

**CITY OF TOLLESON  
REQUEST FOR PROPOSAL (RFP)  
FOR  
RECYCLABLE MATERIALS PROCESSING SERVICES**

The City of Tolleson is issuing this Request for Proposals (“RFP”) seeking proposals from qualified, licensed firms for acceptance, processing and marketing and/or transfer of Recyclable Materials under a revenue sharing plan as more particularly described herein. In accordance with the City’s Procurement Code, the City will accept sealed Proposals for Services specified.

This RFP will be listed on the City’s website [www.tollesonaz.org](http://www.tollesonaz.org) beginning Thursday, October 3, 2013, and may be obtained from the City Clerk’s Office at the Tolleson City Hall, 9555 W. Van Buren Street, Tolleson, AZ, 85353. Any questions related to this RFP should be directed to Field Operations Director Jason Earp at [jearp@tollesonaz.org](mailto:jearp@tollesonaz.org) or (623) 640-5330.

The final date for inquiries is Friday, October 18, 2013. Submittals are due at Tolleson City Hall by 2:00 P.M., local Arizona time, on Friday, October 25, 2013. The City of Tolleson reserves the right to reject any and all submittals.

Notice Given By: Crystal Zamora  
Deputy City Clerk  
Thursday, October 3, 2013

Published in the: Arizona Business Gazette  
Thursday, October 3, 2013  
Thursday, October 10, 2013



# CITY OF TOLLESON

9555 West Van Buren • Tolleson, AZ 85353 • 623.936.7111 • fax 623.907.2629

## REQUEST FOR PROPOSAL FOR RECYCLABLE MATERIALS PROCESSING SERVICES

City of Tolleson  
9555 W. Van Buren  
Tolleson, Arizona 85353

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation Title:	<b>FOPS-1013</b>
Advertisement Dates:	<b>October 3, &amp; 10, 2013 – AZ Business Gazette</b>
Final Date for Inquiries:	<b>October 18, 2013</b>
Proposal Due Date and Time:	<b>October 25, 2013 2:00 p.m. (local time, Phoenix, Arizona)</b>
Target City Council Award Date:	<b>November 12, 2013</b>
Anticipated Agreement Start Date	<b>November 13, 2013</b>
RFP Administrator:	<b>Jason Earp    <a href="mailto:jearp@tollesonaz.org">jearp@tollesonaz.org</a> 623-640-5330</b>

**\*\*    The City of Tolleson reserves the right to amend the solicitation schedule as necessary.**

**Table of Contents**

	<u>Page</u>
I. RFP Process, Award of Agreement	1
II. Proposal Format; Scoring	6
III. Vendor Information Form	10

I. RFP PROCESS; AWARD OF AGREEMENT

1. Purpose; Scope of Work. The City of Tolleson is issuing this Request for Proposals (this “RFP”) seeking proposals (“Proposals”) from qualified, licensed firms (“Vendors”) for acceptance, processing and marketing and/or transfer of Recyclable Materials (the “Services”) under a revenue sharing plan as more particularly described herein. In accordance with the City’s Procurement Code, the City will accept sealed Proposals for Services specified.

1.1 Background. The City has developed and implemented a curbside recycling program servicing approximately 1,465 single family households, a City office recycling program, a commercial recycling program currently serving 3 schools and over 20 business establishments (collectively, the “Program”) that has been very successful. Through education and inspection efforts, the City is committed to increasing the quantity and quality of curbside recycling in Tolleson. The City currently operates a single-stream Program utilizing a fleet of 3 side-loaders sanitation trucks. The City collects an average of 350 tons of co-mingled recyclable materials annually. The City collects the recyclable materials from its customers each Thursday from 5:00 a.m. to 1:30 p.m. The City currently accepts the following materials in the Program: mixed paper products, cardboard, cartons chipboard, newspaper, glass, plastic #1 - #6 (excluding Styrofoam), aluminum, and steel/tin cans (The “Recyclable Materials”). The City is seeking Proposals from qualified Vendors for the processing of Recyclable Materials. The collected Recyclable Materials will be delivered by the City to the selected Vendor’s Materials Recycling Facility(ies) (the “MRF”). The City anticipates entering into an Agreement for the Services for a term of one year, with up to five renewal terms. Such agreement may be terminated by the City for any reason upon giving the other party 30 days notice. The City also reserves the right to modify or cancel the Program in its discretion. In such event, the Agreement may be cancelled.

