

**Administrative Services**  
**Purchasing Division**

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**OFFICE RECYCLING PROGRAM  
FOR THE CITY OF FORT COLLINS**

**1996**

**BID #5001**

**BID DUE DATE: 3:00 P.M. (OUR CLOCK), DECEMBER 21, 1995**

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**INVITATION TO BID**  
**OFFICE RECYCLING PROGRAM**  
**FOR THE CITY OF FORT COLLINS**

**1996**

**BID #5001**

Sealed proposals for office recycling collection for various City facilities, all in accordance with bid specifications and all bid documents, will be received at the Office of the Director of Purchasing and Risk Management, 256 West Mountain Avenue, Fort Collins, CO. 80521, until 3:00 p.m. (our clock), December 21, 1995. Bid #5001.

The work consists of furnishing all equipment, materials and labor deemed necessary to provide office recycling collection at various City facilities for a one year period commencing January 15, 1996 and ending January 14, 1997. In addition, at the option of the City, the Agreement may be extended for additional one year periods not to exceed three (3) additional one year periods. Pricing changes shall be negotiated by and agreed to by both parties and may not exceed the Denver - Boulder CPI-U as published by the Colorado State Planning and Budget Office.

The City of Fort Collins reserves the right to accept or reject any and all bids and to waive any irregularities or informalities. All Bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement.

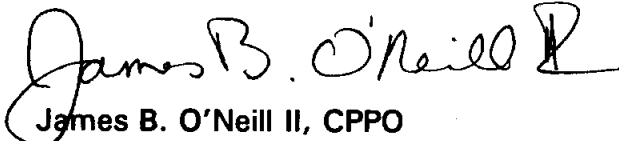
Sets of contract documents, including specifications, may be obtained at the office of the Director of Purchasing and Risk Management, 256 West Mountain Avenue, Fort Collins, CO 80521, (970) 221-6775, or by writing to the City of Fort Collins, Purchasing, P.O.Box 580, Fort Collins, Colorado, 80522.

There will be a pre-bid meeting Tuesday, December 12, 1995 at 10:00 a.m. at Purchasing and Risk Management, 256 West Mountain Avenue, Fort Collins, CO 80521.

**Collusive or sham bids:** Any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

**Sales Prohibited/Conflict of Interest:** No officer, employee, or their dependent or person residing in and sharing the expenses of their household, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services. This rule also applies to subcontracts with the City. This shall not apply to members of any authority, board, committee or commission of the City,

other than the members of City Council. Soliciting or accepting any gift, gratuity favor, entertainment, kick-back or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited. Any vendor knowing of this type of activity is encouraged to report in confidence to the Director of Purchasing and Risk Management, Director of Finance, City Attorney or City Manager so the matter can be dealt with.

A handwritten signature in black ink that reads "James B. O'Neill II". The signature is written in a cursive style with a large initial "J" and a stylized "R" at the end.

**James B. O'Neill II, CPPO**  
**Director of Purchasing and Risk Management**

## **INSTRUCTIONS TO BIDDERS**

### **00100      General Description of the Work**

The successful bidder, hereinafter referred to as Contractor shall be responsible for collection of source-separated (pre-separated by City-staff) recyclable materials generated in the daily operation at various City sites for a one year period, commencing January 15, 1996 and, at the option of the City, the Agreement may be extended for additional one year periods not to exceed three (3) additional one year periods. Pricing changes shall be negotiated by and agreed to by both parties and may not exceed the Denver - Boulder CPI-U as published by the Colorado State Planning and Budget Office. All revenue earned from the sale of the recyclable materials will be sent to the City (see section 00335).

### **00105      Bid Documents**

Contractors may obtain specifications from the Director of Purchasing and Risk Management, James B. O'Neill II, CPPO, as noted in the Invitation to Bid.

