

**CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA**

REQUEST FOR PROPOSAL (RFP)

SUPPLY AND DELIVERY OF CURBSIDE RECYCLING CARTS

**City of Norman
201 West Gray, Building C
P.O. Box 370
Norman, Oklahoma 73070**

**NORMAN MUNICIPAL AUTHORITY
RFP-1213-84
April 18, 2013**

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1. Introduction

The Norman Municipal Authority (NMA) of the City of Norman, with municipal offices located at 201-C West Gray, P.O. Box 370, Norman, Oklahoma 73070, is the requesting entity.

1.01 Statement of Intent and NMA Goals

The Sanitation Division of the Norman Municipal Authority (NMA) for the City of Norman, Oklahoma (hereinafter referred to as the NMA) is soliciting proposals for supply, delivery, assembly and distribution of recycling carts for our new single stream curbside residential recycling collection service.

Roll out carts shall be new and unused, and shall conform to the best design, material quality, and workmanship practices known in the industry. Roll out carts offered by Bidder shall be compatible in all respects with the recyclable material collection equipment used by the NMA or its proposed recycling contractor. At a minimum, this includes automated side loader collection trucks and semi-automated rear load collection trucks equipped with cart tipplers.

Roll out carts and all component parts shall be interchangeable throughout the entire quantity of similarly sized carts specified in this bid. All parts not specifically mentioned but necessary for the roll out carts to be complete and ready for operations, or those normally furnished as standard equipment, shall be furnished by the successful bidder as a part of the unit price bid at no additional cost to the Owner.

Bidder shall supply wheeled, nestable roll out carts with lids as specified herein. The specifications are intended to be descriptive and not restrictive. Brands or trade names, where included, are used to identify quality and performance; alternates will be given consideration. However, the NMA shall be the sole judge of quality and their determination shall be final.

The NMA seeks to enter into a contract with a company that has the resources and ability to manufacture, deliver and distribute carts to all single-family dwellings in urban Norman on or before July 26, 2013. The proposing vendor will need to coordinate with NMA personnel regarding recycling routes and the NMA Curbside Recycling Contractor regarding collection vehicles to be utilized. Single Stream recycling services will commence on August 5, 2013.

1.02 Existing Recycling Services

The NMA currently provides curbside residential recycling program for approximately 29,760 single-family dwellings (SFDs) in urban Norman employing a dual-stream curbside recycling program. This includes approximately 505 mobile home spaces in 5 mobile home parks.

SFD recycling collection is scheduled by specific routes every Monday through Friday. The City is divided into five urban service areas which correspond to the five days services are provided. The current number of SFDs by collection day is listed below.

- o Monday 6,488
- o Tuesday 5,573
- o Wednesday 4,854
- o Thursday 6,085
- o Friday 6,760

See Attachment A for a general vicinity map of the recycling area and the recycling collection schedule by day in the urban service area.

1.03 Project Funding

Funds generated by voter approved mandatory monthly curbside recycling fees of \$3.00 per SFD will fund this project.

1.04 Method of Payment

The NMA agrees to pay the Contractor for services provided as described in the Bid Proposal, and made part of an executed Contract. Contractor shall submit itemized bills for services provided to the NMA on a monthly basis. Unless found to be in error, submitted bills shall be paid within 30 days after receipt.

The various items in the proposal shall be paid for at the unit price bid in the proposal submitted. These bid prices shall be full compensation for furnishing all materials, equipment, labor, tools, power, transportation, superintendence, overhead and profit necessary to complete the items of work as listed in the proposal. Any phase or part of the work not specifically itemized in the proposal shall be considered to be a subsidiary part of the proposal, and the Bidder shall include said subsidiary as part of the individual or overall bid. The quantities shown in the proposal are approximate and are used as a basis for establishing the cost of the work and in determining the lowest Bidder.

2. Submitting Proposals

The NMA will use the following process and schedule for its decision-making. The proposing vendor is required to submit a unit price proposal for each of the following items.

