

Audit Packet

Proposal: RFP #20.10 - Recycling Services

Awarded Vendor(s): The Retrofit Companies

Award Date: December 11, 2019 **Contract Number:** #20.10 - REC

- ☒ Copy of Legal Affidavits
- ☒ Copy of Release
- ☒ Copy of Solicitation Documents
 - Question/Answer
 - Addenda Issued
- ☒ Copy of Closing
- ☒ Notification & Access Reports
- ☒ Opening Record
- ☒ Copy of Qualified Vendor Responses
 - Bid Bond Confirmation
 - References
- ☒ Evaluation Committee Report
- ☒ Copy of Award/Rejection Notification
- ☒ Copy of Signed Contract Offer & Award

Board Acceptance of Contract January 2020

Argus Leader

P.O. Box 677349, Dallas, TX 75267-7349

Account No.: SFA-0000000483

Ad No.: 0003832561

PO #:

Lines : 38

Ad Total: \$48.74

LAKES COUNTRY SERVICE COOPERAT
1001 E MOUNT FAITH AVE
FERGUS FALLS, MN 56537

of Affidavits: 1

Account No.: SFA-0000000483

Ad No.: 0003832561

Argus Leader AFFIDAVIT OF PUBLICATION

STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA } ss

I being duly sworn, says: That The Argus Leader is, and during all the times hereinafter mentioned was, a daily legal newspaper as defined by SDCL 17-2-21, as amended published at Sioux Falls, Minnehaha County, South Dakota; that affiant is and during all of said times, was an employee of the publisher of such newspaper and has personal knowledge of the facts stated in this affidavit; that the notice, order or advertisement, a printed copy of which is hereto attached, was published in said newspaper upon

Monday, October 14, 2019

Monday, October 21, 2019

Sworn to and subscribed before me this 21 day of October, 2019.

A. A. S.

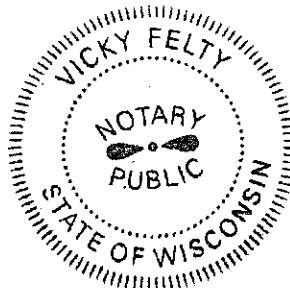
Legal Clerk

Vicky Felty

Notary Public, State of Wisconsin, County of Brown

9-19-21

My Commission expires



Notice to Bidders
Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its member agencies in Minnesota, North Dakota and South Dakota until:
10:00 a.m. CT, Monday, November 11, 2019.
For proposals: #20.7 - Hardwood & Synthetic Sports Flooring, #20.8 - Office Solutions, #20.9 - Playground Systems, Recreational Products & Installation Services and #20.10 - Recycling Services.
Conformity with technical specifications, RFP forms, terms of delivery and other conditions shall be imposed. Specifications and forms may be obtained by registering for free with CPC via Public Purchase (www.publcpurchase.com).
Proposals must be uploaded to Public Purchase prior to 10:00 a.m. CT on Monday, November 11, 2019. CPC reserves the right to award the contract to one respondent, make multiple awards, or reject any or all proposals.
3832561 Oct 14, 21, 2019



Classified Advertising Invoice

Bismarck Tribune

PO BOX 540
Waterloo, IA 50704-0540

888-418-6474

LAKES COUNTRY SERVICE COOP
Lori Mittelstadt
1001 E MOUNT FAITH
FERGUS FALLS MN 56537

Customer: 60058870
Phone: (218) 737-6535
Date: 10/21/2019

CREDIT CARD PAYMENT (circle one)



Card #:

Exp Date:

Signature:

Credit card users: Fax to 319-291-4014

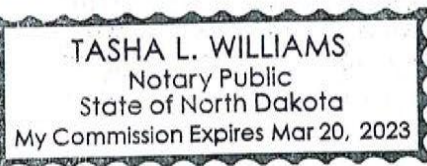
PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon above to send a credit card payment to remittance address located in the upper right corner. You may also send the coupon to a secure fax at 319-291-4014.

Date	Date	Times Run	Description	Lines	Class Code	Order Amt	Net Amt Due
			Nov. 11, 2019 - #20.7 Q Hardwo	25.00	Legals	45.00	45.00
10/14/19	10/21/19	2	Bismarck Tribune PO:Lisa Truax				

Affidavit of Publication

State of North Dakota) SS County of Burleigh
Before me, a Notary Public for the State of North Dakota
personally appeared JKL who being duly sworn, deposes
and says that he (she) is the Clerk of Bismarck Tribune Co.,
and that the publication(s) were made through the
Bismarck Tribune on the following dates:
10/14 + 21 Signed Jim Lindsay
sworn and subscribed to before me this 23
day of Oct 2019
Tasha L. Williams
Notary Public in and for the State of North Dakota



Notice to Bidders

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November 11, 2019. CPC reserves the
right to award the contract to one respond-
ent, make multiple awards, or reject any or
all proposals.

10/14 & 21 - 20985680

Please return invoice or put order number on check. Thank You.

Remarks: Total Due: 45.00

Bismarck Tribune
www.bismarcktribune.com
PO BOX 540
Waterloo, IA 50704-0540

Terms: PAYMENT IS DUE UPON RECEIPT OF INVOICE

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA


ss.

COUNTY OF CASS


Chelsea Adams, *The Forum*, being duly sworn,
states as follows:

1. I am the designated agent of The Forum, under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.
2. The newspaper listed on the exhibit published the advertisement of: *Legal Notice; (2) times, October 14 & 21, 2019*, as required by law or ordinance.
3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

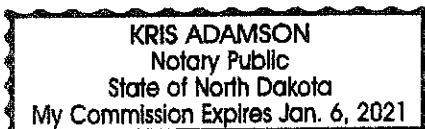
Dated this 21st day of October, 2019.



Legals Clerk



Notary Public



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(October 14 & 21, 2019) 2799045

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)



650 3rd Ave. S, Suite 1300 | Minneapolis, MN | 55488

Terri Swanson, being first duly sworn, on oath states as follows:

1. (S)He is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

<u>Dates of Publication</u>	<u>Advertiser</u>	<u>Account #</u>	<u>Order #</u>
StarTribune 10/14/2019	LAKES COUNTRY SERVICE COOPERATIVE	1000301188	329948
StarTribune 10/21/2019	LAKES COUNTRY SERVICE COOPERATIVE	1000301188	329948

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$403.20**

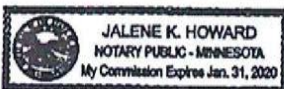
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Terri Swanson

Subscribed and sworn to before me on: 10/21/2019

Jaleene K. Howard



Notary Public

From: [Public Purchase](#)
To: [Lisa Truax](#)
Cc: [Melissa Mattson](#)
Subject: Release Successful on Bid RFP #20.10 - Recycling Services
Date: Monday, October 14, 2019 9:02:32 AM

Lisa M Truax:

Bid "RFP #20.10 - Recycling Services"
Status: Release Successful on Oct 14, 2019 8:02:15 AM MDT

You can check the released bid by going to the following address:
<http://www.publicpurchase.com/gems/bid/bidView?bidId=119023>

If you have any questions regarding this bid, please contact our Customer Support Staff at
agency support@publicpurchase.com

Thank you for using Public Purchase.

MK= csAYh9a5BCQMQTBPXgbjWw==

Proposals Requested by the:

Cooperative Purchasing Connection



RFP #20.10 – Recycling Services

CPC is seeking to collaborate with an experienced vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to access recycling services, at consortium level discounted pricing. CPC agencies are seeking to dispose of an array of wastes, electronics and hazardous materials following proper disposal and recycling processes. A proposal should include all labor, equipment, materials, logistics, permits, fees and incidental items necessary for removal and legal disposal of materials to complete the project. The Vendor must include all manifest/receipts for the proper disposal of any hazardous materials.

Due: 10:00 a.m. CT on Monday, November 11, 2019

Vendors will submit questions and proposals online via Public Purchase (www.publicpurchase.com)

RFP Facilitator:

Lisa Truax, Bid & Contract Facilitator
Cooperative Purchasing Connection
1001 East Mount Faith Avenue
Fergus Falls, MN 56537

Published in:

Star Tribune
Fargo Forum
Bismarck Tribune
Argus Leader
October 14 & 21, 2019

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I. Introduction

Proposals for the requested products and/or services are detailed in the accompanying Technical Specifications.

The Cooperative Purchasing Connection (CPC), is a joint powers group of service cooperatives in Minnesota organized pursuant to Minnesota Statute 123A.21. Service cooperatives are public, nonprofit cooperatives designed to provide a variety of services to their participating agencies including, but not limited to, cooperative purchasing services. In addition, the North Dakota Educators Service Cooperative (NDESC) is a joint powers group organized under the provisions of Chapter 54-40.3 of the North Dakota Century Code. NDESC holds joint powers agreement with Lakes Country Service Cooperative (LCSC) in Fergus Falls, MN, to provide purchasing contracts to its participating agencies. South Dakota participating agencies are able to utilize CPC's purchasing contracts through South Dakota statute 5-18A-37.

Collectively, CPC's participating agencies purchase, on average, over \$60 million annually through its contracted vendors.

LCSC provides the administrative functions of CPC. Administrative functions include but are not limited to: bid and contract research, development, and negotiations; fiscal reporting agent; marketing; contract promotion and agency support services.

II. Solicitation Procedures

A. Vendor Qualifications

All proposals must contain answers, responses and/or documentation to the information requested. A Vendor failing to provide the required information/documentation will be considered non-responsive.

Vendors must demonstrate their ability, capacity and available resources to provide the requested products and/or services to participating agencies. Vendors are required to communicate and demonstrate within their response that they have extensive knowledge, background, and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining and/or supporting the product lines of products, equipment, services or software offered. CPC reserves the right to accept or reject any Vendor failing to demonstrate their abilities or capacity solely based on information provided in the solicitation response and/or its own investigation of the company.

B. Required Securities

Bid Bond: By the due date and time of this solicitation, a vendor shall submit with its response, an electronic PDF copy of a bid bond in the form of a bond, for \$2,500. Such bond is to be issued by a surety authorized to do business in the state of Minnesota, payable to CPC, Attn: Cooperative Purchasing, 1001 E. Mount Faith Ave., Fergus Falls, MN 56537, as a guaranty that the Vendor will enter into a contract with CPC. If awarded, the Vendor will have five (5) business days from award notification to submit the original bid bond via postal mail to CPC. The bond will be immediately forfeited to CPC in the event the Vendor is selected to receive the contract and fails to negotiate or fails to deliver a fully executed contract after negotiation. This bond pledges that the Vendor will abide by the terms stated in this solicitation and in the Vendor's proposal and pledges the faithful performance of the contract and the payment of all obligations arising thereunder. Failure to comply with the Vendor(s) proposal, the bid bond shall be forfeited to CPC as liquidated damages, not as a penalty. Loss of the bond may include but is not limited to poor customer service, poor quality of product, delivery issues, lack of reporting, and lack of administrative fee payments. The bond or check shall remain in force for the entire duration of the contract term and must be renewed annually upon contract renewal. The bond or approved security shall be returned to the awarded vendor upon the successful completion of the bid cycle, a maximum of four (4) contract terms.

Once the bid bond has been posted, failure from the Vendor to comply with this RFP and the terms and conditions, the bid bond shall be forfeited to CPC as liquidated damages, not as a penalty. The loss of the bid bond will include, but is not limited to:

1. Poor communication; multiple documented failures to correspond with CPC.
2. Poor customer service; failure to respond on multiple occasions to CPC's participating agencies within a timely manner.
3. Poor quality of product and failure to replace/refund agency purchases when appropriate.
4. Delivery issues; consistent and documented failures to deliver product on time or in proper condition.
5. Lack of on-time reporting and inaccurate quarterly reports.
6. Lack of on-time quarterly administrative fee payments.