### **00110      Preparation of Bids**

Fill in all blanks on the Bid Forms. Failure to do so may result in a bid disqualification. All Entries shall be made in ink on the forms bound herein. Bids entered on forms where phraseology has been altered or where the documents have been otherwise altered will not be accepted.

Sign the bid in the blank space provided therefor, and include the legal name of the company bidding. Only those qualified to sign contracts shall sign these documents.

### **00115      Bid Submittal**

All bids must be submitted to the City of Fort Collins' Purchasing and Risk Management Division, 256 West Mountain , Fort Collins, CO.,as noted in the Invitation to Bid. Bids shall be made on the forms bound herewith.

The entire bound Bid Documents shall be submitted in a sealed envelope, labeled on the outside to indicate its content, both by project name and bid number as declared in the Invitation to Bid.

### **00120      Modification and Withdrawal**

Any Bidder may modify or withdraw his bid prior to the scheduled bid submittal and Opening Date. Any such request must be in writing and shall contain authorized signatures. Bid modification should not reveal the bid price, but should indicate an addition to or subtraction from the appropriate items and totals.

**00130      Sales Prohibited/Conflict of Interest**

No officer, employee, or their dependent or person residing in and sharing the expenses of their household, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services. This rule also applies to subcontracts with the City. This shall not apply to members of any authority, board, committee or commission of the City, thereof, other than the members of the City Council.

**00135      Collusive or Sham Bid**

Any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature on this bid assures that such bid is genuine and is not a collusive or sham bid.

**00140      Disqualification**

The City reserves the right to disqualify bids, before or after opening, upon evidence of illegal practices upon the part of the Bidder.

**00145      Contract Documents**

All bid documents, to include all specifications, instruction, exhibits and all attachments, shall be considered the "contract", and be made a part of the executed Services Agreement. (See Exhibit A)

Upon bid award, the successful bidder shall enter into the Services Agreement attached as Exhibit A, and provide the required insurance, see Exhibit B.

**00200      Governing Laws and Regulations**

Each Bidder shall inform himself of, and the Bidder awarded a contract shall comply with, all Federal, State and Local laws, statutes, and ordinances relative to the execution of the work as described, to include refuse collection.

**00205      Qualification of Bidder**

The City may make such pre-award survey as it deems necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish to the City all such information and data as is reasonably required for this purpose. The City reserves the right to disqualify any bid if the evidence resulting from the City's investigation shows, in the opinion of the City, that the Bidder is not properly qualified to prosecute the work described herein.

a. The Bidder shall submit with his bid, a list of current and prior contracts for similar work, and the names of individuals within the organization issuing the contract who may be contacted for performance information.

b. The Bidder shall submit a list of equipment that will be made available to accomplish the work and shall be prepared to have equipment inspected and approved by the

**City's Representative. All equipment must be kept in working order and in good appearance during the term of this Agreement.**

**00210      List of Permitted Subcontractors and Suppliers**

**All Bidders shall submit a list of Subcontractors and Suppliers (if any) which Bidder intends to utilize in connection with the performance of the contract. The awarded bidder ("Contractor") shall not utilize the services of any Subcontractor not listed on the Subcontractor list, as submitted, in performing work pursuant to the contract without the prior written consent of the City.**

**00215      Changes in Scope of Work**

**The City may request that changes be made to the recycling collection schedule to include additions/deletions at any time. Additions and deletions to the original services shall be accommodated by the Contractor at the unit prices bid.**

**00220      Contractor Representative**

**The Contractor shall assign one contact person that the City can contact to request a change in service, or to answer questions relating to invoicing.**

## SCOPE OF WORK

### 00300 Office Recycle Collection

The successful bidder, hereinafter referred to as Contractor shall be responsible for collection of source-separated (pre-separated by City-staff) recyclable materials generated in the daily operation of City facilities, subject to approval by the City, as listed in Attachment A and Attachment B. The cost of all containers and labor required shall be included in the Contractor's bid price.