Item	Description	Units	Unit Quantity
1	Supply and Delivery of Recycling Carts	Each	32,000
2	Assembly and Tracking of Recycling Carts Distributed to Single Family Dwellings	Each	30,100
3	Computerized Cart Distribution Tracking and Maintenance Software	Lump Sum	1

2.01 Schedule

Activity	Completion Date
Issue RFP	04/17/13
Questions from Proposers Due	04/22/13
NMA Responds to Questions	04/24/13
Proposals Due	04/26/13
Select Contractor	04/30/13
NMA Approves Recycling Contract	05/14/13
Contract Notice to Proceed	05/15/13
Contract Completion Date	07/26/13

2.02. How to Submit Proposals

Proposals will be accepted in the office of the Purchasing Officer until 4:00 P.M. (CDT) on Thursday, April 26, 2013, in a sealed envelope with the name of the proposing vendor on the outside and addressed as follows:

Recycling Cart Proposal
RFP No. 1213-84
Attention: Purchasing Division
Norman Municipal Authority
201 C West Gray
P.O. Box 370
Norman, Oklahoma, 73070

A duly authorized official of the vendor must sign proposals. A minimum of two (2) hard copies of the proposal and all attachments shall be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award.

When submitting bids or responses to RFPs, corporate entities are required to comply with State law regarding authorized signatures. State statute 18 O.S. § 1007.A.2 requires that bids or RFPs “be signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties....” However, if some other official with the corporation signs the document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, State statute 18 O.S. § 2019A states every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers.

2.03 Questions

Questions or requests for clarification about this RFP must be submitted in writing (via email or fax) to the NMA’s contact person by 4 p.m. Monday, April 22, 2013. All questions and requests for more information and the NMA’s responses will be summarized in writing and forwarded to all prospective proposers by 5:00 p.m., Tuesday, April 24, 2013. Questions shall be sent to:

Mr. Scottie Williams, Utilities Superintendent
Norman Municipal Authority
Fax (405)292-9749
Email: scottie.williams@normanok.gov
With copy to: mark.daniels@normanok.gov

2.04 Proposals Held Confidential

Only the company names of vendors submitting proposals will be made public. All proposal documents shall be held as confidential until the NMA awards and executes the new Contract.

2.05 Review Committee

The NMA will form a review committee consisting of NMA staff, to review and analyze the details of the submitted proposals. The committee will recommend the top ranked proposing vendors, in order of priority, to the NMA.

2.06. Proposals May be Rejected in Whole or Part

The NMA reserves the right to:

- Reject any or all proposals;

- Reject parts of proposals;
- Negotiate modifications of proposals submitted; and
- Accept part or all of the proposals based on consideration(s) other than proceeds or cost.

2.07 Negotiations

If necessary, NMA staff will negotiate with the top ranked vendor. If negotiations are not successful, the NMA may then initiate negotiations with second ranked vendor, and so on. The NMA reserves the right to negotiate specific work elements with a proposer into a Contract of lesser or greater expense than described in the vendor's proposal.

2.08 Award of Contract

Once a Contract has been successfully negotiated, NMA staff will present its recommendations to the NMA Trustees (tentatively planned for May 14, 2013). If approved, the NMA will award and execute the Contract. The Notice to Proceed is expected to be issued on May 15, 2013.

3. Proposal Content

3.01 Proposal Content Checklist

At a minimum, the proposal shall contain the following elements:

- Transmittal Letter;
- Table of Contents;
- Vendor Qualifications;
- References;
- Vendor equipment specifications with:
 1. manufacturer's warranty information;
 2. technical data sheet(s) from the resin producer;
 3. statement certifying that all of the plastic resin and additives will be hot-melt blended;
 4. certified wind tunnel test data;
 5. other test data;
 6. examples of recycling information and instructions on CRC lid;
 7. examples of public education materials; and
 8. color chips.
- Completed Proposal with Unit Price Bid Schedule and completion date; and
- Completed Technical Specification Forms.