1.2 Minimum Requirements. The selected Vendor must meet the following minimum qualifications requirements:

A. The Vendor’s MRF(s) must be capable of accommodating City’s vehicle fleet and be operational to receive Recyclable Materials from 7:00 a.m. to 4:00 p.m., schedules may be established by mutual agreement of the parties.

B. Prior to award of an Agreement pursuant to this RFP, the Vendor must have or shall have a qualified MRF(s) with sufficient capacity to accept City’s deliveries of Recyclable Materials, accessible within a travel time of no more than 30 minutes (one way) via public transportation, to all City facilities served within the service area.

C. At a minimum, the Vendor’s MRF must accept the following materials:

- (i) Aluminum
- (ii) Steel/tin Cans

**CITY OF TOLLESON  
FIELD OPERATIONS DEPARTMENT**

---

- (iii) Newspaper
- (iv) Mixed paper
- (v) Chipboard
- (vi) Cartons
- (vii) Cardboard
- (viii) Plastic containers #1 through #6 (excluding Styrofoam)

D. The Vendor must have certified scale(s) at all its MRF(s) sufficient to weigh Recyclable Materials delivered by the City pursuant to an Agreement awarded as a result of this RFP.

(i) Evidence of normal maintenance and calibration of the scales performed in accordance with manufacturer's recommendations will be required and the selected Vendor must (a) submit an annual certificate of accuracy to City and (b) post a copy of such certificate near the scales.

(ii) The City will work with selected Vendor to establish vehicle number and tare weight. All City's vehicles should have tare weights so that refuse vehicles do not need to be weight twice.

E. The selected Vendor will be required to (i) conduct annual contamination rate audits, (ii) conduct materials composition analyses (iii) provide reports with respect to (i) and (ii) as deemed necessary by the City, in its discretion. Additionally, the Vendor will be required to provide monthly tonnage reports to the City.

2. Preparation/Submission of Proposal. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.

2.1 Irregular or Non-responsive Proposals. The City shall consider as "irregular" or "non-responsive" and reject and Proposal not prepared and submitted in accordance with this RFP, or any Proposal lacking sufficient information to enable the City to make a reasonable determination of compliance to the minimum qualifications. Unauthorized conditions, limitations, or provisions shall be cause for rejection. Proposals may be deemed non-responsive at any time during the evaluation process if, in the sole opinion of the City:

A. Vendor does not meet the minimum required skill, experience or requirements to perform or provide the Service.

B. Vendor has a past record of failing to fully perform or fulfill contractual obligations.

C. Vendor cannot demonstrate financial stability.

**CITY OF TOLLESON  
FIELD OPERATIONS DEPARTMENT**

---

D. Vendor's Proposal contains false, inaccurate or misleading statements that, in the opinion of the City Manager or authorized designee, is intended to mislead the City in its evaluation of the Proposal.

2.2 Submittal Quantities. Interested Vendors must submit one **(1) original and five (5) copies (six (6) total submittals)** of the Proposal. In addition, interested parties must submit one **(1) original copy** of the Proposal on a CD-Rom (or electronic media approved by the City) in printable Adobe or Microsoft Word format (or other format approved by the City). Failure to adhere to the submittal quantity criteria shall result in the Proposal being considered non-responsive.

