable Floor Price (per ton)

 \_\_\_\_\_\_ % Revenue Sharing Percentage

**Item 3: Roll-off Containers (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Haul Charge (per pickup)

$\_\_\_\_\_\_ Recyclable Processing Fee (per ton)

$\_\_\_\_\_\_ Recyclable Floor Price (per ton)

 \_\_\_\_\_\_ % Revenue Sharing Percentage

**Lot 13 – Recycling of Scrap Metal**

**Item 1: Roll-off Containers (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Haul Charge (per pickup)

$\_\_\_\_\_\_ Recyclable Processing Fee (per ton)

$\_\_\_\_\_\_ Recyclable Floor Price (per ton)

 \_\_\_\_\_\_ % Revenue Sharing Percentage

**Lot 14 – Shredding and Recycling of Mixed Paper**

**Item 1: Secure Bins (1 CY or smaller)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ price per container per pickup

$\_\_\_\_\_\_ price per pickup for all containers (price per container per pickup x number of containers)

**Lot 15 – Composting of Green Waste**

**Item 1: Dumpsters (2 to 10 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ price per cubic yard of dumpster per pickup

$\_\_\_\_\_\_ price per pickup for the dumpster (price per cubic yard per pickup x dumpster size in CY)

**Item 2: Roll-off Containers (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Processing Fee (per ton)

$\_\_\_\_\_\_ Haul Charge (per pickup)

**Lot 16 – Composting of Food Wastes and Organics**

**Item 1: Bins (1 CY or smaller)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ price per container per pickup

$\_\_\_\_\_\_ price per pickup for all containers (price per container per pickup x number of containers)

**Item 2: Dumpsters (2 to 10 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ price per cubic yard of dumpster per pickup

$\_\_\_\_\_\_ price per pickup for the dumpster (price per cubic yard per pickup x dumpster size in CY)

**Item 3: Roll-off Containers (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Processing Fee (per ton)

$\_\_\_\_\_\_ Haul Charge (per pickup)

**Lot 17 – Recycling of Construction and Demolition (C&D) Materials**

**Item 3: Roll-off Containers (20 to 40 CY)**

The bidder shall provide the following pricing:

$\_\_\_\_\_\_ Rental Fee (per month)

$\_\_\_\_\_\_ Processing Fee (per ton)

$\_\_\_\_\_\_ Haul Charge (per pickup)