Submit a minimum of two (2) written, hard copies of the proposal and all attachments.

3.02 Vendor Qualifications

Proposing vendors must include a statement of qualifications; describe its ability to perform the tasks described in the RFP and include certification(s) of compliance, associated test data and other information as required by the technical specifications included with the Bid Proposal.

3.03 References

Proposers must include a list of references including other municipal clients in the United States receiving similar services during the last 5 years. References shall include a description of the work performed, the reference name, a contact name, address, telephone and email address (if available).

3.05 Completed Proposal with Bid Schedule

Vendors must complete and execute the Bid Proposal with unit price bid schedule included in Attachment B. The unit price must be indicated on all bid items and all totals must be extended, and the total bid amount indicated. BIDDER GUARANTEES UNIT PRICES TO BE CORRECT.

Delivery date must be plainly stated on the Bidders Proposal. Use ink pen or typewriter in filling in bid proposal and schedule and initial any corrections. Bid Proposal and Bid Affidavit must be signed in ink by an authorized representative of the company making the bid. If the above procedures are not followed, bids may be disqualified. The right is reserved by the City to reject any or all bids or parts of bids.

The Affairs of the City of Norman and NMA, whether in the conduct of its governmental or proprietary functions, involve the health, safety, and welfare of the public; and because the item(s) specified are necessary and proper for the conduct of said affairs, any delay in the delivery of the item(s) being bid can jeopardize the health, safety, and welfare of the public, and can result in the incurring of additional expenses to the NMA. For these reasons, it is understood by the Bidder the date of delivery of the item(s) being bid herein is considered to be an integral part of this bid and may be considered in awarding the contract.

4. Definitions

4.01 Contact Person

The NMA has designated Scottie Williams, Sanitation Superintendent, as the point of contact for prospective vendors and the Contractor. His contact information is:

Mr. Scottie Williams, Utilities Superintendent
Norman Municipal Authority
Fax (405)292-9749
Email: scottie.williams@normanok.gov

4.02 Contract

The legal agreement executed between the NMA and the Contractor. The Contract shall include this RFP document, the successful proposal, and any written clarifications or modifications. The term of the Contract will be a period of one (1) year from the bid award date.

The NMA may consider extensions by mutual agreement between parties provided price increases are tied to an inflation index such as the Consumer Price Index (CPI), etc.

4.03 Contractor

The successful Bidder under the new Contract beginning on approximately May 15, 2013.

4.04 Curbside Recycling Carts

Curbside Recycling Carts (CRCs) are blue, 95-gallon, wheeled, HDPE recycling "polycarts" in which recyclable materials can be stored and later placed curbside for collection by the Curbside Recycling Contractor. The City of Norman name, logo, phone number and recycling designation shall be displayed on both sides of each CRC.

The CRCs shall become the property of the NMA upon successful delivery of CRCs to each urban SFD (or to the Sanitation yard).

4.05 Curbside Recycling Contractor

The NMA has selected Republic Services as its Curbside Recycling Contractor for collection of recyclable materials. The collection services utilizing CRCs will begin on August 5, 2013.

4.06 Public Education Flyers

The NMA requires the Contractor to distribute an NMA supplied Public Education System flyers to all SFDs receiving a CRC under this contract.

4.07 Single-Family Dwelling (SFD)

A building containing up to four (4) dwelling units. This includes most mobile homes in urban Norman. The number of CRCs distributed to SFDs with multiple dwelling units will be equal to the number of dwelling units in that SFD.

5. CRC Distribution

5.01 Distribution Vehicle Equipment Requirements

Contractor shall provide and maintain a sufficient number of vehicles, equipment, and tools for distribution of CRCs to all SFDs in urban Norman within the time allowed for completion of the work. Contractor's equipment/vehicle shall have clearly visible letters with the name and telephone number of Contractor on both sides of the equipment/vehicle. All Contractor vehicles and other equipment shall be kept in proper working order, in good repair and appearance, and maintained in a sanitary condition at all times.