2.3 Required Submittal. The Proposal shall be submitted with a cover letter with an **original ink** signature by a person authorized to bind the Vendor. Proposals submitted without a cover letter with an **original ink signature** by a person authorized to bind the Vendor shall be considered non-responsive. The Proposal shall be a maximum of **fifteen (15)** pages to address the RFP criteria (excluding resumes and the Vendor Information Form, but including the materials necessary to address project understanding, general information, organizational chart, photo, tables, graphs, and diagrams). Each page side (maximum 8 ½ x 11") with criteria information shall be counted. However, one page may be substituted with an 11" x 17" sheet of paper, folded to 8 ½" x 11", showing a proposed Project schedule or tabs may be used and shall not be included in the page count, unless they include additional Project-specific information or Proposal responses to RFP criteria. The minimum allowable font for the Proposal is **11 pt, Arial or Times New Roman**. Failure to adhere to the page limit, size and font criteria shall result in the Proposal being considered non-responsive. Telegraphic (facsimile), electronic (e-mail) or mailgram Proposals will not be considered.

2.4 Vendor Responsibilities. All Vendors shall (A) examine the entire RFP, (B) seek clarification of any item or requirement that may not be clear, (C) check all responses for accuracy before submitting a Proposal and (D) submit the entire Proposal by the Proposal Due Date and Time. Late Proposals will not be considered. A Vendor submitting a late Proposal shall be notified. Negligence in preparing a Proposal confers no right of withdrawal after the Proposal Due Date and Time.

2.5 Sealed Submittals. All Proposals shall be sealed and clearly marked with the RFP number and title, **(PW 12-049) Recyclable Material Processing Services**, on the lower left hand corner of the mailing envelope. A return address must also appear on the outside of the sealed Proposal. The City is not responsible for the pre-opening of, post-opening of, or the failure to open, any Proposals not properly addressed or identified.

2.6 Pricing. The Vendor shall submit the same number of copies of the Pricing Proposal as described in Article I, Section 2.2 above in a separate, sealed envelope enclosed with the Vendor's Proposal. The Pricing Proposal shall clearly delineate the Vendor's formula for sharing revenue collected by the Vendor from the sale of the City's Recyclable Material. The Vendor's Pricing Proposal shall be all-inclusive, such that the Vendor shall not be entitled to any fees for its service beyond the

**CITY OF TOLLESON**  
**FIELD OPERATIONS DEPARTMENT**

---

portion of collected revenues retained by the Vendor. In addition to the revenue sharing model, Vendor may propose an alternate cost-per-transaction fee proposal.

2.7 Address. All Proposals shall be directed to the following address: City Clerk, 9555 W. Van Buren, Tolleson, Arizona 85353, or hand-delivered to the City Clerk's office by the Proposal Due Date and Time indicated on the cover page of this RFP.

2.8 Pricing Errors. If price is a consideration and in case of error in the extension of prices in the Proposal, the unit price shall govern. Periods of time, stated as number of days, shall be calendar days.

2.9 Proposal Irrevocable. In order to allow for an adequate evaluation, the City requires the Proposal to be valid and irrevocable for 90 days after the Proposal Due Date and Time indicated on the cover of this RFP.

2.10 Amendment/Withdrawal of Proposal. At any time prior to the specified Proposal Due Date and Time, a Vendor (or designated representative) may amend or withdraw its Proposal. Any erasures, interlineations, or other modifications in the Proposal shall be initiated in original ink by the authorized person signing the Proposal. Facsimile, electronic (e-mail) or mailgram Proposal amendments or withdrawals will not be considered. No Proposal shall be altered, amended or withdrawn after the specified Proposal Due Date and Time.

3. Cost of Proposal Preparation. The City does not reimburse the cost of developing, presenting or providing any response to this solicitation. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the City and will not be returned.

