



Administrative Services

Purchasing Division

CITY OF FORT COLLINS
BID PROPOSAL

BID #5801
RECYCLED MATERIALS HAULING

BID OPENING: AUGUST 5, 2003, 3:00 p.m. (our clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **RECYCLED MATERIALS HAULING** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The City of Fort Collins Natural Resources Department is requesting bids to haul recyclable materials from the City of Fort Collins Recycling public drop-off facility, located at 1702 Riverside Avenue, north of Rivendell School. Contractor must deliver recyclables to Larimer County Recycling Center or as approved by the City Representative. Contractor will share with the City of Fort Collins revenue from all recyclable materials at the rate of 30%.

Awarded contractor must enter into the attached service agreement (for your review) and provide the required insurance (Exhibit B). This agreement is effective for one year from the date on the service agreement. At the option of the City, the Agreement may be extended for additional one year periods not to exceed four (4) 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. Written notice of renewal shall be provided to the Service Provider and mailed no later than ninety (90) days prior to contract end.

For Technical questions, please call Bobby Brannock, Financial Coordinator at 970-416-2330. For Purchasing questions, please call John Stephen, CPPO, Senior Buyer, at 970-221-6775.

BID SCHEDULE

Contractor must haul and record all information as requested per the attached specification. Contractor is responsible for all fees, permits and any associated costs.

COST PER HAUL \$ _____

FIRM NAME _____

Are you a Corporation, Partnership, DBA, LLC, or PC
SIGNATURE _____

ADDRESS _____

PHONE/FAX # _____

SPECIFICATIONS

1. Facility Description:

The one-acre drop-off site is open year-round to the public during daylight hours, containing: **Two** hydraulic compactor units (40-cubic yard boxes), and **Three** standard 30-cubic yard, open box, containers with open-door recycling roofs.

2. Materials Collected

Two 40-yard compactor units are used to collect **corrugated cardboard (OCC) and paperboard ('OMX')**. One unit collects corrugated cardboard only. The other compactor collects paperboard (or 'kraftboard'), telephone books, and brown paper bags. Compactor units both have 4-cubic yard charge box hoppers and are activated with an electronic eye.

One 30-cubic yard open box container collects **'#7 ONP'**. This paper grade mix is a standard industry commodity that includes newspaper, magazines, junk mail, and catalogs.

Two 30-cubic yard open box containers collect **commingled bottles and cans**, including steel cans, aluminum cans, #1 and #2 narrow-neck plastic bottles, and glass containers.

3. Requirements of Contract

1. The hauling contractor must provide monthly reporting and documentation by the 5th business day of the month as follows:
 - a. All weights collected, by material, and on a "per pull" basis.
 - b. Market pricing for materials, with revenue figures including invoices or checks as requested.
2. Materials must go to Larimer County Recycling Center (LCRC), 5887 S. Taft Hill Road, Fort Collins, to be processed or as approved by the City Representative.
3. Containers must be pulled on a weekly schedule or when reasonably full (3/4 or better by weight).
4. "Turnaround" time for any container must not exceed 2-3 hours.
5. Contractor must clean up any overflow material that spills out from compactor unit hoppers before leaving the site to deliver containers. Contractor may have to leave ram/blade in the "in" position and run the compactor, when necessary to make room for the spillage.
6. On weekdays (Mon-Fri) containers must be pulled within four (4) hours if contacted by the City of Fort Collins to report a full container
7. Compactor units must be reconnected to hopper and the "reset" button must be pulled out before driver leaves the drop-off site.
8. The hauling contractor will provide containers to collect materials that are received when the regular containers are being emptied.

9. The paperboard ('OMX') must be delivered to Larimer County Recycle Center on Monday and/or Thursdays between 2:30 p.m. and 2:45 p.m., or by appointment with 24-hours notice as requested by LCRC operator.

10. Contractor will share with the City of Fort Collins revenues derived from the sale of contract recyclables at the rate of 30%, payable to the City by the 30th of the month subsequent to the month the recyclables were sold.