In addition, all vehicles used in performance of the Contract shall:

- operate within the weight allowed by Oklahoma Statutes and local ordinances;
- be Oklahoma Department of Transportation (DOT) compliant at all times; and
- have a maximum loaded weight not to exceed limitations identified in 47O.S. Section 14-109.

Each vehicle shall be equipped with the following:

- two-way communications device;
- first aid kit;
- an approved fire extinguisher;
- warning flashers;
- warning alarms to indicate movement in reverse; and
- sign on the rear of the vehicle stating "This Vehicle Makes Frequent Stops".

5.02 Distribution Routes

Contractor shall distribute CRCs according to the NMA's currently designated recycling routes and collection days, and shall incorporate any subsequent NMA requested changes, adjustments and/or revisions thereto.

5.03 Distribution Personnel Requirements

Throughout the term of the Contract, Contractor shall establish and maintain a temporary local office in Norman. Contractor shall designate, in writing to the NMA, the Contractor's agent upon whom all notices from the NMA will be served. Service upon the Contractor's agent shall constitute service upon Contractor.

The Contractor shall provide qualified assembly and distribution staff. The Contractor will provide a full-time Supervisor to oversee the personnel servicing the NMA. The Supervisor will be available to address complaints and his vehicle must be equipped with a 2-way

communication device. Contractor shall retain sufficient personnel and equipment to fulfill the requirements and services described in this RFP. Contractor's local office shall be open during working hours (typically Monday through Friday from 7:00 a.m. to 7:00 p.m.), have responsible person(s) in charge during working hours, be equipped with sufficient telephones to receive and record complaints, and requests for information in a courteous and polite manner. The Contractor shall provide a 24-hour answering service line or device to receive customer calls.

Employees driving or operating Contractor's vehicles shall at all times possess a valid commercial vehicle operator's license and shall bear some means of individual identification such as a name tag or identification card. Contractor's employees, officers, agents, and sub-contractors shall, at no time, identify themselves or in any way represent themselves as being employees or agents of the NMA or City of Norman.

Contractor's personnel will be trained both in distribution operations and in customer service and insure that all personnel maintain a positive attitude with the public and in the work place. Contractor's personnel shall:

- Conduct themselves at all times in a courteous manner and use no abusive or foul language.
- Perform their duties in accordance with all existing laws and ordinances and future amendments thereto of the Federal, State of Oklahoma, and local governing boards.
- Be clean and presentable in appearance, as so far as possible;
- Wear appropriate safety gear such as reflective clothing at all times;
- Wear a uniform and employee identification badge or name tag.
- Drive in a safe and considerate manner.
- Handle CRCs in a careful manner so as to avoid damage to the CRC.
- Avoid damage to private property.
- Not perform their duties or operate vehicles while consuming alcohol or illegally using controlled substances or while under the influence of alcohol and/or such substances.

5.04 Distribution Hours and Days

The NMA requires all distribution operations to begin no sooner than 7 a.m. and be complete by 7 p.m. Monday through Friday. The Contractor may request NMA authorization of exceptions to these time restrictions and must request such exception from the NMA's Contact Person via telephone or email, prior to the requested exception and specify the date, time and reason for the exception.

5.05 Point of Distribution

The Contractor shall be responsible for coordinating the delivery of CRCs from the manufacturing plant, unloading loads of CRCs, assembling necessary parts, and distributing the CRCs to homes throughout the City of Norman. The Contractor shall unload all delivery trailers in a manner not to create noise. Any damage to the CRCs during any phase of the delivery, unloading, assembly, distribution, or exchanging shall be the responsibility of the Contractor to replace in kind.

Under Bid Item 1, the Contractor shall supply and deliver CRCs to the Sanitation Division at 3450 Jenkins Avenue, Norman, OK 73072. The unit price bid shall include freight f.o.b. to this location. The area is paved, secure and accessible and no more than five (5) miles from the most distant delivery area. This staging areas will remain unlocked (if applicable) during hours of operation. Other areas under NMA control may be available for use by the Contractor.