4. Inquiries.

4.1 Written/Verbal Inquiries. Any question related to the RFP shall be directed to the RFP Administrator whose name appears on the cover page of this RFP. Questions shall be submitted in writing or via e-mail by the close of business on the Final Date Submittal Conference on the date indicated on the cover page of this RFP (if such Pre-Submittal Inquires indicated on the cover page of this RFP. In the event the City is closed on the Final Date for Inquiries, the Vendor shall submit the question(s) to the RFP Administrator via e-mail or voicemail. Any inquires related to this RFP shall refer to the number and title, page and paragraph. However, the Vendor shall not place the RFP number and title on the outside of any envelope containing questions, because such an envelope may be identified as a sealed Proposal and may not be opened until after the Proposal Date and Time.

**CITY OF TOLLESON**  
**FIELD OPERATIONS DEPARTMENT**

---

4.2 Inquires Answered. Written questions will be read and answered at the Pre-Submittal Conference on the date indicated on the cover page of this RFP. Verbal or telephone inquiries directed to City staff **will not be answered**. Within two (2) business days following the Pre-Submittal Conference, answers to all questions received in writing or via e-mail or verbally at the Pre-Submittal Conference will be mailed, sent via facsimile and/or e-mailed to all parties who obtained an RFP package from the City and who legibly provided their mailing address, facsimile and/or e-mail address to the City. No questions, submitted in any form, will be answered after the Final Date for Inquires listed on the cover of this RFP.

5. Pre-Submittal Conference. A Pre-Submittal Conference may be held. If scheduled, the date and time of this conference will be indicated on the cover page of this RFP. This conference may be designated as mandatory or non-mandatory on the cover page of this RFP. Additionally, if the Pre-Submittal Conference is designated as mandatory, failure to attend shall render that Vendor's Proposal non-responsive. Vendors are strongly encouraged to attend those Pre-Submittal Conferences designated as non-mandatory. The purpose of this conference will be to clarify the contents of this RFP in order to prevent any misunderstandings of the City's requirements. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine if any action is necessary and may issue a written amendment or addendum to this RFP. Any addendum issued as a result of any change in this RFP shall become part of the RFP and must be acknowledged in the Proposal submittal. Failure to indicate receipt of the addendum shall result in the Proposal being rejected as non-responsive.

6. Payment Requirements. The selected Vendor will be required to make payment to the City once per month beginning no later than forty-five (45) days after the first day of receipt of Recyclable Materials pursuant to an awarded Agreement. Payment shall be made to City by the 15<sup>th</sup> of each month.

7. Federal Excise Tax. The City exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales, tax, if any, shall be indicated as a separate item.

8. Public Record. All Proposals shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code.

9. Confidential Information. If a Vendor believes that a Proposal or protest contains information that should be withheld from the public record, a statement advising the RFP Administrator of this fact shall accompany the submission and the information shall be identified. The information identified by the Vendor as confidential shall not be disclosed until the Procurement Agent makes a written determination. The Procurement Agent shall review the statement and information and shall determine in writing whether the information shall be withheld. If the Procurement Agent determines to disclose the information, the RFP Administrator shall inform the Vendor in writing of such determination.

**CITY OF TOLLESON**  
**FIELD OPERATIONS DEPARTMENT**

---

10. Vendor Licensing and Registration. Prior to the award of the Agreement, the successful Vendor shall (i) be licensed with the Arizona Corporation Commission to do business in Arizona and (ii) have a completed Request for Vendor Number on file with the City Financial Services Department. The Vendor shall provide licensure information with the Proposal. Corporations and partnerships shall be able to provide a Certificate of Good Standing from the Arizona Corporation Commission.

11. Certification. By submitting a Proposal, the Vendor certifies:

11.1 No Collusion. The submission of the Proposal did not involve collusion or other anti-competitive practices.

11.2 No Discrimination. It shall not discriminate against any employee or applicant for employment violation of Federal Executive Order 11246.

11.3 No Gratuity. It has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor or service to a City employee, officer or agent in connection with the submitted Proposal. It (including the Vendor's employees, representatives, agents, lobbyists, attorneys, and subcontractors) has refrained, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, elected officials, the City Manager, Assistant Manager, Department Head, and other City staff. All contact must be addressed to the City's Procurement Agent, except for questions submitted as set forth in Section 4, Inquiries, above. Any attempt to influence the selection process by any means shall void the submitted Proposal and any resulting Agreement.