Performance Bond (for construction and/or installation related projects): Performance bonds will be required on all projects valued at fifty-thousand dollars (\$50,000) or more in Minnesota and North Dakota and, twenty-five thousand dollars (\$25,000) or more in South Dakota. All performance bonds will be issued by a corporate surety authorized to do business in the state in which the work will be conducted and by a surety listed in the US Treasury Circular 570. Performance bonds will be posted by the Vendor and submitted to the specific participating agency for the assigned project. Should the contract be the result of a piggyback agreement, performance bonds will reflect each state's bonding requirements.

The Vendor will execute a performance bond in an amount equal to one hundred percent (100%) of the value specified in the contract between the participating agency and the Vendor unless the participating agency requires less to be posted. This bond will protect all persons supplying labor and material to the Vendor for the performance of the work provided in the contract. Subcontractors who may work on the contract may have to provide the Vendor with a performance bond. If the contract price increases after the bond is provided, the participating agency may consider obtaining additional bonds from the Vendor.

The Vendor will deliver the performance bond to the eligible participating agency at the time the contract is executed between the agency and the Vendor. Work will not commence between the Vendor and the eligible participating agency until the performance bond is received by the participating agency and a copy has been sent to CPC via email (info@purchasingconnection.org). The Vendor will be responsible for providing CPC with a copy of all contracts and bonds in accordance with CPC purchasing procedures. Should the Vendor fail to satisfactorily perform the contract, the bonding company that provided the performance bond will be required to pay the dollar amount of the bond to the participating agency.

It is the Vendor's responsibility to ensure that they can obtain the required bonding for all construction products based on an awarded contract arising from this solicitation. Payment will not be issued for any project for which the required bonds have not been received.

C. RFP Timeline

Date/Time	Event
October 14, 2019	Publication of RFP #20.10 – Recycling Services
October 28, 2019 at 11:30 a.m. CT	Non-Required Conference Call
November 1, 2019, at 10:00 a.m. CT	Deadline for Vendors to Submit Questions
November 11, 2019, at 10:00 a.m. CT	Deadline for Submission
December 11, 2019	Contact Vendor/Award(s) Made
January 1, 2020	Initial Start of Contract Term

D. Non-Required Conference Call: A web conference will be held allowing Vendors to ask questions, concerns and/or issues they may have relating to the solicitation. Those participating in the conference call will have the opportunity to view a demonstration of CPC's Express online marketplace, when applicable. The conference call will not be recorded. To attend the conference call, visit: <https://zoom.us/j/244837077>

1. **Dial-in Number:** +1 929 436 2866
2. **Meeting ID:** 244 837 077

E. RFP Submission

Public Purchase: All solicitations can be found on a web-based system called Public Purchase. Public Purchase is an easy-to-use platform that provides Vendors with automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to electronically submit a response to the solicitation. All changes, updates, uploads, and downloads are time-stamped and logged as part of the solicitation process.

Submission of Proposals: It is the responsibility of the Vendor to be certain that the proposal being submitted has been uploaded to Public Purchase by the submission deadline, as described in the solicitation. All proposals will be submitted electronically via Public Purchase. If the proposal has not completed its upload to Public Purchase by the submission deadline, the Public Purchase system will not accept the proposal. If any issues occur during the upload of the proposal, Vendors should contact Public Purchase at support@publicpurchase.com or utilize the chat function within Public Purchase for immediate technical support. The data included in the submission will not be password protected. Hardcopy proposals are invalid and will not receive consideration.

F. RFP Particulars

Correction of RFP Documents: Upon examination of the solicitation, Vendors shall promptly notify the RFP Facilitator of any ambiguity, inconsistency or error, which they may discover. Any notification of ambiguity, corrections and/or requests for interpretation must be submitted, no later than seven (7) business days prior to the solicitation submission deadline. Interpretations, corrections, and changes to the documents will be made either by answers or an addendum.

Addenda: Addenda are written instruments issued by CPC which modify or interpret the solicitation documents by additions, deletions, clarification, or corrections. All addenda issued by CPC shall become a part of the specifications and will be made part of the contract. Addenda will be sent automatically through Public Purchase; being logged and tracked within the system. If such confirmation is not received, the Vendor may be deemed non-responsive. Interpretations, corrections, or changes made in any other manner will not be binding, and Vendors shall not rely upon such interpretations, corrections, and changes. No answers to questions or addenda will be issued later than seven (7) business days prior to the submission deadline, except an addendum withdrawing the proposal or one which includes postponement of the submission deadline.

Interpretations: Requests for additional information or questions in regards to the solicitation will be submitted through Public Purchase. CPC will respond accordingly through Public Purchase to all questions submitted by the question deadline and/or by issuing an addendum.

Modifications or Withdrawal of a Proposal: A proposal may not be modified, withdrawn or canceled by the Vendor for a period of one hundred twenty (120) days following the submission deadline of the proposal, as each Vendor so agrees in submitting a proposal. Prior to the submission deadline, any proposal submitted may be modified or withdrawn within Public Purchase. Withdrawn proposals may be resubmitted within Public Purchase prior to the submission deadline provided that they are in full conformance with this solicitation.

Opening of Proposals (Opening Record): Proposals that have been submitted on time will be opened after the submission deadline. An opening record of the proposals received will be made available in Public Purchase and posted to the CPC website, within 48-hours after the opening.

G. Solicitation Evaluation

No single factor will determine the final award decision. Proposals will be evaluated using a multi-step process:

1. Initial Review – CPC will perform an initial responsiveness review to determine compliance with the solicitation requirements. Vendors that do not meet the solicitation requirements as outlined in the solicitation shall be deemed non-responsive and will not receive further consideration. All proposals that meet the minimum solicitation requirements will proceed to the evaluation process.
2. Technical Proposal – The technical proposal will be evaluated based on the criteria outlined below. Total scores from the evaluation team will be averaged amongst the number of evaluators and then weighed. Vendors will need to meet a minimum cut score of 180 points for their proposal to proceed to the cost evaluation.
3. Cost Proposals – Cost proposals will be scored and averaged amongst the number of evaluators and then weighed. Scores from the technical proposal and cost proposal will be combined to determine the responses that provide the best value to participating agencies.
4. Presentations – At the sole discretion of CPC, a shortlist of Vendors may be developed of the highest-rated submissions based on proposal ranking. If CPC chooses, these Vendors would be invited to make a live presentation. If requested by CPC, this presentation will be mandatory to continue in the evaluation process. Details regarding potential presentation dates are outlined within the solicitation.

Factor	Guidance
5	Outstanding far exceeds minimum requirements in most areas
4	Above average, exceeds minimum requirements in many or all areas
3	Average, meets minimum requirements, exceeds minimum requirements in some areas
2	Slightly below average, meets minimum requirements
1	Well below average, barely meets minimum requirements
0	Totally unresponsive, does not meet minimum requirements

		<Vendor A>	<Vendor B>
Criteria	Possible Points	Average Points Awarded	Average Points Awarded
Qualifications & Experience	45		
Marketing & Partnership	25		
Financials & Level of Support	35		
Industry Specific Information	100		
Exceptions & Deviations	10		
References	15		
Total Technical Points	230	0	0
Meets Cut Score of 180 Points?	Yes/No		
Proceed to Pricing Evaluation?	Yes/No		
Pricing	270		
Total Score	500	0	0

Rejection of Any or All Proposals: CPC reserves the right to award the entire contract to one Vendor, to award multiple contracts, or to reject any or all proposals.

H. Contract Award

Binding Contract: A response to this solicitation is an offer to contract with CPC based upon the terms, conditions, scope of work, and specifications contained in the solicitation. The Vendor acknowledges that the Contract Offer and Award binds the party to all terms and conditions stated in the proposal.

Notification of Intent to Award: An award notification will be made by December 11, 2019. The actual award is subject to approval by the CPC Board of Directors.

Contract Term: The term of the contract resulting from this RFP will be from January 1, 2020, through December 31, 2021. There will be an optional renewal for a period lasting no longer than one (1) additional two-year term based on successful performance. CPC evaluates and reviews all contract agreements semi-annually. CPC has established a set of performance criteria that will be used in the Vendor semi-annual evaluation. Performance criteria will include:

1. Contract start-up and communication
2. Partnership responsiveness with CPC
3. Participating agencies evaluation(s)
4. Volume, sales, and competitiveness
5. Marketing

Administrative Fee: The Vendor will be required to pay a two (2.0%) percent administrative fee on the total sales price of all purchases shipped and billed to participating agencies. This fee is used to cover CPC's program costs, including the cost of conducting the solicitation, continuing support of the contract, and marketing the contract to participating and potential agencies. Administrative fees shall be paid to CPC on a quarterly basis, within 20 business days after the end of each fiscal quarter.

Sales Reports Required of the Vendor: The Vendor will provide CPC with a quarterly report listing the sales volume showing the total gross dollar volume of all purchases made by participating agencies within the said quarter, the administrative fee calculations, and the correlating savings incurred by participating agencies. CPC may also request reports on commonly purchased items or top-selling items to create or update a market basket or core list of commonly purchased items. All reports will be submitted in MS Excel within 20 business days after the end of each fiscal quarter, (see Appendix A) listing the following information:

1. Name of purchasing agency
2. Address of purchasing agency (city, state, zip code)
3. Date of purchase
4. Invoice number
5. Amount of purchase
6. Administrative fee generated by sale
7. Savings generated by sale

Contract Development: Following the final evaluations and contract negotiations, CPC will develop a Master Contract Agreement with the most highly qualified Vendor(s). If a satisfactory contract cannot be developed with the most highly qualified Vendor(s) the second most qualified Vendor(s) may then be approached to develop a contract.

Audit Packet: Public inspection of the solicitation process will be made available during normal business hours in the RFP Facilitator's office (Fergus Falls, MN). Those requesting a printed, hard copy of the solicitation process will need to pay a twenty-five (\$25.00) service fee.

III. Technical Specifications

- A. **Scope of Work:** CPC is seeking to collaborate with an experienced vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to access recycling services, at consortium level discounted pricing. Participating agencies include educational institutions, cities, counties, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency. CPC agencies are seeking to dispose of an array of wastes, electronics and hazardous materials following proper disposal and recycling processes. A proposal should include all labor, equipment, materials, logistics, permits, fees and incidental items necessary for removal and legal disposal of materials to complete the project. The Vendor must include all manifest/receipts for the proper disposal of any hazardous materials. The qualified Vendor shall have established a percentage discount from a catalog list, published prices, or price list. Discounts may be submitted for an entire catalog or for specific product categories or manufacturer categories.

Objective: Through the combination of purchasing power, CPC's objective is to achieve cost savings through a single competitive solicitation process. This process spares a vendor from competing against multiple quotes and proposals, allowing for the reduction in administrative and overhead costs through CPC's purchasing procedures. CPC will work closely with the Vendor to market the contract not only to participating agencies but also to potential agencies where the contract would be an advantageous option for growing participation and purchases through the Vendor.

CPC intends to award this solicitation to one or more vendors based on who can offer acceptable services that can be of benefit to all participating agencies.

Vendors who meet any or all of the mentioned above must complete the required documents in their indicated format to be considered a responsive and responsible vendor.

- B. **Quantity History:** The contract(s) resulting from this solicitation will be Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). Historically, from January 2016 through September 2019, CPC participating agencies have spent over \$888 thousand dollars in recycling services. All quantities or dollar values listed within this solicitation are estimates.

Numerous factors could cause the actual value of the contract(s) resulting from this solicitation to vary substantially from the historical value. Such factors include, but are not limited to, the following:

1. There is no guarantee of volume to be purchased, nor is there any guarantee that demand will continue in any manner consistent with previous purchases; and
2. The individual value of each contract is indeterminate and will depend upon actual participating agency demand, and actual quantities ordered during the contract period.