Under Bid Item 2, the Contractor shall distribute assembled CRCs to single family dwellings (SFDs) in urban Norman. CRCs will be left at the curbside at all SFDs with public education flyer securely attached. CRCs shall be fully assembled with lid and wheels securely attached and in operable condition. It is preferred that the Contractor have its own assembly and distribution personnel and that the Contractor not subcontract this service to an outside vendor. The NMA will provide accurate detailed maps of the City to Contractor at least two weeks prior to distribution. The NMA will provide flyers to the Contractor at least one week prior to distribution.

The Contractor shall propose an electronic tracking system where the NMA can track the progress of CRC distribution services. The tracking system shall be web-based and the NMA will be provided reports detailing delivery of carts by address each day. The reports shall be as real time as possible; however, a one-day lag in report data is acceptable. The reports shall detail addresses delivered with associated cart size and serial number. The serial number (RFID if applicable) of each CRC shall be electronically recorded along with the corresponding address of the SFD to which it was delivered.

The Contractor may propose additional services to enhance the web based tracking and reporting system

Under Bid Item 3, the Contractor may provide hand held scanner(s) compatible with the above electronic tracking system for NMA use in tracking future CRC distribution and CRC maintenance activities. Contractor shall provide details of said system with their proposal. In the event, the Bidder does not elect to provide this service, Bidder must indicate "No Bid" on the unit price Bid Proposal.

5.06 Publicity, Promotion and Education

The NMA and Contractor will work together to develop recycling information and instructions to be permanently molded into the top of the CRC lid. Said information shall include information identifying the CRC for recycling purposes only, shall include cart placement instructions, and may include lists of recyclable materials and other preparation instructions.

The Contractor shall also attach and distribute public education flyers (supplied by others) to all SFDs receiving a CRC. Contractor shall distribute such materials as per NMA instructions.

As part of this proposal, vendors shall provide examples of recycling information and instructions for molding on to the CRC lid, and public education materials they have developed for other municipalities.

5.07 CRC Distribution Schedule Deadline

The Contractor shall submit a schedule to the NMA for approval detailing the time frame for manufacture, transportation, assembly and distribution of CRCs to all SFDs in urban Norman. The proposed schedule shall not extend beyond July 26, 2013. Contractor may indicate completion of CRC delivery services prior to the above date; an abbreviated schedule may factor into the selection process.

If during the term of the contract, it becomes clear the Contractor may not meet the approved schedule, the Contractor shall immediately contact the NMA's Designated Contact Person. If the NMA believes the Contractor may not meet the contract deadlines, the NMA may require the Contractor to expedite the work in order to meet contract deadlines.

6. Evaluation Criteria

The NMA will review responses to this RFP that meet the requirements enumerated and are received prior to the designated closing date. Companies without adequate insurance, in minimum amounts set forth herein, to protect the NMA's interest may not be considered or evaluated. Upon review of all qualified proposers, the selection committee will, through its own judgment and process, rank all the qualified proposers.

The selection committee will then choose the highest ranked proposer. The NMA will negotiate a contract for recycling services based on a three (3) step process:

1. The highest ranked proposer will be contacted and contract negotiations will begin.
2. The NMA will attempt to negotiate a contract at a fair and reasonable price.
3. If the NMA is unable, after good faith efforts, to negotiate a satisfactory contract with the highest ranked proposer, the NMA shall formally end negotiations with that proposer and begin negotiations with the second highest ranked proposer.

Evaluation of proposers will include but not be limited to the following factors:

- o Responsiveness of the vendor to all provisions of this RFP.
- o Compliance with the technical specifications
- o Proposal completeness and overall experience of the firm performing work similar to tasks described in the document.
- o Unit prices bid and total cost.

The NMA will objectively evaluate the proposals submitted to determine the best value for the NMA and its residents. The evaluation criteria and relative point values are shown below.