11.4 Financial Stability. It is financially stable, solvent and has adequate cash reserves to meet all financial obligations including any potential costs resulting from an award of the Agreement.

11.5 No Signature/False or Misleading Statement. Failure to sign the Proposal, or signing it with a false or misleading statement, shall void the submitted Proposal and any resulting Agreement.

12. Award of Agreement.

12.1 Selection. A Selection Committee composed of representatives from the City will conduct the selection process according to the schedule listed on the cover page of this RFP. Proposals shall be opened at the time and place designated on the cover page of this RFP. The name of each Vendor and the identity of the RFP for which the Proposal was submitted shall be publicly read and recorded in the presence of witnesses. PRICES SHALL NOT BE READ. The Selection Committee shall award the agreement to the responsible and responsive Vendor whose Proposal is determined, in writing,

**CITY OF TOLLESON**  
**FIELD OPERATIONS DEPARTMENT**

---

to be the most advantageous to the City and best meets the overall needs of the City taking into consideration the evaluation criteria set forth in this RFP. The amount of applicable transaction privilege or use tax of the City shall not be a factor in determining the most advantageous Proposal. After the City has entered into an Agreement with the successful Vendor, the successful Proposal and the scoring documentation shall be open for public inspection.

12.2 Line Item Option. Unless the Proposal states otherwise, or unless otherwise provided within this RFP, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

12.3 Multiple Award. The City, at its sole discretion, may elect to enter into Agreements with multiple Vendors who are qualified to provide the Services. The final terms and conditions of the proposed Agreement will be negotiated by the City with the successful offerors.

12.4 Form of Agreement. The selected Vendor will be required to execute a Agreement for the Services in a form acceptable to the City Attorney. If the City is unsuccessful in negotiating an Agreement with the highest scoring Vendor, the City may then negotiate with the second, then third, highest-scoring Vendor until an Agreement is executed. City Council approval may be required. The City reserves the right to terminate the selection process at any time.

12.5 Waiver, Rejection, Reissuance. Notwithstanding any other provision of this RFP, the City expressly reserves the right to: (A) waive any immaterial defect or informality, (B) reject any or all Proposals or portions thereof and (C) reissue an RFP.

12.6 Protests. Any Vendor may protest this RFP issued by the City, the proposed award of an Agreement, or the actual award of an Agreement. All protests will be considered in accordance with the City Procurement Code.

13. Offer. A Proposal is an offer to contract with the City based upon the terms, conditions and specifications contained in this RFP and the Vendor's responsive Proposal, unless any of the terms, conditions, or specifications is modified by a written addendum or agreement amendment. Notwithstanding the foregoing no contractual relationship shall be established until the Vendor has signed, and the City has approved an agreement between the City and the Vendor in the form acceptable to the City Attorney.

**II. PROPOSAL FORMAT; SCORING**

Upon receipt of a Proposal, each submittal will be reviewed for compliance with the Proposal requirements by the Selection Committee. Proposals shall be organized and submitted in the format as outlined below. Failure to conform to the designated format, standards and minimum requirements shall result in a determination that the Proposal is non-responsive. The Selection Committee will evaluate and award points to each Proposal based upon the evaluation criteria as outlined in this document. Points listed below are the maximum number of points possible for each criteria and not the minimum number that the Selection Committee may award. If necessary, the Selection Committee may conduct oral interviews with at least three (3) of the highest ranked Vendors based upon the Proposal submittal scoring.