In CPC's experience, depending on the price of a particular item, the actual volume of purchases could be substantially in excess of, or substantially below, estimated volumes. Specifically, if actual contract pricing is lower than anticipated or historical pricing, actual quantities purchased could be substantially greater than the estimates; conversely, if actual contract pricing is higher than anticipated or historical pricing, actual quantities purchased could be substantially lower than the estimates. By submitting a response, the Vendor acknowledges the foregoing and agrees that actual good faith purchasing volumes during the term of the resulting contract(s) could vary substantially from the estimates/historical values provided in this solicitation.

With CPC's intent to market the contract to participating and potential agencies and to possibly position the contract within the Express online marketplace, when applicable, it is CPC's belief that the program will continue to grow significantly throughout the course of the solicitation term, not to exceed four (4) years.

C. Terms and Conditions

Recycling Services:

1. The Vendor must provide participating agencies who have questions, issues, and/or concerns with an efficient response; responding to agencies within 24 hours.
2. The Vendor is responsible for security, safety, etc. of its materials, equipment, and personnel.
3. The current laws and regulations in effect during the duration of this contract are considered to be “known” by the Vendor.
4. The Vendor must provide all labor, materials, equipment, transportation, and tools needed to successfully complete the work as requested.
5. The Vendor must follow all Federal, State and local requirements for hauling of recyclables.
 - a. Collection vehicles must be enclosed or covered so that recyclable materials do not drop or blow out.
 - b. Collection vehicles must be licensed and inspected according to state regulations.
 - c. Collection vehicles must operate within the weight allowed by state statutes and local ordinances.
6. The Vendor must pick up recyclables as requested by participating agencies.
7. The Vendor must pick-up and invoice participating agencies directly.
8. All recyclables must be picked-up during normal hours of operation on weekdays, unless at the convenience of the participating agency and through mutual agreement with the Vendor.
9. Provide participating agencies with a “Certificate of Recycling” and all documentation as required by local, state and federal regulations.
10. The Vendor must maintain recycling licensure as required by federal and state laws.
11. The Vendor must maintain in current status, all federal, state, and local licenses, bonds, and permits required for the performance and delivery of any and all products and services in response to this solicitation. The Vendor must have the ability to furnish all required labor, and services as requested.
 - a. Confirm that any and all contractors and subcontractors performing under this contract hold and maintain appropriate licensure.
12. Use of Subcontractors.
 - a. The Vendor will not assign any duties to perform services to participating agencies under this contract to a subcontractor that is not listed in the Subcontractor Utilization Form.
 - b. If a subcontractor is removed from the contract agreement at any time, the Vendor will submit to CPC in writing, the reason for removal and effective date.
 - c. To add a subcontractor to the contract agreement, the Vendor must submit to CPC an updated Subcontractor Utilization Form. The subcontractor may not begin providing service until approved by CPC.
 - d. The Vendor will be responsible for ensuring that all subcontractors who provide services under the contract agreement comply with the terms and conditions.
 - e. CPC reserves the right to require that a subcontractor be removed from the contract.
 - f. Any damage done to a participating agency’s property by contractors or subcontractors shall be repaired or replaced at no cost to the participating agency.
 - g. All services will be 100% guaranteed. Any service provided, which does not meet the end user's expectations will either be redone until the end-user’s expectations are met, or the charges for the services are refunded to the participating agency.
13. The Vendor must assure that adequate recyclable material processing capacity will be provided for the material collected.

Pricing:

1. Contract discounts and percentages must be held firm during the initial contract period. Additional discounts may be made to accommodate one-time bulk replacements, special promotions, or a large individual project. The Vendor cannot offer additional discounts and percentages to a participating agency beyond a single large project until following the steps

outlined below and receiving approval by CPC. CPC may conduct periodic audits and the Vendor will be responsible for full reimbursement for any overcharge to a participating agency.

2. The Vendor must provide a discount price schedule for all categories of service available and offer in this solicitation.
3. New services, pertaining to the scope of this solicitation, can be added during the contract term with notice, as outlined below, to CPC. These items shall meet or exceed all the specifications established in the solicitation and resulting contract. CPC may direct the vendor to remove products that do not meet the intent or are otherwise in conflict with the contract requirements.
4. CPC may accept a future claim from the Vendor that a new threshold of performance or technology has been established. If CPC is satisfied with the evidence presented in support of the claim, appropriate pricing for such new technology may be established by applying the same pricing method used by the Vendor in their submission. The Vendor must be able to verify the pricing calculation.
5. When a manufacturer revises its price list to add or delete services that result in revised contract pricing, the Vendor shall notify CPC in writing via email as follows: Request will be typed on the Vendor's letterhead and emailed to CPC;
 - i. It is filed with CPC, a minimum of 30 calendar days before the effective date of the proposed change;
 - ii. It clearly identifies the items impacted by the change;
 - iii. The change will not produce a higher profit margin than that on the original contract;
 - iv. It is accompanied by documentation acceptable to the Bid & Contract Facilitator to warrant the change.
 - v. CPC reserves the right to accept such change and will confirm disposition in writing. For contract administration purposes, CPC must be able to verify the current price. Price increases that cannot be verified shall not be reflected on the contract nor charged to the participating agency.
6. CPC expects Vendors to offer their very best prices. If a Vendor offers lower prices to any participating agency outside of this contract, it must lower its prices under this contract at the same time by written notice, via email to CPC.

Maintenance Plans:

1. The Vendor may offer pricing for maintenance for all equipment listed under the solicitation and include it in pricing proposals to participating agencies if requested.
2. The Vendor, if providing maintenance and repair options must provide and clearly state, pricing and terms of the various plans in their submission.

Advertising and Marketing:

1. The Vendor will provide sales and marketing representation that is able to educate, introduce and demonstrate products and/or services to CPC's participating agencies.
2. The Vendor will be able to assist in developing marketing materials that support the contract.
3. The Vendor will provide a comprehensive training and support program on the operation and use of the contract agreement to all applicable personnel. Services offered must be appropriate and adequate to ensure a successful contract agreement.
4. All promotional marketing materials must have the prior approval of CPC before distribution and must include the CPC logo and required contract information.

Appendix A: Sales Report Template

CPC operates on a fiscal year (July through June). The Vendor will receive a sales report template similar to that shown below. Fiscal quarters are outlined as:

July – September

October – December

January – March

April – June

[illegible]

Appendix B: New Vendor Implementation Checklist – Sample

The following implementation checklist will commence once the Master Contract Agreement has been executed. Implementation and contract start-up are included as part of the evaluations that CPC conducts regarding renewing a contract for an additional contract term.

Task Description	Target Completion	Completed By
1. CPC Vendor Orientation Discuss expectations Establish contacts, people and roles Discuss the reporting process and requirements Discuss sales and ordering process Outline kick-off plan; marketing needs Establish Webinar training date	One Week	CPC & Vendor
2. Vendor/Supplier Login Established – Express (if applicable) Complete supplier initiation form Complete supplier product template Create a user account and user ID – communicate to supplier	One Week	Vendor
3. Sales Training and Roll Out CP Personnel Briefing; possible webinar training Marketing information sent to CPC	Two Weeks	CPC to Coordinate Vendor
4. Web Development/Express Store (if applicable) Initiate IT contact Web store construction Web store final edit Product loaded into web store in Express Test Store Functionality Announce Store Availability	Two Weeks Three Weeks Four Weeks Four Weeks Five Weeks Five Weeks	Vendor
5. Marketing General announcement Vendor profile page Email signature logo Email communication announcement <i>*All materials will be approved by Vendor prior to disbursement</i>	Three Weeks	CPC
6. Marketing – Vendor General announcement Sales/Account team training; contract highlights including pricing schedule <i>*All materials will be approved by CPC prior to disbursement</i>	Four Weeks	Vendor
7. Management Strategies Review kickoff and roll-out plan Discuss and establish target communication strategy	Eight Weeks	CPC & Vendor
8. Semi-Annual Evaluation and/or Annual Evaluation	6 months or 11 months	CPC

General Terms & Conditions

Note, the Cooperative Purchasing Connection (CPC) may, from time to time, make amendments to the General Terms and Conditions when CPC determines that such amendments are in the best interest of its participants. Copies of the Terms and Conditions shall be provided to any individual or vendor. When responding to a solicitation, Vendors must certify that they have read the General Terms and Conditions and understand that they apply to all purchases of the resulting contract.

Assignment: Any contract awarded under the conditions of this solicitation shall be for the use of organizations eligible for participation in the CPC consortium. In addition, any eligible agency may participate (piggyback) with this contract at its discretion, with the consent of the awarded Vendor(s). Vendor(s) must seek approval from CPC prior to utilizing the contract with another eligible agency. CPC has partnerships with consortiums across the United States. CPC will work with the Vendor(s) to make such connections should the Vendor want to piggyback the contract as a vehicle for additional sales. All requirements of this solicitation will apply to all participating eligible agencies. Agencies participating in this contract shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold CPC harmless from any disputes, disagreements, or actions which may arise as a result of using this contract.

Amendments: This solicitation and resulting contract shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, other than by written amendment signed by the Parties hereto.

Audit: In accordance with applicable law, the Vendor will agree that members of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will ask participating agencies for invoices showing purchases from the Vendor. The Vendor will agree to provide verifiable documentation of all purchases made by said agencies and will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both CPC and the Vendor. CPC will require refunding of the agencies involved if any difference in price is found and will also require payment of any administrative fees due as a result of sales that were not listed on the sales report(s). CPC will give at least five (5) calendar days' notice of an audit. The audit will be conducted at a reasonable place and time.

Awarded Vendor(s): The company or companies chosen by CPC to provide goods and/or services to CPC participating agencies through the solicitation process.

Awards: Awards will be made with reasonable promptness and by written notice to the successful Vendor; solicitation responses are considered to be irrevocable for a period of one hundred twenty (120) days following the solicitation opening unless expressly provided for to the contrary in the solicitation, and may not be withdrawn during this period without the express permission of CPC.

1. Awards shall be made to the Vendor whose offer(s) constitutes the lowest responsive price offer (or lowest responsive price offer on an evaluated basis) for the item(s) in question or for the solicitation as a whole, at the option of CPC. CPC reserves the right to determine those offers which are responsive to the solicitation, or which otherwise serve its best interests.
2. CPC reserves the right, before making award, to initiate investigations as to whether or not the materials, equipment, supplies, qualifications or facilities offered by the Vendor meet the requirements set forth in the proposal and specification, and are ample and sufficient to ensure the proper performance of the contract in the event of award. If upon such examination it is found that the conditions of the proposal are not complied with or that articles or equipment proposed to be furnished do not meet the requirements called for, or that the qualifications or facilities are not satisfactory, CPC may reject such offer. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon CPC to make any

examinations before awarding a contract; and it is further understood that if such examination is made, it in no way relieves the Vendor from fulfilling all requirements and conditions of the contract.

3. Qualified or conditional offers which impose limitations of the Vendor's liability or modify the requirements of the solicitation, offers for alternate specifications, or which are made subject to different terms and conditions than those specified by CPC may, at the option of the CPC, be:
 - a. Rejected as being non-responsive, or
 - b. Set aside in favor of the CPC's terms and conditions (with the consent of the respondent), or
 - c. Accepted, where CPC determines that such acceptance best serves the interests of participating agencies and CPC.

Acceptance or rejection of alternate or counter-offers by CPC shall not constitute a precedent that shall be considered to be binding on successive solicitations or procurements.

4. CPC reserves the right to determine the responsibility of any Vendor for a particular procurement.
5. CPC reserves the right to reject any and all responses in whole or in part, to waive technical defects, irregularities, and omissions, and to give consideration to past performance of the offeror wherein its judgment the best interests of participating agencies will be served by so doing.
6. CPC reserves the right to make awards by items, group of items or on the total low response for all the items specified as indicated in the detailed specification unless the Vendor specifically indicates otherwise in their response.
7. Preference may be given to responses on products raised or manufactured in the state, other things being equal.

Byrd Anti-Lobbying Amendment: If a project, as a result of this solicitation, is in excess of \$100,000, the Vendor certifies that it will not, and has not, used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. The Vendor will also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. The Vendor will ensure compliance herewith by Seller's subcontractors.