All regularly scheduled pick-ups must be completed on schedule, excluding unavoidable circumstances. If the contractor misses three or more consequently scheduled pick-ups during a calendar year, the contract may be cancelled.

Requests for unscheduled pickups shall be honored by the Contractor. All non-scheduled pickups must be completed within 24 hours of the request. Requests for additional containers shall also be honored, within 24 hours of the request.

The contractor shall collect recyclable materials from indoor recycling containers from all building collection points shown on Attachment A. The required pick-up frequency schedule shown on Attachment A is based on current building recyclable material volumes. Locations with special requirements are indicated on Attachment B.

Each contractor shall describe all information relative to containers (type, size, color) they propose to provide for recyclables in this bid. The City shall be allowed to inspect such containers and approve before bid award.

### 00305 List of Recyclables to be Collected

The following list of recyclables must be picked up by the Contractor:

- office paper (white & colored)
- computer paper (green bar & white)
- junk mail (opened)
- newspaper
- magazines and catalogues
- aluminum and steel cans
- glass bottles and jars
- plastic #1 (PET) and #2 (HDPE) bottles and jugs
- corrugated cardboard
- paperboard



The Contractor shall not deliver the recyclable products to any site other than a recycling facility.

00315      Recycling Containers

The Contractor shall provide all necessary indoor and outdoor recycling containers at designated City sites (Attachment A and B) for the accumulation of recyclables, such containers to be maintained in good working order, condition, and appearance. The containers shall be of sufficient capacity to store the recyclables and prevent overflow according to the specified collection schedule. The City will provide employee desk-side or under-the-desk containers.

Central office, and building storage containers shall meet Fire Code regulations. All containers, except building storage containers, shall stay on City premises at all times. Storage containers can be removed and immediately replaced by Contractor.

All containers shall be kept in good condition and appearance (working order) throughout the term of this contract. All graffiti must be removed from outside containers or replaced with non-graffiti containers within 48 hours.

Containers must be replaced at the City's request, within 48 hours. The Contractor shall provide all necessary labor and equipment to remove recyclables from the designated areas and to load into its trucks. Pick-up of the recyclables will occur during regular business hours on a regularly scheduled basis approved by the City Representative. The Contractor will, at times, be required to make special collections, and provide containers for same. Such special collections may include, but not be limited to, telephone books or large quantities of collected recyclables.

Contractor is responsible for replacing containers (at contractors expense) in the event of theft, breakage, loss, or the addition of buildings.

Contractor will provide, at Contractor's expense, all necessary recycling containers within one week of notification of contract signing, unless extended by the City, at its sole discretion.

Please describe the type of container (size, color, etc.) you propose to provide for recyclables in this bid:

INDOOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OUTDOOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**00325      Contaminated Product**

The City will be responsible for separating the recyclable materials into the appropriate storage containers provided by the Contractor. The Contractor shall notify the City's Representative of any designated recycling area that continually has excessive amounts of contamination. The Contractor will provide the City with a list of allowable and non-allowable contaminants within one week of notice of award.

**00335      Payment for Recyclable Materials**

The Contractor shall send to the City each month, a check for any revenue generated from the sale of all recyclable materials collected through the City of Fort Collins Office Recycling Program.

Full payment shall be made by the Contractor to the City by the fifteen of the month. Checks will be made payable to the City of Fort Collins and mailed to: Recycling Coordinator, City of Fort Collins, Natural Resources Department, P.O. Box 580, Fort Collins, CO 80522. A monthly recap of all transactions, including total tonnage or quantity by recyclable and building and the total tonnage of any recyclable returned to the City as unsuitable due to contamination. Weight slips must also accompany each check.

**00345      Invoice Forms**

Invoice Forms shall be approved by the City Accounting Division prior to use. The Contractor shall respond positively to modifications requested by the City.

The Contractor shall send the City two monthly invoices for recycling collection. One invoice (12 month recur) must include all monthly recycling services which remain constant throughout the year (same charge every month). The other invoice must include charges which fluctuate (approximately every 4 or 6 months) throughout the year.