Evaluation Criteria	Maximum Possible Points
Compliance with RFP Requirements	5
Compliance with Technical Specifications	5
Relevant Experience	5
Schedule for Completion of Services	10
Proposed Cost	75
Total	100

7. Insurance and Other Legal Requirements

7.01 Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the NMA and the State of Oklahoma to protect and hold harmless all city employees and the NMA from liability in cases of accident and injury to persons or property. The insurance specified may be in a single policy or several policies and shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

The Contractor and its sub-contractors shall, at a minimum, secure and maintain the following insurance during the life of the contract:

Workers Compensation	Statutory
Employer's Liability	\$500,000

Bodily Injury Liability (Except Automobile)	\$500,000 for each occurrence \$1,000,000 aggregate
Property Damage (Except Automobile)	\$500,000 each occurrence \$500,000 aggregate
Automobile Bodily Injury	\$500,000 each person
Automobile Liability	\$500,000 each occurrence

7.02 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the NMA. The Contractor shall not sub-contract any services under this Contract without prior written approval of the NMA. Failure to obtain such written approval by the NMA prior to any such assignment or sub-contract shall be grounds for immediate Contract termination.

7.03 Non-Assignability and Bankruptcy

The parties hereby agree that the Contractor shall have no right to assign or transfer its rights and obligations under said agreement without written approval from the NMA. In the event, the Contractor, its successors or assigns files for Bankruptcy as provided by federal law, this agreement shall be immediately deemed null and void relieving all parties of their Contract rights and obligations.

7.04 Dispute Resolution and Arbitration Procedures

The parties agree that any controversy or claim arising out of or relating to the agreement or the breach thereof, shall be settled, at the option of the NMA by arbitration in accordance with the Rules of the American Association of Arbitration and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof.

7.05 General Compliance

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Contract. Once negotiations begin, the NMA will provide draft Contract language to the preferred vendor to address other standard legal requirements. (Note: These requirements may include, but not be limited to: specification for performance bond, prevailing wage; anti-trust, arbitration, human rights, City administrative ordinance; etc.).

7.06 Independent Contractor

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Oklahoma or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

7.07 Hold Harmless

The Contractor agrees to defend, indemnify and hold harmless the NMA, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney's fees, resulting directly or indirectly from an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract.

7.08 Applicable Law

In connection with this proposal, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being a handicapped, disadvantaged person, or disabled War Veteran.

The laws of the State of Oklahoma shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Cleveland, State of Oklahoma, regardless of the place of business, residence or incorporation of the Contractor.

Attachment A
Map of NMA Weekly Recycling Routes

Attachment B
Bid Proposal and Unit Price Bid Schedule

PLACE Norman, Oklahoma
PROJECT: Supply and Delivery of Recycling Carts

Proposal of _____ (hereinafter
called "BIDDER") a corporation/a partnership/an individual (strike out inapplicable terms) doing
business in the State of _____

To: The Norman Municipal Authority (NMA)
The City of Norman, Oklahoma

The undersigned Bidder declares that before preparing this bid he read carefully the detailed specifications and that his bid is made with full knowledge of the kind, quality, and quantity of the materials or services to be furnished.

The undersigned Bidder offers and proposes to furnish the materials, equipment, or other services hereinafter set forth, in the manner and under the conditions and in accordance with the Request for Proposal (RFP) and the specifications on file in the Office of the Purchasing Agent.

The quantity of this product to be purchased by the NMA may be any number in the anticipated quantity range hereinafter listed. This is an estimated quantity to be purchased, but does not in any way bind the NMA to purchase said quantity. Said purchases are to be made from date of award. All bids are to be made on a per unit basis. All items or materials shall be delivered to the City of Norman with transportation charges prepaid by the bidder.

Unit cost bid for each item specified to include all labor, materials, equipment, tools, and other incidentals necessary to provide a complete and operable system. Items not specifically listed in this bid schedule shall be considered incidental to the Work and the Contractor shall include all such costs in the unit price items bid. Quantities shown are approximate. Contractor will be paid for actual quantities completed.