Christian Doctrine: Any federal, state and local governing authority's/jurisdiction's statutes, codes, rules and regulations referenced and/or govern the products, services and activities relating to and are part of this solicitation, whether or not physically noted or included, shall be complied with and adhered to as required. It is the sole responsibility of the Vendor to perform and complete any necessary research and investigation required to make themselves aware of and comply with this item.

Collusion: For the goods, services or public work specified under this solicitation, Vendor confirms that the offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive solicitation in connection with the above proposal, and that all statements contained within the offer are true and correct. Collusion between Vendors is a cause for rejection of those respondents involved.

Confidential Information: CPC is a public entity; the information contained in the proposals shall be considered public information under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 et. seq. No part of a proposal shall be treated as confidential unless so designated, by the Vendor submitting the proposal, as trade secret information having met the criteria under Minnesota Statutes § 13.37 Subd. 1(b) and other applicable laws. Any data claimed by the vendor submitting the proposal to be trade secret data must be clearly marked "proprietary and confidential." Should a challenge occur to said Vendor's designation of data as "proprietary and confidential," the vendor shall indemnify and hold CPC harmless for any attorney's fees, costs, penalties, or losses associated with such designation. CPC makes no representations to any vendor regarding their designation of data as "proprietary and confidential." CPC designates the sales reports and administrative fee data, references in this

solicitation, as confidential. Therefore, under no circumstances, release this data to any entity other than CPC. CPC, however, is a government entity, is required to, upon request of any individual organization; make this information available to the person(s) making the request to contact the CPC department.

Construction Related Products and Services (*construction-related solicitations only*): CPC will consider and determine if the qualified responses resulting from the solicitation are able to meet the necessary requirements for construction-related products and services and to enter and execute a contract in the state of Minnesota. The Vendor will be required to work with CPC's participating agencies and will require that an architect's signature or certification is noted on the specifications as required by [Minnesota Statute §326.12 subd. 3](#). With certain exceptions, [Minnesota Rules part 1800.5200, subpart 1](#), requires a licensed architect or engineer to prepare and certify specifications for building alterations or renovations. Once CPC and the Vendor are able to confirm that business is able to be conducted in Minnesota, CPC will make a final decision to complete the contract execution process.

In North Dakota, CPC will consider and determine if the qualified responses resulting from the solicitation are able to meet the necessary requirements for construction-related products and services, according to [Chapter 48-01.2 of the North Dakota Century Code](#), and to enter and execute a contract in the state of North Dakota. Once CPC and the Vendor are able to confirm that business is able to be conducted in North Dakota, CPC will make a final decision to complete the contract execution process.

For all quotes provided to participating agencies, for construction-related projects, products, and services, the Vendor must also send a duplicate quote to CPC. The quote provided to CPC must include the contact information of the participating agency.

Costs of Preparation: All costs associated with the preparation, development, or submission of a response or other offers will be borne by the Vendor. CPC will not reimburse any Vendor for such costs.

Debarment and Suspension: If within the past five (5) years, any Vendors that have been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state, or local government, the Vendor must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the debarment or suspension, the duration of the debarment or suspension, and the relevant circumstances relating to the debarment or suspension. Any failure to supply such a letter or to not disclose in the letter all the pertinent information may result in the cancellation of any resulting contract.

Default Contract: The resulting contract shall be the default contract. All participating agencies' purchases will receive the pricing described in this contract and CPC will receive credit for those purchases made by participating agencies.

Defects: All products must be 100% guaranteed. Any product which is received damaged, found to be defective, or does not perform to the end-users' expectations must be replaced at the vendor's expense including all shipping/delivery charges. If a participating agency receives product(s) that appear to be damaged, they reserve the right to refuse delivery. Participating agencies will not be charged for items that are refused.

Delivery: Delivery must be made as ordered and in accordance with the solicitation. If delivery qualifications do not appear on the Vendor's proposal, it will be interpreted to mean that goods are in stock and that shipment will be made within five (5) calendar days. The decision of CPC, as to reasonable compliance with the delivery terms, shall be final. Burden of proof of delay in receipt of order shall rest with the Vendor. No delivery charges shall be added to invoices except when authorized on the Purchase Order. All prices submitted are to be F.O.B. Destination, Freight Pre-Paid, and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.

Express Online Marketplace: CPC provides participating agencies with an online purchasing platform called Express. Through Express, agencies are able to search for and purchase items. Essentially, Express is a one-stop-shop for many of CPC's commodity-based contracts. A Vendor does not have to have an e-commerce site to be included in Express. Express offers integration into two (2) of the main K-12 school financial systems in Minnesota. CPC expects growth in the number of agencies utilizing the marketplace and the volume of sales to grow significantly. CPC will work with the Vendor to determine if the contract agreement is suitable for the online platform. If deemed suitable, CPC will require integration into Express in a timely manner as outlined in the solicitation.

Entire Agreement: The Master Contract Agreement, shall constitute the entire and exclusive agreement between CPC and any vendor receiving an award. In the event of any conflict between the bidder's standard terms of sale, these conditions or more specific provisions contained in the solicitation shall govern.

1. Each proposal will be received with the understanding that the acceptance, in writing, by contract or purchase order by the participating agency of the offer to do work or to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the Vendor and the participating agency. This shall bind the Vendor to furnish and deliver at the prices and in accordance with the conditions of said accepted proposal and detailed specifications and the participating agency to pay for at the agreed prices, all materials, equipment, supplies or services specified and delivered. A contract shall be deemed executory only to the extent of funds available for payment of the amounts shown on purchase orders issued by the participating agency to the Vendor.
2. No alterations or variations of the terms of the contract shall be valid or binding unless submitted in writing and accepted by CPC. All orders and changes thereof must originate from the participating agencies: no oral agreement or arrangement made by a contractor with an agency or employee will be considered to be binding on CPC and may be disregarded.
3. Contracts will remain in force for the contract period specified or until all articles or services ordered before date of termination shall have been satisfactorily delivered or rendered and accepted and thereafter until all terms and conditions have been met, unless
 - a. Terminated prior to expiration date by satisfactory delivery against orders of entire quantities, or
 - b. Extended upon written authorization of CPC and accepted by the Vendor, to permit ordering of the unordered balances or additional quantities at the contract price and in accordance with the contract terms, or
 - c. Canceled by CPC in accordance with other provisions stated herein.
4. It is mutually understood and agreed that the vendor shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of CPC.
5. If subsequent to the submission of an offer or issuance of a purchase order or execution of a contract, the Vendor shall merge with or be acquired by another entity, the contract may be terminated, except as a corporate resolution prepared by the Vendor and the new entity ratifying acceptance of the original bid or contract terms, condition, and pricing is submitted to CPC, and expressly accepted.

Federal Requirements: The Vendor agrees, when working on any federally-assisted project with more than \$2,000.00 in labor costs for the construction, alteration, and/or repair, including painting and decorating, or a public building or public work, to comply with the Contract Work Hours and Safety Standards Act (40 USC) 3701 et seq.) and all applicable sections of the act and the Department of Labor's supplemental regulations (29 CFR Parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (40 USC 3141), the Copeland "Anti-Kickback" Act (40 USC 3145 and USC 874) as supplemented in the Department of Labor regulation (29 CFR Part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor Regulations (41 CFR Part 60)).

In such projects, the Vendor agrees to post wage rates at the worksite and submit a copy of their payroll to the participating agency for their files. In addition, to comply with the Copeland Act, the Vendor must submit weekly payroll records to the participating agency. The Vendor must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to participating agencies that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the Vendor. In projects that are not federally funded, the Vendor must agree to meet any federal, state, or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed-on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this solicitation. The Vendor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.), and Executive Order 11738 and Environmental Protection Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities.

Federal Uniform Guidance: By entering into a contract, the Vendor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in Title 2 C.F.R. § 200 et. seq.

Fiscal Year: a fiscal year is defined as July 1 through June 30 of the following calendar year. The fiscal quarters end on September 30, December 31, March 31, and June 30.

Force Majeure: Except for payments of sums due, neither party shall be liable to the other, nor deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of either party affected and occurs without fault or negligence, including, but not limited to, the following: acts of nature; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; earthquakes; famine; volcanic eruptions; meteor strikes; lockouts; injunctions-interventions-acts or failures; or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this agreement. Force majeure shall not include late deliveries of software or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies and poor management practices, or similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party in writing of such delay within 48 hours.

Governing Law: This resulting contract award shall be interpreted and construed in accordance with and governed by the laws of the State of Minnesota.

Governing Venue: The resulting contract award shall be deemed to have been made and performed in Otter Tail County, Minnesota. For the purpose of venue, all legal arbitration or causes for action arising out of the resulting agreement shall be brought to the courts of Otter Tail County, Minnesota.

Hold Harmless: All parties agree to hold the other harmless from any and all claims and demands of participating agencies which may result from the negligence of the other in connection with their duties and responsibilities under this agreement unless such action is a result of intentional wrongdoing of the other party.

Insurance: The Vendor shall purchase, maintain and provide certification from insurer(s) for minimal coverage during the life of an awarded contract, to include, but not limited to, comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment, and other insurance coverage required by

and applicable to each of CPC's individual state's statutes and federal laws which proposed products and services will be offered and provided. The Vendor shall provide a Certificate of Insurance (COI) from the issuing company or their authorized agent, identifying the coverage required below and identifying CPC as a "Certificate Holder". Any required insurance that is canceled before the expiration date of the contract agreement, the issuing company will send immediate notice to CPC. Respondents shall provide a statement of insurance from the issuing company or their authorized agent with their proposal. The Vendor shall meet the following requirements:

1. Commercial General Liability: \$1,000,000 each occurrence, \$500,000 annual aggregate
2. Automobile Liability: \$1,000,000 each occurrence
3. Workers Compensation: \$100,000

CPC reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement. The Vendor shall provide the COI prior to the start of the contract term as a condition of award. Failure to comply with this provision will result in termination of the award.

Leasing and Rental Agreements: The Vendor may allow participating agencies to enter into a rental, lease, or lease-purchase agreements, providing such agreements are in compliance with Minnesota Statutes and guidelines. CPC must receive a report annually, summarizing the executed lease purchases along with a summary of the participating agencies' purchases. CPC will not collect lease payments or be involved in the terms and conditions of the lease. All lease arrangements are between the Vendor and the participating agency. The Vendor agrees that leases will be in compliance with the Uniform Commercial Code. The applicable administrative fee must be included in the lease cost based on the total value of the goods and applicable services purchased. This fee is referred to under the Technical Specifications. The Vendor should attempt to work with CPC's current leasing vendor. Note, the current leasing vendor may require a minimum purchase amount to begin the leasing process. Should the Vendor be required to utilize their own financial leasing company, this should be noted/requested as an exception.

Marketing and Promotion: Upon award and completion of the vendor orientation, CPC will promote the contract opportunity via its websites. CPC will also announce the new partnership in its newsletters and will publish the contract and marketing information through hard copy marketing items (i.e. flyers, postcard) and electronic email. Contracts will also be promoted at applicable trade shows, conferences, and meetings on a regular basis.

CPC may assist in the development of these materials if requested by the Vendor, but in all cases shall have the authority to review and approve any marketing materials. If a website is used, the link will be made available from the CPC and NDESC websites. Any web page or link, or other marketing tools shall be dedicated to CPC information only.

Minority and Women-Owned Business: CPC's intent is to undertake every effort to increase the opportunity for utilization of minority and women-owned businesses in all aspects of procurement. In connection with the performance of this solicitation, the Vendor agrees to use their best effort to carry out this intent and ensure that minority and women-owned enterprises shall have the maximum practicable opportunity to compete for subcontract work under this solicitation consistent with the efficient performance of this solicitation. It is the desire of CPC to promote wherever possible equitable opportunities for minority and women-owned businesses to participate in the services associated with this solicitation.