**00350      Addition/Deletion Procedure**

The City Representative must be notified of all additions/deletions to the original work schedule and changes must be approved prior to billing. The nature, location, price and name of City person requesting change must be included with the notification. A new line must be added to the invoice as a separate charge and not added to location.

## **BID AWARD AND CONTRACT PROVISIONS**

### **00600 Award of Bid**

The bid award will be made by the City to the lowest responsible and responsive Bidder/s/ (see Section 00205), based on the grand total of attachment A and B for the City's total requirements of Section 00700. Only Bidders meeting the conditions of all bid documents shall be considered for award.

The City intends to award this contract on a total award basis with one vendor performing all services.

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

### **00605 Execution of Contract**

Within forty-five (45) days after the bid opening, the City may accept the lowest responsible bid.

Within fifteen (15) days of notice of award, the successful bidder shall sign and deliver to the City the Service Agreement attached as Exhibit A together with the properly executed Certificate of Insurance. The City will then sign the Service Agreement. Signatures of both parties constitutes the execution of the Contract.

Sign the Services Agreement in the blank spaces provided thereof. If Bidder is a corporation, the legal name of the corporation shall be set forth, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If the Bidder signs as a corporation, City will take such signature (together with the seal of the corporation) as an affirmative representation that the person signing the contract has the full power and legal authority to bind the corporation pursuant to the contract. If the Bidder is a partnership, the true name of the firm shall be set forth, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership. If signature is by an agent, other than as officer of a corporation or a member of a partnership, a notarized power-of-attorney must be on file with the City.

00700

**BID PROPOSAL FORM**

We hereby enter our bid for the City of Fort Collins' requirements for Office Recycling Program during 1996 at various City sites.

Enter the total unit price for office recycling collection for the container/time (pick-up frequency as indicated on Attachment A and B).

TOTAL FOR ATTACHMENT A    \$ \_\_\_\_\_  
TOTAL FOR ATTACHMENT B    \$ \_\_\_\_\_

**GRAND TOTAL**                            \$ \_\_\_\_\_

1. Cost for additional pick-ups per site

Indoor            \$ \_\_\_\_\_  
Outdoor         \$ \_\_\_\_\_

2. Cost of Confidential Record Destruction: \$ \_\_\_\_\_/LB.

3. In addition to the recyclable items listed on 00305 that must be collected, contractor will also collect the items checked below:

- Blueprint
- Styrofoam
- Other \_\_\_\_\_

4. How shall the recyclables be stored/sorted?:

\_\_\_\_\_  
\_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

FAX # \_\_\_\_\_

**00710 Current and Prior Contracts for Recycle Collection**

**Please list the current and prior contracts for similar work, and the names of individuals within the organization issuing the contract who may be contacted for performance information:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

**00715 List of Equipment for Recycling Collection**

**Please list the equipment that will be made available to accomplish the work. Be prepared to have equipment inspected and approved by the City's Representative.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**00720 Subcontractors and Suppliers for Recycling Collection**

**List the Subcontractors and Suppliers (if any) which you intend to utilize in connection with the performance of the contract:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Bidder shall not utilize the services of any Subcontractor not listed on the Subcontractor list as submitted in performing work pursuant to the Contractor without the prior written consent of the City.**

00755 Bidder's Statement

The Bidder, in compliance with your Invitation for Bids, hereby proposes to perform all work detailed in Bid #4 for City Recycling Collection, in strict accordance with all bid documents and the executed Services Agreement, and at the prices stated on the Bid Proposal.

By submission of this bid, each Bidder certifies, and in the case of a joint venture, each party thereto certifies as to his own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor.

The Bidder states that his Subcontractors, suppliers or Material Suppliers are listed in Section 00720 as part of this Bid Proposal.

