

**ADDENDUM TO: REQUEST FOR PROPOSAL (RFP)  
CITY OF CASA GRANDE RECYCLING PROCESSING SERVICES**

Addendum Number: **1**

Date Issued: **July 14, 2015**

I. Instructions To Bidders:

This addendum is hereby made a part of the RFP packet issued for the **City of Casa Grande Recycling Processing Services**, and therefore must be attached to the bid packet response from bidders.

II. The following are additions and should be referenced and acknowledged:

**A. SECTION 3: DESCRIPTION OF SERVICES BEING PROCURED, 3.2. Requested Contractor Services and Associated Requirements on page 5:**

At the end of the second paragraph, add: “The Contractor may also propose an acceptable alternative for loading and transporting stockpiled recyclables, to be considered in the event the City does not receive an acceptable bid proposal from Contractors to load and remove the stockpiled materials.”

**B. SECTION 6: EVALUATION, 6.4. Award Decisions. on page 8:**

At the end of this Section, add: “In the event the City does not receive an acceptable bid proposal from Contractors to load and remove the stockpiled materials, the City will consider acceptable alternative bid proposals for award as identified in Section 3.2.”

**C. PRICE SHEET on page 13:**

The following table was added to the Price Sheet see attached:

Loose Commingled Recyclables	Year #1 of Contract
<b>ALTERNATIVE PROPOSAL (optional) Price Per Ton:</b>	<b>\$ _____</b>

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Contractor's Signature & Date

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Company Name

**Note: A signed copy to this addendum is to be returned with the Contractor's proposal.**

specifications of the RFP should be directed to Sanitation Superintendent, Norm Gumenik at (520) 421-8625 or email: [ngumenik@casagrandeaz.gov](mailto:ngumenik@casagrandeaz.gov).

### 3. DESCRIPTION OF SERVICES BEING PROCURED

**3.1. Overview of City Recycling Program.** The City currently provides curbside collection service to approximately 14,800 single family residential households and 111 commercial recycle accounts (includes 63 cardboard (OCC) accounts). Participation is on a voluntary basis with an estimated 26 percent of households participating in the residential recycling program. The residential comingled recyclables are currently collected manually from 14 gallon bins, providing the City with an opportunity to remove contaminants at curbside. Residential recyclables are collected Monday through Friday with the exception of City observed holidays. Commercial recyclables are collected on Wednesdays from a variety of containers ranging from 14 gallon bins to 8 yard front load containers. The commercial OCC and comingled materials are mixed and shipped as comingled recyclables.

The City currently accepts the following materials in the recycling program: newspapers, mixed paper (including shredded paper), cardboard (corrugated and chipboard), aluminum and metal cans and containers, and plastic containers and bottles (#1 thru #7). Glass is not accepted in the recycling program. Last year the City shipped approximately 1,500 tons of comingled recyclables consisting of an estimated 87 percent fibers, 9 percent plastics, and 4 percent metal and aluminum.

**3.2. Requested Contractor Services and Associated Requirements.** The City is seeking proposals from qualified Contractors to purchase and remove loose comingled recyclables identified in the City's recycling program from the City's transfer site located at 5200 S. Chuichu Road.

The City has limited storage capacity at the transfer site. The awarded Contractor must have the ability/capability to load and transport stockpiled recyclables Mondays through Fridays. The Contractor must consider and propose an approach to load and remove stockpiled materials from the City's transfer site so that it will not negatively impact City operations. *The Contractor may also propose an acceptable alternative for loading and transporting stockpiled recyclables, to be considered in the event the City does not receive an acceptable bid proposal from Contractors to load and remove the stockpiled materials.*

The City is currently requesting proposals to enter into a two year (2 year) agreement, with three (3) additional one-year extension periods provided at the sole discretion of the City.

### 4. OFFER PREPARATION

**4.1 Format.** Offerors should submit their original Offer using the forms provided in this RFP with one (1) additional copy and a CD or thumb-drive (electronic copy).

**4.2 No Facsimile or Electronic Mail Offers.** Original Offers may not be submitted by facsimile or electronically. A facsimile or electronic version of an original Offer shall be rejected.

**5.3. Timelines.** Any inquiry regarding the RFP shall be submitted as soon as possible and should be submitted at least ten (10) days before the Offer due date and time. Failure to do so may result in the inquiry not being considered for a RFP Addendum.

**5.4. No Right to Rely on Verbal Responses.** An Offeror shall not rely on verbal responses for inquiries. A verbal reply to an inquiry or response does not constitute a modification of the RFP.

## **6. EVALUATION**

**6.1. Disqualification.** An Offeror (including each of its principals, Subcontractors, or joint venture partners) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may have its Offer rejected.

**6.2. Clarifications.** The City reserves the right to obtain Offeror clarifications where necessary to arrive at a full and complete understanding of Offeror's product, service, and/or Offer. Clarification means a communication with an Offeror for the sole purpose of eliminating ambiguities in the Offer and does not give Offeror an opportunity to revise or modify its Offer.

**6.3. Waiver and Rejection Rights.** The City reserves the right to reject any or all Offers or to cancel the RFP altogether, to waive any informality or irregularity in any Offer received, and to be the sole judge of the merits of the respective Offers received.

**6.4. Award Decisions.** Award shall be made to the Offer deemed most advantageous to the City. Qualified and responsive proposals will be evaluated 100 percent based on price per ton offered. Responsive Offerors must consider and propose an approach to load and remove stockpiled materials from the City's transfer site that will not negatively impact City operations.

*In the event the City does not receive an acceptable bid proposal from Contractors to load and remove the stockpiled materials, the City will consider acceptable alternative bid proposals for award as identified in Section 3.2.*

Name of Company : \_\_\_\_\_

Name of Authorized Offeror: \_\_\_\_\_

**PRICE SHEET**  
**(City of Casa Grande – Recycling Processing Services)**

Contractor’s proposed **price per ton** to be paid to the City of Casa Grande for loose comingled recyclables received by the Contractor for processing. The price per ton is to be effective for the first year or twelve month period of the contract. The price per ton for the second year of the contract and each additional one-year extension option may be adjusted based on changed market conditions as indicated by “Yellow Sheet” and other commodity price indicators.

A. **Comingled Residential Recyclables:** (see list of materials accepted for processing – page 5, section 3.1).

<b>Loose Comingled Recyclables</b>	<b>Year #1 of Contract</b>
<b>Price Per Ton:</b>	\$ _____

<i>Loose Comingled Recyclables</i>	<i>Year #1 of Contract</i>
<b><i>ALTERNATIVE PROPOSAL (optional)</i></b> <b><i>Price Per Ton:</i></b>	\$ _____