New Agency Notification: CPC will email the current participating agency list to the Vendor each quarter. Those agencies not renewing their participation must not receive CPC agency pricing/discounts.

Non-Discrimination: Any resulting contract for or on behalf of participating agencies, said Vendor agrees to:

1. That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

2. That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;
3. That a violation of this section is a misdemeanor; and
4. That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

Notices: Notices permitted or required to be given hereunder shall be deemed sufficient if given by registered or certified mail, postage prepaid, return receipt requested, addressed to the following addresses of the parties, or at such other addresses as the respective parties may designate by like notice from time to time. Notices so given shall be effective upon (a) receipt by the party to which notice is given, or (b) on the seventh (7th) day following the date such notice was posted, whichever occurs first.

Ordering: All orders will be executed by participating agencies, directly, with the Vendor. The Vendor will provide products and/or service(s) directly to the specified agency and invoice that agency directly. The Vendor may offer a variety of options for agencies to place orders. The Vendor will make all deliveries and installation of products and services. CPC will not warehouse items or provide services.

Patent Indemnification: The Vendor agrees to hold harmless CPC, its successors, assigns, customers and the users of its products from any liability of any nature or kind for use of any copyrighted or copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract agreement, for which the contractor is not the patentee, assignee or licensee.

Participating Agency: A participating agency shall be defined in accordance with the Minnesota Statutes M.S. §471.59, and M.S. §123A.21, Sub. 11, North Dakota Century Code Chapter 54-40.3, and South Dakota Statutes §5-18A-37. An eligible agency includes any school, higher education, city, county, other governmental agency, nonprofit organization, or other entity contracted to conduct business on behalf of a participating agency provided that they are required to follow state and local procurement regulations.

Party: The name given to either organization who enters into a contractual agreement.

Payment: The participating agency using the contract agreement will make payments directly to the Vendor. Payment terms will be defined by the Vendor in their response. Vendors are encouraged to offer payment terms through procurement card (P Card) services, if applicable. Payments shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

1. Where a question of quality is involved, payment in whole or part against which to chargeback any adjustment required shall be withheld at the direction of the participating agency. In the event a cash discount is stipulated, the withholding of payments, as herein described, will not deprive the participating agency of taking such a discount.
2. Payments for used portion of inferior delivery will be made by the participating agency on an adjusted price basis.

Payment; Invoices: The Vendor shall submit invoices to the participating agencies clearly stating "Per CPC Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

Prompt Payment: Participating Agencies will follow M.S. §471.425 regarding prompt payment of local government bills.

Protests: All protests pertaining to the specifications of the solicitation must be delivered in writing and received by the RFP Facilitator no later than 4:00 p.m. CT on the third (3) business day prior to the opening of proposals. Protest shall be filed no later than three (3) business days after the opening of the proposals or if the protest is based on subsequent action of CPC, not later than three (3) business days after the aggrieved person knows or should have knowledge of the fact giving rise to the protests. Protests of an award will only be accepted by Vendors who have submitted a response to the solicitation. Respondents may protest only deviations from laws, rules, regulations, or procedures. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in the scoring by individual evaluators may not be protested. Protests not filed within the time specified above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed. Should such a protest reach arbitration and result in a loss, the Vendor will be borne to all costs, including CPC's legal fees. Protests shall include the following:

1. Name, address and telephone number of protester;
2. Original signature of the protester or its representative;
3. Identification of the solicitation by RFP number;
4. Detailed statement of legal and factual grounds including copies of relevant documents; and the form of relief requested; and
5. Any protest review and action shall be considered final with no further formalities being considered.

Qualified Respondent: A Vendor that has submitted a proposal meeting the due date and time of the solicitation and has submitted all of the requested documents in their entirety in their required format(s).

Recalls: The Vendor shall notify CPC and their participating agencies immediately of any product recalls. The Vendor will issue a credit or comparable substitute for any delivered, recalled product at the agency's discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the Vendor.

Relationship of Parties: No contract agreement resulting from this solicitation shall be considered a contract of employment. The relationship between CPC and an awarded Vendor is one of independent contractors each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties do not intend the proposed contract agreement to create or is to be construed as creating a partnership, joint venture, master-servant, principal-agent, or any other relationship. Except as provided elsewhere in this solicitation, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation or otherwise in any manner whatsoever except as may be expressly provided herein.

Respondent: A respondent has notified CPC of a desire to respond to the proposal and/or has submitted a proposal in response to this solicitation.

Rights and Obligations Upon Termination: Termination of the resulting contract award shall not release the party from the obligation to make payment of all amounts due and payable. Regardless of cause, the Vendor must refrain from any activity which will create a negative relationship between participating agencies and CPC. Notification of termination to participating agencies shall not be made by the Vendor unless written approval has been received from CPC or its designee. Said approval shall include, but not be limited to, the content of the notice, its structure and timing. This will remain in effect for 60 days post-termination. When failure is deemed by the other party to be the result of willful and wanton negligence, it may result in civil action against the first party. The Vendor will continue to provide warranty and product support as specified in their proposed response to the solicitation or by the manufacturer, whichever is greater, on all services purchased by participating agencies during the contract term. Upon termination, any website references and/or email accounts, created by either the Vendor or CPC and designed to promote the contract agreement resulting from this solicitation shall be terminated within 48 hours of the termination.

Risk of Loss: Regardless of F.O.B., the Vendor) agree(s) to bear all risks of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery, and such loss or destruction shall not release the Vendor from any obligation hereunder.

Safety Data Sheet (SDS): Documentation providing workers and emergency personnel with procedures for handling or working with a specific substance in a safe manner, and information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. SDS documentation must accompany all deliveries when required by federal, state and local laws.

Sales Representation and Marketing: The Vendor agree(s) to provide identified sales/marketing representatives whom CPC can contact for sales and product information. The Vendor must exhibit the willingness and ability to actively market and develop contract specific marketing materials, including, but not limited to:

1. Printed marketing materials;
2. Contract announcements and advertisements; and
3. On the Vendor's website.

Sales Tax: Sales and other taxes shall not be included in the prices quoted. The Vendor will charge state and local sales and other taxes on items for which a valid tax exemption certification has not been provided. Each participating agency is responsible for providing verification of tax-exempt status to the Vendor. When ordering, participating agencies must indicate that they are tax-exempt entities. Except as set forth herein, no party shall be responsible for taxes imposed on another party as a result of or arising from the transactions contemplated by a Vendor resulting from this solicitation.

Severability: In the event that any of the terms of this solicitation are in conflict with any rule of law or statutory provision or otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from this agreement, but such invalidity or unenforceability shall not invalidate any of the other terms of this agreement, and this agreement shall continue in force, unless the invalidity or unenforceability of any such provisions hereof does substantial violence to, or where the invalid or unenforceable provisions compromise an integral part of or are otherwise inseparable from, the remainder of the resulting agreement.

Substance Use and Conduct: All Vendor partners and subcontractors must adhere to local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on a participating agencies' premises.

Substitutions: The materials, products or equipment described in these documents establish a standard of type, function, and quality to be met by any proposed substitution. Unless the particular specification prohibits substitution, vendors are encouraged to propose materials, products or equipment of comparable type, function, and quality. Proposals for substitute items shall be stated in the appropriate blank on the proposal form, or if the form does not contain blanks for substitution, on the Vendor's letterhead attached to the pricing form. Vendors shall attach to the form a statement of the manufacturer and brand name of each proposed substitution plus a complete description of the item, including descriptive literature, illustrations, performance, and test data and any other information necessary for evaluation. The burden of proof is upon the respondent for the merit of the proposed substitution.

Termination: In case of failure to deliver goods or provide services in accordance with the contract terms and conditions, CPC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever CPC determines that such termination is in the best interest of CPC and its participating agencies. CPC will give notice of termination specifying the extent to which performance shall be terminated and the date upon which such termination becomes effective, giving thirty (30) calendar days' written notice to the Vendor. The participating

agency will only be required to pay the Vendor for goods and services delivered prior to the terminating and not otherwise returned in accordance with the Vendor's return policy. If the participating agency has paid the Vendor for goods and services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s).

Termination shall occur immediately upon any one of the following events with the awarded vendor(s):

1. Voluntary or involuntary bankruptcy or insolvency;
2. Failure to remedy a material breach to the terms and conditions of this solicitation;
3. Receipt of written information from any authorized agency finding activities the awarded vendor(s) engaged in pursuant to this solicitation to be in violation of the law.

Tri-State Area: Defined as the three states participating in CPC (Minnesota, North Dakota and South Dakota) and their participating agencies.

Value Added Attributes: Attributes that a vendor can provide that assist in educating or providing additional service to CPC's participating agencies. This would include but is not limited to products/services, such as promotional items, participation in vendor shows, demonstration of products, training seminars, and the ability to integrate with CPC's Express online marketplace (if applicable).

Vendor Orientation (CPC 101): The Vendor and their participating resellers/sub-contractors will be required to participate in an online training session that is designed to educate the Vendor and resellers/sub-contractors on the purpose and nature of CPC. The Vendor will not be marketed to participating agencies until they have completed the vendor orientation session.

Waiver: No failure by either party to take any action or assert any right hereunder shall be deemed to be a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

Revised 09/2019

Vendor Questionnaire

RFP #20.10 – Recycling Services

Instructions

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled “***Vendor Questionnaire – Name of Company***”.
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one (1) single PDF titled “Vendor Questionnaire – Name of Company”:

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Industry Specific Information](#)
6. [References](#)

Company Information

Name of Company: _____

Company Address: _____

City, State, Zip code: _____

Website: _____

Phone: _____

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

	Name	Email	Phone
General Manager			
Contract Manager			
Sales Manager			
Marketing Manager			
Customer Service Manager			
Account Manager(s)			

Who will be responsible for receiving updated membership lists? Include name, email and phone number(s).

Name	Email	Phone

Who will be responsible for submitting sales reports and administrative fee payments on a quarterly basis? Include name, email and phone number(s).

Name	Email	Phone

Who will be responsible for conducting audits as requested by CPC? Include name, email and phone number(s).

Name	Email	Phone

Identify any business types/classifications that your company holds. *Submit documentation in PDF format to verify business status.

x	Business Type/Classification
	8(a) 8(a) Qualified Business
	DBE Disadvantaged Business Enterprise
	HUB Historically Underutilized Business Zone
	MBE Minority-Owned Business Enterprise
	MWBE Minority Women-Owned Business Enterprise
	SBE Small Business Enterprise
	Other; list name:

x	Business Type/Classification
	SDB Small Disadvantaged Business
	SDVOB Service-Disabled Veteran Owned Business
	SECTION 3 Section 3 Business Concern
	SSV Sole Source Vendor
	VBE Veteran-Owned Business Enterprise
	WBE Woman-Owned Business Enterprise

Qualifications & Experience *(45 points)*

- 1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).**

Click or tap here to enter text.

- 2. Provide evidence of what your organization is doing to remain viable in the industry.**

Click or tap here to enter text.

- 3. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).**

Click or tap here to enter text.

- 4. Describe the number of agencies your organization, on average, your company provides recycling services for each year in CPC's tri-state area of Minnesota, North Dakota and South Dakota?**

Click or tap here to enter text.

- 5. Is your organization able to service all areas within CPC's tri-state area?**

_____ *Yes*

_____ *No*

If NO, explain why your organization is not able to service a particular area and/or state.

Click or tap here to enter text.

- 6. List the other contracts you have in place that could be accessed by our membership for your products (e.g. other consortiums) in the tri-state area?**

Click or tap here to enter text.

- 7. Provide a list of governmental, educational, and cooperative contracts that your company holds outside CPC's tri-state area.**

Click or tap here to enter text.

- 8. Describe any "added value" attributes being offered to CPC and its participating agencies when requesting services through your company.**

Click or tap here to enter text.

- 9. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).**

Click or tap here to enter text.