Item No.	Description	Unit	Estimated Quantity	Unit Price	Amount
BASE BID					
1	Supply and Delivery of Recycling Carts	Each	32,000	\$	\$
2	Assembly and Tracking of Recycling Carts Distributed to Single Family Dwellings	Each	30,100	\$	\$
3	Computerized Cart Distribution Tracking and Maintenance Software	Lump Sum	1	\$	\$
TOTAL BASE BID (sum of items 1 through 3)				\$	

Said Bidder proposes and agrees that if his proposal is accepted, he will enter into a Contract with the NMA, within ten (10) days after the acceptance of his bid, for the furnishing of all

AFFIDAVIT OF NON-COLLUSION

STATE OF _____)

COUNTY OF _____)ss

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the Bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Bidder

By: _____

Subscribed and sworn to before me on this _____ day of _____, 20_____

NOTARY PUBLIC (OR JUDGE)

My Commission Expires _____

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF CURBSIDE RECYCLING CARTS

I. INSTRUCTIONS:

Full explanation and disclosure of variances or exceptions is required. These TECHNICAL SPECIFICATIONS shall be included with the bid proposal. Bidders are to fill out this form completely, noting any and all exceptions. If a clause is met fully and without exception, "circle" COMPLY for that item. If an EXCEPTION is being proposed, "circle" EXCEPTION for that section of the specifications and clearly state on the blank lines below each clause what is being offered. Manufacturer's brochures alone are not acceptable. If an item is not circled, the NMA will assume the Bidder cannot meet the specifications which may cause rejection of the proposal.

II. GENERAL:

A. The carts shall be designed for the collection and temporary storage of recyclable material. The container shall meet ANSI Z245.60-2006 and ANSI Z245.30-2006 Type Bar/Grabber specifications, as amended. This specification requires:

1. Durability;
2. Stability in windy conditions;
3. System wide aesthetics (all cart sizes utilizing the same basic design);
4. Ergonomics (efficient footprint to allow for easy passage through doorways and gates);
5. Molding Process: Injection Molded.

COMPLY EXCEPTION

B. The cart must be the manufacturer's latest design and shall have a warranty of at least ten (10) years. The bidder must submit manufacturer's warranty information.

C. The cart shall be provided with adequate wheels and handle to permit pushing or pulling with little effort.

D. The carts offered shall be compatible in all respects with the recyclable collection equipment used by the NMA. This includes an automated side loader collection truck and semi-automated rear load collection trucks equipped with cart tipplers.

COMPLY EXCEPTION

III. CART SIZES:

A. The capacity of the LARGE cart must be at least ninety-five (95) gallons (excluding the domed lid). The maximum dimensions are as follows:

1. Overall Height: 47 inches
2. Overall Width: 30 inches

COMPLY EXCEPTION

IV. MATERIALS:

A. The body and the lid of the cart shall be formed from the same molding process using base plastic resin for the cart body and lid, which must be first quality, high-density polyethylene (HDPE), supplied by a national petrochemical producer such as Dow Chemical or Exxon Mobil. Off-spec or wide-spec material and dry blending of material is not acceptable. The bidder must submit technical data sheet(s) from the resin producer.

COMPLY EXCEPTION

B. Cart body and lid material must be hot compounded. This is the only acceptable procedure; dry blending of material is not acceptable.

COMPLY EXCEPTION

C. Cart body and lid material must be UV stabilized for maximum protection. The plastic resin must be enhanced with color pigment and ultraviolet inhibitor, which must be uniformly distributed throughout the finished container. All plastic parts shall be specifically prepared to be colorfast so that the plastic material does not alter or fade appreciably in normal use. Containers must be manufactured using a hindered amine light (HAL) stabilizer package, which maximizes light stable color pigments, ensures for minimal degradation, and protects the plastic resin at the chemical level. The container shall be protected against ultraviolet rays with an ultraviolet stabilizer additive with no less than one and one-half percent (1.5%) by weight. The bidder must submit a statement certifying that all of the plastic resin and additives will be hot-melt blended.