The Bidder hereby agrees to promptly commence work under this Contract on \_\_\_\_\_, 199\_ and continue work until \_\_\_\_\_, 199\_.

Respectfully Submitted

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

(Corporate Seal)

ATTEST:

## ATTACHMENT A

<b>OFFICE RECYCLING PROGRAM -- BUILDINGS SERVICES</b>				
<b>Location Number</b>	<b>Collection Frequency</b>	<b>Building</b>	<b>Number of Office Collection Points</b>	<b>Proposed Cost</b>
1	Weekly	City Hall West, 300 LaPorte Avenue	Nine (9) Collection Points: <ul style="list-style-type: none"> <li>• Basement (central storage area)</li> <li>• Council Office/main floor</li> <li>• Council Information Center/main floor</li> <li>• Accounting/first floor</li> <li>• ICS - 2 sites/ 2nd floor</li> <li>• City Clerk Office</li> <li>• Copier room/2nd floor</li> <li>• Outdoor recycling container/front CHW</li> </ul>	\$
2	Weekly	City Hall East (Police Services) 300 LaPorte Avenue	Seven (7) Collection Points: <ul style="list-style-type: none"> <li>• Administration/1st floor</li> <li>• Records - 3 sites/1st floor</li> <li>• Patrol/first floor</li> <li>• Dispatch Center/2nd floor</li> <li>• Investigations/basement</li> </ul>	\$
3	Monthly	ICS Annex, 321 Maple	(1)	\$
4	Weekly	281 North College	Fourteen (14) Collection Points: <ul style="list-style-type: none"> <li>• Copier room</li> <li>• Lunch/pop machine area</li> <li>• Conference room</li> <li>• Building Inspection</li> <li>• Natural Resources/1st floor</li> <li>• Natural Resources/2nd floor</li> <li>• Engineering Services - 2 sites</li> <li>• Parks Administration/1st floor</li> <li>• Parks Administration/2nd floor</li> <li>• CPES Administration</li> <li>• Advance Planning/ 2nd floor</li> <li>• Current Planning/2nd floor</li> <li>• GIS</li> </ul>	\$
5*	Weekly	Light & Power/Water & Wastewater Service Center, 700 Wood Street	(1) Warehouse	
6	Monthly	Street Utility, 625 Ninth	(2) Collection Points: by copier; kitchen	\$
7	Monthly	Equipment Services, 835 Wood	(3) Collection Points: <ul style="list-style-type: none"> <li>• Admin. Office</li> <li>• Kitchen</li> <li>• Lunchroom</li> </ul>	\$
8*	Monthly	Purchasing, 256 W. Mountain	(1)	
9	Weekly	Human Resources, 200 W. Mountain	(1)	\$
10	Monthly	Facilities, 117 N. Mason	(1)	\$
11*	Weekly	Lincoln Center, 417 W. Magnolia	(1)	