Marketing & Partnership *(25 points)*

- 1. Describe how your company markets directly to potential customers.**

Click or tap here to enter text.

- 2. Describe marketing collateral and sales campaigns that have been successful for your organization in the past. Describe how your organization plans to utilize your marketing staff with this anticipated contract.**

Click or tap here to enter text.

- 3. Describe your organization's ability to participate in conference tradeshows and how you will position the contract at those tradeshows. List all, conference tradeshows that your organization has attended in the last three (3) years.**

Click or tap here to enter text.

4. Describe how your company will position this contract to CPC's participating agencies if awarded.

Click or tap here to enter text.

5. Describe how you plan to inform and train your personnel on the details and promotion of the contract.

Click or tap here to enter text.

Financials & Level of Support *(35 points)*

1. Describe how your organization works with agencies to determine payment terms.

Click or tap here to enter text.

2. Does your company accept payment by procurement card? If so, is the participating agency assessed a fee for purchasing with a procurement card?

Click or tap here to enter text.

3. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.

Click or tap here to enter text.

4. Vendors are required to pay an administrative fee (minimum of 2%) on total gross sales to participating agencies. Propose an administrative fee (percentage) that your company is willing to pay.

Click or tap here to enter text.

5. Indicate the level of support your company will offer on this contract category.

- _____ Pricing is the same as offered to individual education, government, and nonprofit agencies.
_____ Pricing is the same as offered to cooperative purchasing organizations or state purchasing departments.
_____ Pricing is better than what is offered to individual education, government, and nonprofit agencies.
_____ Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
_____ Other, please describe

If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:

Click or tap here to enter text.

6. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?

_____ *Yes* _____ *No*

If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.

Click or tap here to enter text.

7. Has your company been disbarred and or suspended in doing business within the United States?

_____ *Yes* _____ *No*

If YES, list what states, the reason for debarment and/or suspension and its effective dates.

Click or tap here to enter text.

Industry Specific Information *(100 points)*

1. Provide a general narrative description of the services you are offering in your proposal.

Click or tap here to enter text.

2. Provide a general narrative description of your pricing model and identify how the model works.

Click or tap here to enter text.

3. Describe your company's experience necessary to properly market an agency's materials.

Click or tap here to enter text.

4. Describe your company's fleet operation of service equipment. Explain the complexities of relying on subcontractors to provide transportation and equipment.

Click or tap here to enter text.

5. Describe the ordering/request process and what methods can be used by participating agencies to place or create pick-up orders.

Click or tap here to enter text.

6. Describe your pick-up policy and lead time required from a participating agency placing a request until the time of pick-up.

Click or tap here to enter text.

7. Describe any minimums or mobilization fees that may be surcharged to a participating agency. Describe any additional surcharges that may occur.

Click or tap here to enter text.

8. Describe any on-site equipment services that your company can provide (i.e. collection containers, balers or compactors) and any applicable charges for these services.

Click or tap here to enter text.

9. At times there are issues with service or pick-ups. Describe the process for addressing such issues with participating agencies.

Click or tap here to enter text.

10. Provide the locations where your company will deliver recyclable materials for processing. Provide the name and address of those facilities. Describe if your company is a broker or if you own and operate a processing facility.

Click or tap here to enter text.

Exceptions & Deviations (10points)

1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.

Click or tap here to enter text.

2. List any exceptions your company is requesting to the terms set forth in the Technical Specifications. Respondents must include the following when requesting exceptions:

- RFP section number and page number
- Describe the exception
- Explanation of why this is an issue
- Proposed alternative to meet the needs of participating agencies and the cooperative

Click or tap here to enter text.

References

Provide three (3) references that have purchased products and/or services that are applicable to the scope of this proposal. References should include education, cities, counties, and nonprofits. A contact name, phone number and email will be required.

Reference #1 – Business Name	Click or tap here to enter text.
Product/Service Purchased	Click or tap here to enter text.
Year of Purchase	Click or tap here to enter text.
Reference Contact	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.

Reference #2 – Business Name	Click or tap here to enter text.
Product/Service Purchased	Click or tap here to enter text.
Year of Purchase	Click or tap here to enter text.
Reference Contact	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.

Reference #3 – Business Name	Click or tap here to enter text.
Product/Service Purchased	Click or tap here to enter text.
Year of Purchase	Click or tap here to enter text.
Reference Contact	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.

Pricing Schedule Intro

***Please note this spreadsheet has multiple workbooks/tabs.**

Instructions. This spreadsheet contains multiple workbooks/tabs relating to this RFP. Please follow the directions found/listed on each workbook and complete the workbooks as they pertain to your company's offerings. All pages have been formatted to print to one page width, however, you may add additional lines as needed. Please note, each individual workbook will note if it's a required or optional form. Per the RFP terms and conditions, all workbooks listed as optional are considered a value-added attribute.

This spreadsheet contains the following workbooks/tabs:

- C.1 - Pricing
- C.2 - Services
- C.3 - Volume Discounts

C.1 - Pricing *required*

Enter ALL products and recyclables that your company is proposing to remove from participating agencies' facilities and recycle legally.

C.2 - Support Services - *optional*

Enter any additional services that your company offers.

C.3 - Volume Discounts - *optional*

Enter any additional volume discounts that your company is offering to participating agencies.

Form C.1 - Pricing

***Please note this workbook has multiple tabs.**

Instructions. In the form below, please complete the groupings listed below as well as any additional groupings your organization may offer. With each grouping, please list the standard price charged for that item and the discount offered to CPC members for that grouping. Form C.1 has been formatted to print to one page width. Please note this is a **required form**.

Responding Company's Name: _____

REQUIRED FORM

[illegible]

C.2 - Services Price Schedule

***Please note this workbook has multiple tabs.**

Instructions. Please complete the tables below if your company offers any of the following services. Please note this is an **optional form**.

Responding Company's Name:

OPTIONAL FORM

Other Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

Form C.3 - Volume Discounts

***Please note this workbook has multiple tabs.**

Instructions. Please complete the form below if your company is offering additional discounts for a one time purchase OR a group of local agencies in a geographic area combining requirements (estimate annual spend). Please note this is an **optional form**.

Responding Company's Name: _____

OPTIONAL FORM

[illegible]

Vendor Forms & Signatures

RFP #20.10 – Recycling Services

Instructions

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled “***Vendor Forms & Signatures – Name of Company***”.
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one single PDF titled “Vendor Forms & Signatures – Name of Company”:

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance “EDGAR” Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

Addendum Acknowledgement

Instructions: Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received (check the box next to each addendum received):

☐

Addendum No. 1

☐

Addendum No. 5

☐

Addendum No. 2

☐

Addendum No. 6

☐

Addendum No. 3

☐

Addendum No. 7

☐

Addendum No. 4

☐

Addendum No. 8

I understand that failure to confirm receipt of addenda may cause for rejection of this response.

Authorized Signature

Date

Acknowledgment: I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.

Authorized Signature

Date

Contract Offer & Award

Instructions: Part I of this form is to be completed by the Vendor and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name	_____	Date	_____
Address	_____	City, State, Zip	_____
Contact Person	_____	Title	_____
Authorized Signature	_____	Title	_____
Email	_____	Phone	_____

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency _____

Authorized Representative _____

Name Printed or Typed _____

Awarded this _____ **day of** _____ **Contract Number** _____

Contract to Commence _____

Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

Instructions: When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

3. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of

“federally assisted construction contract” in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor’s acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

7. Clean Air Act and Federal Water Pollution Control Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, the Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

10. Procurement of Recovered Materials

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

12. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

Vendor Certification (By Item)	<u>Vendor Certification:</u> YES, I agree or NO, I do NOT agree	Initial
1. Violation of Contract Terms and Conditions		
2. Termination for Cause of Convenience		
3. Equal Employment Opportunity		
4. Davis-Bacon Act		
5. Contract Work Hours and Safety Standards Act		
6. Right to Inventions Made Under a Contract or Agreement		
7. Clean Air Act and Federal Water Pollution Control Act		
8. Debarment and Suspension		
9. Byrd Anti-Lobbying Amendment		
10. Procurement of Recovered Materials		
11. Profit as a Separate Element of Price		
12. General Compliance with Participating Agencies		

Name of Business

Signature of Authorized Representative

Printed Name/Title

Date

Subcontractor Utilization Form

Instructions: List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: _____
Solicitation Number: _____
Vendor Name: _____

If a subcontractor will not be used, check this box:

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

Your organization's uploaded proposal should include the following submitted and correctly labeled documents:

X	Document Title	How to be Submitted
	Performance Bond of \$2,500 (Copy)	Submit as PDF
	Pricing Schedule – Name of Company	Submit as an Excel document
	Vendor Questionnaire – Name of Company	Submit as a Word document
	Vendor Forms & Signatures – Name of Company	Submit as one (1), single PDF. *Signatures Required
	Certificate of Insurance – Name of Company	Submit as PDF
	Additional Information – as required <ul style="list-style-type: none">• Business Type Certificate, if applicable	Submit as PDF

IMPORTANT: All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.

Authorized Signature

Printed Name/Title

Date

Lisa Truax

From: Public Purchase <notices@publicpurchase.com>
Sent: Monday, November 11, 2019 10:00 AM
To: Lisa Truax
Subject: Public Purchase - RFP #20.10 - Recycling Services Closed Notification

Lisa M Truax:

The bid RFP #20.10 - Recycling Services has closed on Nov 11, 2019 9:00:00 AM MST

To see more details on this bid go to

<http://www.publicpurchase.com/gems/bid/bidView?bidId=119023>

Thank you for using Public Purchase.