**Section 1: General Information**

- A. One page cover letter as described in Section I,2.3.
- B. Explain the legal organization of the Vendor. Provide identification information of the Vendor. Include the legal name, address, identification number and legal form of the Vendor (e.g., partnership, corporation, joint venture, sole proprietorship). If a joint venture, identify the members of the joint venture and provide all of the information required under this section for each member. If the Vendor is a wholly owned subsidiary of another company, identify the parent company. Provide the name, address, and telephone number of the person to contact concerning the Proposal.
- C. Identify the location of the Vendor's principal office and the local work office, if different. Identify the location(s) of the Vendor's MRF, if different.
- D. Identify any contract or subcontract held by the Vendor or officers of the Vendor that have been terminated within the last five (5) years. Briefly describe the circumstances and the outcome.
- F. Identify any claims arising from a contract which resulted in litigation or arbitration within the last five (5) years. Briefly describe the circumstances and the outcome.
- G. Provide a list of all notices of violations, corrective action notices, enforcement actions or orders, warning notices, or other forms or permit violations/non-compliance documentation in the past five (5) years from public agencies related specifically to the Vendor and MRF.
- H. Vendor Information Form (may be attached as separate appendix).

**Section 2: Experience and Qualifications of the Vendor**

**10 pts**

A. Provide a detailed description of the Vendor's experience in providing recyclables materials processing services to municipalities or other entities of a similar size to the City; specifically relating experience with respect to revenue sharing arrangements.

B. Provide a list of at least three (3) organizations of a similar size or similar operation to the City for which work has been performed. The information required pursuant to this section must be current, as it will be used to verify references. Inability of the City to verify references shall result in the Proposal being considered non-responsive. The list shall include, at a minimum, the following:

- (i) Name of municipality organization.
- (ii) Contact name.
- (iii) Type of services provided.
- (iv) Type of services provided.
- (v) Dates of services provided.
- (vi) For recyclable materials processing services, indicate the number of tons processed per year.

C. Identify each key personnel member that will render services to the City including title and relevant experience required, including the proposed Customer Service Manager.

D. Indicate the roles and responsibilities of each key position. Include senior members of the Vendor only from the perspective of what their role will be in providing services to the City.

E. If a subcontractor will be used for all work of a certain type, include information on this subcontractor. A detailed plan for providing supervision must be included.

F. Attach a resume and evidence of certification(s), if any, for each key personnel member and/or subcontractor to be involved in this project. Resumes should be attached together as a single appendix at the end of the Proposal and will not count toward the Proposal page limit.

**Section 3: Project Approach**

**40 pts**

A. Describe the Vendor's approach to performing the required Services described in this RFP and its approach to contact management, including its perspective and experience on revenue sharing, customer service, quality control, scheduling and staff.

B. Provide a list of materials accepted by the Vendor at the MRF for processing.

- (i) Aluminum

**CITY OF TOLLESON  
FIELD OPERATIONS DEPARTMENT**

---

- (ii) Steel/tin cans
- (iii) Newspaper
- (iv) Mixed Paper
- (v) Chipboard
- (vi) Cartons
- (viii) Plastic containers #1 through #6 (excluding Styrofoam)
- (ix) Glass

C. Provide the name, location, operating days/hours, general description and staffing plan of the MRF(s) where Recyclables Materials delivered by, or on behalf of the City will be processed.

D. Describe and provide a diagram of the MRF, including unloading site description, interior height, ingress and egress pathways and dimensions of vehicles access points, scale house and sales description. Indicate the MRF's throughput and storage capacities. Provide estimated turnaround time for vehicles delivering materials.

E. Describe operating procedures, particularly those procedures related to inspection and handling of hazardous materials inadvertently delivered to the MRF.

F. Provide information with respect to material contamination limits, if any. Indicate any proposed financial penalties and/or actions to be taken by the Vendor in the event of the City exceeds such proposed contamination limits.

G. Provide the name and address of the landfill to be utilized to dispose of residuals.

H. Provide detailed information with respect to quality control methods, compliant management and resolution procedures.

I. Submit a copy of an emergency plan detailing those actions which the Vendor is prepared to take to address emergency situations such as fire, strike, natural disaster or hazardous/toxic spill which would require a deviation from normal operating procedures.