Location Number	Collection Frequency	Building	Number of Office Collection Points	Cost	
12	Monthly	Neighborhood Resources, 405 Canyon	(1)	\$	
13*	Weekly	Park Shop, 413 S. Bryan	(1)		
14*	Weekly	Library, 201 Peterson	(1)		
15	Monthly	Stormwater/Transportation, 235 Mathews	(2) Collection Points: copier rooms	\$	
16	Monthly	PFA Administration/Parking, 102 Remington	(2) Collection Points	\$	
17*	Weekly	Senior Center, 1200 Raintree	(1)		
18	Bi-weekly	Revenue & Sales Tax, 330 S. College	(2) Collection Points • By Copier • Kitchen/lunchroom	\$	
19	Monthly	EPIC, 1801 Riverside	(1)	\$	
20*	Monthly	Water Treatment Plant, 4316 LaPorte Ave	(1)		
21*	Monthly	Wastewater Treatment Plant, 3036 E. Drake Road	(1)		
22	Monthly	Transfort & Commuter Pool, 6570 Portner	(3) Collection Points	\$	
23*	Weekly	Southridge Golf Course, 5750 S. Lemay (Concessionaire)	(1)		
24*	Monthly	Lee Martinez Farm, 600 N. Sherwood	(1)		
25	Monthly	Library Annex, 132 W Troutman	(1)	\$	
<b>Fire Stations:</b>					
26	Bi-weekly	PFA Station 1, 505 Peterson	(1)	\$	
27	Bi-weekly	PFA Station 2, 415 S. Bryan	(1)	\$	
28	Bi-weekly	PFA Station 3, 2000 Mathews	(1)	\$	
29	Bi-weekly	PFA Station 4, 2030 Devonshire	(1)	\$	
30	Bi-weekly	PFA Station 5, 4615 Hogan Drive	(1)	\$	
31	Bi-weekly	PFA Station 6, 2511 Donella Court	(1)	\$	
32	Bi-weekly	PFA Station 7, 2817 Overland Trail	(1)	\$	
33	Bi-weekly	PFA Station 10, 2067 Vermont Drive	(1)	\$	
34	Bi-weekly	PFA Station 11, 3400 W. Vine Drive	(1)	\$	
35*	Weekly	Old Town, outdoor recycling container	(1)		
(*) indicates special requirements				Total ATTACHMENT A	\$



**ATTACHMENT B**

**(\*) Pick-up Locations With Special Requirements**

Building (#) refers to location number on Attachment A	Cost
1. Warehouse (#5) - dock containers - 3-CY 1X/week cardboard, 3-CY 1X/week paper	\$
2. Library (#14) - outdoor storage containers:  <u>Location #1</u> – outdoor polycarts with <u>locks</u> behind building to collect: <ul style="list-style-type: none"> <li>• (2 polycarts) newspaper</li> <li>• (1 polycart) office paper</li> <li>• (1 polycart) commingled</li> <li>• (1 polycart) magazines</li> <li>• (1) 3-CY dumpster -- corrugated cardboard</li> </ul> <u>Location #2</u> -- special outdoor recycling container (with lock) for public use for commingled (in front of building)	\$
3. Purchasing (#8) - outdoor polycarts for office paper, newspaper, magazines, commingled	\$
4. Lincoln Community Center (#11) - outdoor storage containers <ul style="list-style-type: none"> <li>• (1 polycart) office paper</li> <li>• (1 polycart) magazines</li> <li>• (1) 2-CY dumpster <u>with lock</u>-- commingled</li> </ul>	\$
5. Senior Center (#17) - outdoor storage containers <ul style="list-style-type: none"> <li>• (1 polycart) office paper</li> <li>• (1 polycart) commingled</li> <li>• (1 polycart) newspaper</li> <li>• (1 polycart) magazines</li> <li>• (1) 3-CY dumpster -- corrugated cardboard</li> </ul>	\$
6. Park Shop (#13) - outdoor storage containers <ul style="list-style-type: none"> <li>• (1 polycart) glass &amp; plastic</li> <li>• (1 polycart) office paper</li> <li>• (1 polycart) newspaper</li> <li>• (1 polycart) magazines</li> <li>• (1) 2-CY dumpster -- corrugated cardboard</li> </ul>	\$
7. Lee Martinez Park (#24) - (1) outdoor polycart for commingled (inside fenced area, west of parking lot)	\$
8. Water Treatment Plant (#20) - (1) outdoor polycart - commingled; (1) outdoor polycart - newspaper; (1) outdoor polycart - office paper; (1) polycart - cardboard	\$
9. Wastewater Treatment Plant (#21) - (1 ea) outdoor polycart for: commingled, newspaper, office paper, cardboard	\$
10. Southridge Golf Course (#23) - Concessionaire: 2-CY 1x/week/cardboard; 1 polycart- 1x/week/commingled	\$
11. Old Town (#35) - outdoor recycling container has lock on it	\$
<b>Total ATTACHMENT B</b>	<b>\$</b>