MK= 4yLMIVjX1siZBgEpB6KEVA==

Notifications Report

Agency

Bid Number

Bid Title

Cooperative Purchasing Connection

20.10

Recycling Services

Vendor Name	State	Invitation	Date	Email	Reason
ADSG Inc.	TX	Classification	2019-10-14 08:13:27	sroark@accentwire.com	Bid Notification
A-Line E.D.S.	IA	Classification	2019-10-14 08:13:27	anne@alineeds.com	Bid Notification
American Textile & Supply, Inc	CA	Classification	2019-10-14 08:13:27	gbuty@americantex.com	Bid Notification
ASPEN Refrigerants, Inc.	NY	Classification	2019-10-14 08:13:27	contracts.department@aspenrefrigerants.com	Bid Notification
Austin Mac Repair	TX	Classification	2019-10-14 08:13:27	bids@austinmacrepair.com	Bid Notification
Ball, Bounce, & Sport Inc. DBA Hedstrom Environmental	OH	Classification	2019-10-14 08:13:27	RHershiser@hedstrom.com	Bid Notification
BESA Equipment	PA	Classification	2019-10-14 08:13:27	tetzler@besa.com	Bid Notification
BioMRF Technologies, Inc.	CA	Classification	2019-10-14 08:13:27	luigi.castelli@biomrf.com	Bid Notification
Biositu, LLC	TX	Classification	2019-10-14 08:13:27	adeleh@biositu.com	Bid Notification
BlueMAC Recycling Systems	00	Classification	2019-10-14 08:13:27	sean.mcbride@bluemacmanufacturing.com	Bid Notification
BSI Services and Solutions (West) Inc.	TX	Classification	2019-10-14 08:13:27	Lauren.Monnat@bsigroup.com	Bid Notification
Computer Dealers & Recyclers Global, Inc	OK	Classification	2019-10-14 08:13:27	ckidd@cdrglobal.com	Bid Notification
Coolgas, Inc.	TX	Classification	2019-10-14 08:13:27	Contracts.us@agas.com	Bid Notification
Dynamic Recycling	WI	Classification	2019-10-14 08:13:27	kvanderzee@dynamicitad.com	Bid Notification
Eco-Tec, Inc.	WA	Classification	2019-10-14 08:13:27	herb@eco-tec-inc.com	Bid Notification
EQ-The Environmental Quality Company dba US Ecology	MI	Classification	2019-10-14 08:13:27	nanette.myers@usecology.com	Bid Notification
Ethos Environmental LLC.	CO	Classification	2019-10-14 08:13:27	ethos@ethosenv.com	Bid Notification
Evolv Solutions	KS	Classification	2019-10-14 08:13:27	cgonzales@mbeconnect.com	Bid Notification
E W Wells Group	TX	Classification	2019-10-14 08:13:27	trisa.farrish@wellsgroup.us	Bid Notification
Global Environmental Services	KY	Classification	2019-10-14 08:13:27	kevin.czachow@gesrecycles.com	Bid Notification
Go-Green Recycling Systems	CA	Classification	2019-10-14 08:13:27	mark@go-greenrecyclingsystems.com	Bid Notification
Green Lights Recycling Inc.	MN	Classification	2019-10-14 08:13:27	rickseitzco@aol.com	Bid Notification
Harmony Enterprises, Inc.	MN	Classification	2019-10-14 08:13:27	bhoag@harmony1.com	Bid Notification
Humdinger Equipment, Ltd	TX	Classification	2019-10-14 08:13:27	chad@humdingerequipment.com	Bid Notification
HWI Equipment, Inc	MO	Classification	2019-10-14 08:13:27	bbergev@hwiequipment.com	Bid Notification
HYDRO TEK SYSTEMS, INC.	CA	Classification	2019-10-14 08:13:27	smiller@hydrotek.us	Bid Notification
Imaan International Inc.	VA	Classification	2019-10-14 08:13:27	valerie@imaaninc.com	Bid Notification
IPL Inc	QC	Classification	2019-10-14 08:13:27	jptheria@ipl-plastics.com	Bid Notification
ITAD USA	TX	Classification	2019-10-14 08:13:27	jjohnston@itadusa.com	Bid Notification
Latamxport LLC	FL	Classification	2019-10-14 08:13:27	amalia.kissel@latamxport.com	Bid Notification
MARCOR Environmental LP	CA	Classification	2019-10-14 08:13:27	smoran@marcor.com	Bid Notification
NEP Reclamation, LLC	WY	Classification	2019-10-14 08:13:27	pcarlson@nepetroleum.com	Bid Notification
Park Place Technologies, LLC	OH	Classification	2019-10-14 08:13:27	cattig@parkplacetech.com	Bid Notification
Penn Morris	NJ	Classification	2019-10-14 08:13:27	mail@bestatus	Bid Notification
Perma-Fix Environmental Services, Inc.	TN	Classification	2019-10-14 08:13:27	mike.williams@perma-fix.com	Bid Notification
POWER Engineers, inc.	TX	Classification	2019-10-23 14:13:13	julie.morelli@powereng.com	Bid Notification
Pro-Tainer, Inc.	MN	Classification	2019-10-14 08:13:27	protain@protainer.com	Bid Notification
RAKI COMPUTERS	TX	Classification	2019-10-14 08:13:27	nigel@rakicomp.com	Bid Notification
Recycling Equipment Corporation	PA	Classification	2019-10-14 08:13:27	greg@recyclingequipment.com	Bid Notification
Royal Media Network Inc.	MD	Classification	2019-10-14 08:13:27	lorence@royalimagingolutions.com	Bid Notification
Secure Enterprise Asset Management, Inc.	SD	Classification	2019-10-14 08:13:27	levi@seamservices.com	Bid Notification
STS Electronic Recycling	TX	Classification	2019-10-14 08:13:27	josh.hubbard@stsrecycle.com	Bid Notification
Tatooine Electronic Systems Inc	WY	Classification	2019-10-14 08:13:27	recycle@tatooinc.com	Bid Notification
The Retrofit Companies	MN	Classification	2019-10-14 08:13:27	landrist@retrofitcompanies.com	Bid Notification
TOTALL Metal Recycling, Inc.	IL	Classification	2019-10-14 08:13:27	billzielske@tmrusa.com	Bid Notification
Toter Incorporated	NC	Classification	2019-10-14 08:13:27	sowen@toter.com	Bid Notification
Toter LLC	NC	Classification	2019-10-14 08:13:27	toterbids@toter.com	Bid Notification
Unlimited Resources Corporation	MO	Classification	2019-10-14 08:13:27	sales@urcrecycle.com	Bid Notification
US Ecology Livonia, Inc.	MI	Classification	2019-10-14 08:13:27	nanette.myers@usecology.com	Bid Notification
Vintage Tech	IL	Classification	2019-10-14 08:13:27	mckenn1aeiu@gmail.com	Bid Notification
Vintage Tech Recyclers	IL	Classification	2019-10-14 08:13:27	tina.krstulic@vintagetechnrecyclers.com	Bid Notification
Waste Management	IL	Classification	2019-10-14 08:13:27	kbradle8@wm.com	Bid Notification
Wastequip Mfg. Co. LLC	CA	Classification	2019-10-14 08:13:27	bids@wastequip.com	Bid Notification
Whitaker Brothers Business Machines	MD	Classification	2019-10-14 08:13:27	slaine@whitakerbrothers.com	Bid Notification

Wistron GreenTech (Texas) Corporation	TX	Classification	2019-10-14 08:13:27	Darren_Fort@Wistron.com	Bid Notification
Wolfdog Medical Supplier, LLC	PA	Classification	2019-10-14 08:13:27	sales@wolfdogmedical.com	Bid Notification

Access Report

Agency
Bid Number
Bid Title

Cooperative Purchasing Connection
20.10
Recycling Services

Vendor Name	Accessed First Time	Most Recent Access	Documents	Most Recent Response Date
Green Lights Recycling Inc.	2019-10-14 09:53 AM CDT	2019-10-14 10:00 AM CDT	RFP #20.10 - Vendor Questionnaire.docx RFP #20.10 - Vendor Forms & Signatures.pdf RFP #20.10 - Pricing Schedule.xlsx RFP #20.10 - General Terms and Conditions.pdf RFP #20.10 - Recycling Services.pdf	
Imaan International Inc.	2019-10-14 09:41 AM CDT	2019-10-23 01:31 PM CDT	RFP #20.10 - General Terms and Conditions.pdf RFP #20.10 - Vendor Questionnaire.docx RFP #20.10 - Vendor Forms & Signatures.pdf RFP #20.10 - Pricing Schedule.xlsx RFP #20.10 - Recycling Services.pdf	
CASCADE ENGINEERING	2019-10-15 07:23 AM CDT	2019-10-15 07:24 AM CDT	RFP #20.10 - Recycling Services.pdf RFP #20.10 - Pricing Schedule.xlsx	
Secure Enterprise Asset Management, Inc.	2019-10-14 09:19 AM CDT	2019-10-14 09:21 AM CDT	RFP #20.10 - Pricing Schedule.xlsx RFP #20.10 - General Terms and Conditions.pdf RFP #20.10 - Recycling Services.pdf	
Attainment Company Inc.	2019-10-15 12:18 PM CDT	2019-10-15 12:18 PM CDT		
Dynamic Recycling	2019-10-14 09:33 AM CDT	2019-10-14 01:48 PM CDT	RFP #20.10 - Vendor Questionnaire.docx RFP #20.10 - General Terms and Conditions.pdf RFP #20.10 - Vendor Forms & Signatures.pdf RFP #20.10 - Pricing Schedule.xlsx RFP #20.10 - Recycling Services.pdf	
Onvia	2019-10-14 05:59 PM CDT	2019-11-06 09:17 PM CST	RFP #20.10 - Vendor Questionnaire.pdf RFP #20.10 - Vendor Forms & Signatures.pdf RFP #20.10 - Pricing Schedule.pdf RFP #20.10 - Recycling Services.pdf RFP #20.10 - General Terms and Conditions.pdf	
SO	2019-10-14 02:15 PM CDT	2019-10-14 02:15 PM CDT		
SmartProcure	2019-10-14 11:35 AM CDT	2019-11-11 08:28 AM CST	RFP #20.10 - Vendor Questionnaire.docx RFP #20.10 - Vendor Forms & Signatures.pdf RFP #20.10 - Pricing Schedule.xlsx RFP #20.10 - Recycling Services.pdf RFP #20.10 - General Terms and Conditions.pdf	
Dodge Data & Analytics	2019-10-14 12:10 PM CDT	2019-11-10 12:27 PM CST		
Recycling Equipment Corporation	2019-10-14 03:37 PM CDT	2019-10-14 03:37 PM CDT		
Onvia	2019-10-21 03:39 PM CDT	2019-11-08 12:06 PM CST		
POWER Engineers, inc.	2019-10-23 03:25 PM CDT	2019-10-23 03:25 PM CDT		
STS Electronic Recycling	2019-10-14 10:11 AM CDT	2019-10-14 01:50 PM CDT	RFP #20.10 - Recycling Services.pdf	
ADSG Inc.	2019-10-14 09:15 AM CDT	2019-10-14 09:16 AM CDT	RFP #20.10 - Pricing Schedule.xlsx RFP #20.10 - Recycling Services.pdf	
BidClerk	2019-10-15 02:06 AM CDT	2019-10-15 02:06 AM CDT		
The Retrofit Companies	2019-10-14 04:14 PM CDT	2019-11-08 02:46 PM CST	RFP #20.10 - Vendor Questionnaire.docx RFP #20.10 - Vendor Forms & Signatures.pdf RFP #20.10 - Pricing Schedule.xlsx RFP #20.10 - Recycling Services.pdf RFP #20.10 - General Terms and Conditions.pdf	2019-11-08 12:01 PM CST
IMS	2019-10-17 05:46 AM CDT	2019-10-17 05:46 AM CDT		
North America Procurement Council	2019-10-15 12:13 AM CDT	2019-10-16 12:25 AM CDT	RFP #20.10 - Pricing Schedule.pdf RFP #20.10 - Recycling Services.pdf	

Opening Record

RFP #20.10 – Recycling Services
Request for Proposal
November 11, 2019
Date
10:37 a.m. CT
Time

DocuSigned by:



9A88C86E88B3422...

Lisa Truax, Procurement Solutions Coordinator

DocuSigned by:



D8897E94AF8243D...

Lori Mittelstadt, CPC Assistant

Company Responding	The Retrofit Companies 1010 Hoffman Drive, Suite A Owatonna, MN 55060	[Vendor B]	[Vendor C]
Copy of Bid Bond - \$2,500 <i>Yes/No</i>	Yes		
Certificate of Insurance <i>Yes/No</i>	Yes		
Pricing Schedule <i>Yes/No</i>	Yes		
Vendor Forms & Signatures <i>Yes/No</i>	Yes		
Vendor Questionnaire <i>Yes/No</i>	Yes		
Additional Information			
Business Type Certificate <i>If applicable, submit as PDF</i>	Yes		
Other	Service Area Map Environmental Partners		
Qualified (Responsive) Respondent <i>Yes/No</i>	Yes		

Cooperative Purchasing Connection

Tabulation Report RFP #20.10 - Recycling Services

Vendor: The Retrofit Companies

General Comments: Thank you for the opportunity!

General Attachments: Business Type Certifications - The Retrofit Companies, Inc..pdf
Certificate of Insurance - The Retrofit Companies, Inc.pdf
Environmental Services Partners - The Retrofit Companies, Inc.pdf
Env. Service Area Map - The Retrofit Companies, Inc.pdf
Performance Bond - The Retrofit Companies, Inc..pdf
RFP 20.10 - Pricing Schedule - The Retrofit Companies, Inc..xlsx
RFP 20.10 - Vendor Forms Signatures - The Retrofit Companies, Inc..pdf
RFP 20.10 - Vendor Questionnaire - The Retrofit Companies, Inc. .docx

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

The Retrofit Companies, Inc.