J. Describe any other measures or procedures, not referenced in response to the specific questions identified above, that are proposed to enhance the level of service to be provided by Vendor.

K. Describe Vendor's experience and ability to sell Recyclable Materials from the City for the highest possible amount of revenue.

L. Provide a proposed and timeline for start-up of Services within one month of award of an Agreement.

**40 pts**

**Section 4: Pricing**

A. Vendor shall submit the same number of copies of the Pricing Proposals as described in Section I, 2.6 in a separate, sealed envelope enclosed with the Vendor's Proposal with the signature of the representative of the Vendor who is authorized to make such an offer. The Pricing Proposal must be provided in the format attached hereto as Exhibit A and incorporated herein by reference. Vendor shall propose the unit price it will pay for the Recyclable Materials delivered to it MRF. The City recommends that the Vendor's price be a fixed price, or tied to a measurable benchmark or index that includes a floor/base price. Vendors proposing index based pricing shall propose a unit price based on market conditions, and explain how the unit pricing is to be adjusted through the term of the Agreement. Greater evaluation weight will be given to a Proposal that either includes a fixed price or a guaranteed floor/base price.

B. Identify any charges to the City associated with the disposal of any residual non-recyclable materials.

C. Vendor shall identify any other charges, cost of fees to the City associated with the Services.

**Total Possible Points for Proposal:**

**100**

**CITY OF TOLLESON  
FIELD OPERATIONS DEPARTMENT**

---

**IV. VENDOR INFORMATION FORM**

By submitting a Proposal, the submitting Vendor certifies that it has reviewed the entire PFP, any administrative information and, if awarded the Agreement, agrees to be bound thereto.

---

\_\_\_\_\_  
VENDOR SUBMITTING PROPOSAL

\_\_\_\_\_  
FEDERAL TAX ID NUMBER

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
CITY                      STATE                      ZIP

\_\_\_\_\_  
DATE

WEB SITE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

---

**SMALL, MINORITY, DISADVANTAGE AND WOMEN-OWNED BUSINESS  
ENTERPRISES (Check appropriate item(s):**

- \_\_\_\_\_ Small Business Enterprise (BSE)
- \_\_\_\_\_ Minority Business Enterprise (MBE)
- \_\_\_\_\_ Disadvantaged Business Enterprise (DBE)
- \_\_\_\_\_ Women-Owned Business Enterprise (WBE)

Has the Vendor been certified by any jurisdiction in Arizona as a minority or woman-owned business enterprise?

If yes, please provide details and documentation of the certification.

---

EXHIBIT A  
TO  
REQUEST FOR PROPOSALS NO. PW 12-049

(Pricing Proposal)

See following page.

## PRICING PROPOSAL

In consideration of delivery of single-stream Recyclable Materials collected by the City and delivered to the Vendor for subsequent processing and sale by Vendor, **complete the worksheet below to describe a proposed a revenue sharing plan for monies received from the sale of the City's Recyclable Materials.**

- Please base estimate on 400 tons of co-mingled Recyclable Materials delivered per month.
- Net revenue shall never be less than zero regardless of market conditions.
- The selected Vendor will be required to make payment to the City once per month beginning no later than forty-five (45) days after first day of receipt of Recyclable Materials pursuant to an awarded Agreement. Payment shall be made to City by the 15<sup>th</sup> of each month.

**Under the proposed Pricing Plan, complete the table below to estimate payment Vendor would provide to the City for Recyclable Materials delivered.**

	Monthly Amount
1. Base Payment per ton of co-mingled Recyclable Materials delivered:	_____
2. Additional Payment based on index pricing	
• Describe in detail the proposed payment calculation	_____
3. Other Payment based on single commodity pricing	_____
4. Tipping Fee charged	_____
5. Other taxes/fees charged	_____
Total Payment	_____
Authorized Signature: _____	Date: _____