COMPLY EXCEPTION

V. CART BODY DESIGN:

A. The cart upper front and side body walls shall be uniform in wall thickness from the ground to the gussets. The cart must have a reinforced wall thickness on the front wall of the cart as well as additional internal support from the top of the lower bar to the bottom of the cart. The minimum wall thickness of the body shall be 0.175 inches.

B. The body walls shall have a slight taper so that the top of the body is slightly larger than the bottom for nesting during shipment and storage.

C. The container shall be equipped with integrally molded pick up points. The container shall be designed with and include a metal catch bar.

D. The minimum weight of the fully assembled empty cart shall be forty-one (41) pounds.

E. Interior and exterior surfaces shall be smooth, uniform in appearance, and free of foreign substances, shrink holes, cracks, blowholes, webs, and other superficial or

structural defects that could adversely affect the appearance and performance of the cart. The cart body shall not support combustion.

F. The body of the cart shall have two (2) 3/8-inch molded-in wear strips on the bottom following the entire circumference of the bottom to withstand abrasion and wear associated with street contact during moving and lifting. Add-on wear pads are not acceptable.

COMPLY EXCEPTION

VI. LID, HINGES, and HANDLES:

A. Each cart shall have a convex shaped lid designed to continuously overlap the body. The lid will be designed to prevent entry of rainwater and rodents.

B. The lid should open to a position 270 degrees from the closed (horizontal) position and hang open without stressing the lid or cart body.

C. For safety reasons, when opening the lid manually, hands should not come in contact with the front base of the lid.

D. The lid shall have an in-molded rim on the underside circumference to serve as a vector barrier and condensation collector.

E. The top of the lid shall be permanently marked to indicate the street side of the cart when placed at the curb for collection.

F. The lid shall be designed to enable the free and complete discharge of recyclables from the cart during the dumping cycle.

G. The lid hinge shall be attached to the handles at two (2) points with rustproof plastic fastener system.

H. The handles shall be in-molded parts of the cart body. Bolt-on handles are unacceptable.

COMPLY EXCEPTION

VII. WHEELS AND AXLES:

A. Each cart shall be fitted with a minimum 3/4 inch diameter, cold-rolled, solid galvanized steel axle that shall be mounted in the cart body through four (4) molden-in-plastic journals in the bottom of the cart body and providing permanently lubricated bearing surfaces.

B. Each cart shall be equipped with two (2) plastic molded snap-on wheels, with stainless steel spring and stainless steel pin and rated for 200 pound load per wheel.

C. The minimum diameter and width of the cart wheels shall be ten inches by one and three quarter inches (10"x 1.75")		COMPLY	EXCEPTION
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VIII. STABILITY:			
A. The empty carts, shall be stable and not blown over in winds speeds up to forty (40) mph from any direction. <u>Certified wind tunnel testing must be provided with bid.</u>			
B. The empty cart shall remain in the upright position when the lid is open.			
		COMPLY	EXCEPTION
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IX. SAFETY:			
A. The cart shall be free from sharp corners, edges, points, or other structures that could represent a hazardous nuisance.			
B. The cart body and lids shall be manufactured from materials that may be recycled at the end of the useful life.			
		COMPLY	EXCEPTION
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X. COLOR:			
A. The cart color shall be blue (preferably light blue or sky blue) and must be approved by Owner. <u>Color chips must be provided with bid.</u>			
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XI. MARKINGS:			
A. All carts shall have a unique serial number hot stamped on both sides of the cart. Carts shall also have "City of Norman" and the NMA phone number hot stamped on both sides of the cart.			
B. The lid of all carts shall designate the cart for recyclables only and shall have other recycling information hot stamped into the lid. The location and size of markings must be approved by NMA prior to initiation of this phase of the work.			
		COMPLY	EXCEPTION
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