1010 Hoffman Drive, Suite A

Owatonna, MN 55060

OWNER:

(Name, legal status and address)

CPC

1001 E. Mount Faith Ave

BOND AMOUNT:

*** TWO THOUSAND FIVE HUNDRED

PROJECT:

(Name, location or address, and Project number, if any)

RFP #20.10 Recycling Services

SURETY:

(Name, legal status and principal place of business)

International Fidelity Insurance Co

One Newark Center, 20th Floor

Newark, NJ 07102

Fergus Falls, MN 56537

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of November 2019

(Witness)

(Witness) Amy B. Thompson, Bond Assistant

The Retrofit Companies, Inc.

(Principal)

(Title)

International Fidelity Insurance Co

(Surety)

(Title)

Nicholas L. Newton

Attorney-In-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document A310™ – 2010. Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail

INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF _____

SS

COUNTY OF _____

On the _____ day of _____, _____, before me personally appeared

_____ to me
known to be the person(s) described in and who executed the foregoing instrument, as
Principal(s), and acknowledged to me that ___he___ executed the same as his/her/their free act
and deed.

(Notary Seal)

CORPORATE ACKNOWLEDGMENT

STATE OF Minnesota

SS

COUNTY OF Steele

On the 21st day of October, 2019, before me personally appeared

Wendy Fry to me known, who being by me
duly sworn, did say that he/she is the President of the
Retrofit Companies, the corporation described in and which executed
the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to
said instrument is such corporate seal; that it was so affixed by order of the board of directors of
said corporation; and that he/she signed his/her name thereto by like order



Shannon L. Miller

(Notary Seal)

ACKNOWLEDGMENT OF CORPORATE SURETY

STATE OF MINNESOTA

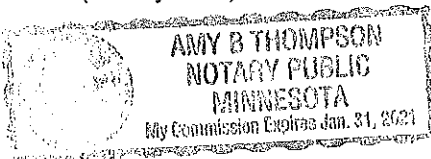
SS

COUNTY OF WASHINGTON

On the 11th day of November, 2019, before me personally appeared **Nicholas L. Newton** to me
known, who being duly sworn, did say that he/she is the aforesaid officer or attorney-in-fact of the
International Fidelity Insurance Co a corporation; that the seal affixed to the foregoing
instrument is the corporate seal of said corporation, and that said instrument was signed and
sealed in behalf of said corporation by the aforesaid officer, by authority of its board of directors;
and the aforesaid officer acknowledged said instrument to be the free act and deed of said
corporation.

Amy B. Thompson

(Notary Seal)



Bond # _____

POWER OF ATTORNEY
HARCO NATIONAL INSURANCE COMPANY
INTERNATIONAL FIDELITY INSURANCE COMPANY

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

KNOW ALL MEN BY THESE PRESENTS: That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

NICHOLAS L. NEWTON, MONICA TOLZMANN, AMY B. THOMPSON, JENNIFER F. NEWTON

Stillwater, MN

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents on this 31st day of December, 2018



STATE OF NEW JERSEY
County of Essex

Kenneth Chapman

Executive Vice President, Harco National Insurance Company
and International Fidelity Insurance Company

STATE OF ILLINOIS
County of Cook



On this 31st day of December, 2018, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey
My Commission Expires April 4, 2023

CERTIFICATION

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, November 11, 2019

Irene Martins, Assistant Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 7225 Northland Drive Suite 300 Minneapolis MN 55428	CONTACT NAME: Lisa Manaugh PHONE (A/C, No. Ext): E-MAIL ADDRESS: lisa.manaugh@marshmma.com	FAX (A/C, No):
INSURED The Retrofit Companies, Inc. dba SSK&D Investments, LLC 1010 Hoffman Drive Owatonna MN 55060	RETROCOMPA	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Union Insurance Company of Providence		21423
INSURER B: Employers Mutual Casualty Company		21415
INSURER C: EMCASCO Insurance Company		21407
INSURER D: Evanston Insurance Company		35378
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 115749819**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5D73254	8/10/2019	8/10/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			5E73254	8/10/2019	8/10/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5J73254	8/10/2019	8/10/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	5H73254	8/10/2019	8/10/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D C	Pollution Liability Leased/Rented Equipment			MMAENV001533 5A73254	8/10/2019 8/10/2019	8/10/2021 8/10/2020	Each / Aggregate Limit \$1M / \$2M 80,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Vendor Questionnaire

RFP #20.10 – Recycling Services

Instructions

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled “***Vendor Questionnaire – Name of Company***”.
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one (1) single PDF titled “Vendor Questionnaire – Name of Company”:

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Industry Specific Information](#)
6. [References](#)

Company Information

Name of Company: The Retrofit Companies, Inc.
dba Retrofit Environmental and Retrofit Lighting and Design

Company Address: 2960 Yorkton Blvd // 1010 Hoffman Drive Suite A

City, State, Zip code: Little Canada, MN 55117 // Owatonna, MN 55060

Website: www.retrofitcompanies.com

Phone: 800-795-1230 // 651-766-7422 // 507-455-2181

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

	Name	Email	Phone
General Manager	Dan Harrington	dharrington@retrofitcompanies.com	715-307-2640
Contract Manager	Jake Andrist	jandrist@retrofitcompanies.com	507-363-0656
Sales Manager	Jake Andrist	jandrist@retrofitcompanies.com	507-363-0656
Marketing Manager	Madison Anonick	manonick@retrofitcompanies.com	320-241-8931
Customer Service Manager	Marie Magadan	mmagadan@retrofitcompanies.com	612-756-0290
Account Manager(s)	Michelle Gwin Adam Lundahl	mgwin@retrofitcompanies.com alundahl@retrofitcompanies.com	507-461-6907 612-756-2006

Who will be responsible for receiving updated membership lists? Include name, email and phone number(s).

Name	Email	Phone
Jake Andrist	jandrist@retrofitcompanies.com	507-363-0656

Who will be responsible for submitting sales reports and administrative fee payments on a quarterly basis? Include name, email and phone number(s).

Name	Email	Phone
Jake Andrist	jandrist@retrofitcompanies.com	507-363-0656

Who will be responsible for conducting audits as requested by CPC? Include name, email and phone number(s).

Name	Email	Phone
Dan Harrington	Dharrington@retrofitcompanies.com	715-307-2640

Identify any business types/classifications that your company holds. ***Submit documentation in PDF format to verify business status.**

x	Business Type/Classification
	8(a) 8(a) Qualified Business
	DBE Disadvantaged Business Enterprise
X	HUB Historically Underutilized Business Zone
	MBE Minority-Owned Business Enterprise
	MWBE Minority Women-Owned Business Enterprise
	SBE Small Business Enterprise
X	Other; list name: Certified Targeted Group Business, CERT – Central Certification Program

x	Business Type/Classification
	SDB Small Disadvantaged Business
	SDVOB Service-Disabled Veteran Owned Business
	SECTION 3 Section 3 Business Concern
	SSV Sole Source Vendor
	VBE Veteran-Owned Business Enterprise
X	WBE Woman-Owned Business Enterprise

Qualifications & Experience (45 points)

1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).

The Retrofit Companies, Inc. is a Woman-Owned, HUBZone and CERT certified, business, doing business as *Retrofit Environmental and Retrofit Lighting and Design*. Our mission is to “Develop and implement customized energy-efficient lighting and environmental solutions for businesses”.

Founded in 1992, TRC began by offering energy-efficient lighting upgrades, including converting lighting technologies such as HPS, HID and metal halide to more efficient fluorescent technology. Mercury was found in multiple lighting technologies, and PCBs were found in many old ballasts and capacitors that we came across while doing lighting upgrades. As waste regulations in the mid-1990s changed, regulating the handling, management, and proper disposal of Mercury and PCB waste, we added our own recycling division. Over the last 20+ years, our Environmental division has expanded our services to provide assistance to our customers to ensure the recycling and proper disposal of all regulated wastes streams, including: lamps, mercury, ballasts, batteries, e-waste, and hazardous chemical waste.

2. Provide evidence of what your organization is doing to remain viable in the industry.

Regulations dictate that organizations properly manage, dispose of, and recycle their regulated wastes, however, regulators do not always make it easy to do so. There are many rules to follow, that vary from state to state. North and South Dakota, for example are regulated by the federal EPA, while Minnesota is regulated by the MN Pollution Control, that has its own rules, above and beyond the EPA rules. Also, many regulators have their own interpretation of those rules so navigating these rules and expectations can be challenging, especially to someone that is not specifically trained. In addition to that, DOT has their own set of rules that regulate how the waste needs to be packaged, what paperwork is required, and how it is transported.

Our customers find value in our ability to make navigating these rules and regulations easy. We help them understand what is expected of them, assist them in putting a plan in place, and being that single vendor that can assist them in the management and disposal of all of their regulated waste streams, from recycling simple fluorescent light bulbs to the cleaning and maintenance of a neutralization tank. This assistance can include identifying the waste, profiling and preparing paperwork for the waste, packaging the waste, transporting the waste and providing all documentation of proper disposal.

3. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).

We have been offering recycling services for over 20 years and many of the customers we started working with, are still customers today. Some of those recycling customers started from our lighting business, doing energy-efficiency lighting upgrades, others we added through our sales efforts. Our relationship with the CPC (Lakes Country Coop) started in 2007, and we have grown that relationship over the last 12 years, and have added many member/customers. Our service is unmatched in this industry, so we rarely ever lose customers. TRC often receives positive customer feedback, commenting on our friendly and helpful staff, our timeliness, and our reliability.

4. Describe the number of agencies your organization, on average, your company provides recycling services for each year in CPC's tri-state area of Minnesota, North Dakota and South Dakota?

We have provided environmental services to 5,000+ customers in CPC's Tri-State Area. Some customers utilize our full-spectrum of environmental services, whereas others utilize our services for simple yearly regulated waste shipments. Over the years, we have serviced over 250 CPC members in MN, ND, and SD covering over 1,000 of their facilities.

5. Is your organization able to service all areas within CPC's tri-state area?

 X Yes No

If NO, explain why your organization is not able to service a particular area and/or state.

6. List the other contracts you have in place that could be accessed by our membership for your products (e.g. other consortiums) in the tri-state area?

N/A

7. Describe any “added value” attributes being offered to CPC and its participating agencies when requesting services through your company.

The added value that we offer the CPC, it's agencies, and members is the ease of use. We are a service-oriented company that makes it easy to maintain regulatory compliance by offering services that provide solutions for all types of waste streams and we provide the education and support every step of the way so that not only does the job get done, our customers are educated along the way.

8. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).

N/A

Marketing & Partnership *(25 points)*

1. Describe how your company markets directly to potential customers.

We take a very active marketing approach when reaching existing and potential customers. In addition to the sales team's outgoing efforts, and our Customer Relationship Management (CRM) tool, we operate an extensive website with industry-relevant content and are very active on social media. Using the CRM, we target both existing and potential customers with strategic emails on industry topics and related services. Our goal is not to SPAM everyone, but send valuable information to customers and prospects alike. We are also part of multiple facilities management and industry-related groups and attend multiple trade conferences every year.

2. Describe marketing collateral and sales campaigns that have been successful for your organization in the past. Describe how your organization plans to utilize your marketing staff with this anticipated contract.

Working in collaboration with Julie, Melissa, and the rest of the CPC marketing team over the years, we have successfully promoted the existing recycling services contract. As each of our tools and technology improved over the years, and as additional services were offered, we collaborated for success in multiple areas. One example, we successfully campaigned the existing contract to the NESCC, an area that where there was limited participation in the contract. We did this by spreading awareness through calls and emails, and by developing and sending out an e-Book related to the contract services and TRC. This collaboration was also carried through at tradeshow, by both parties, and social media awareness posts. Through these efforts we spread the word of the contract, adding new members across NESCC, the tri-state area, and adding additional services to existing members.

3. Describe your organization's ability to participate in conference tradeshow and how you will position the contract at those tradeshow. List all, conference tradeshow that your organization has attended in the last three (3) years.

We engage with many organizations in many industries that utilize both our environmental and lighting services.

Many of these organizations are comprised of educational institution members, allowing us to engage with superintendents, school boards, and facilities managers at schools throughout Minnesota, Iowa, Nebraska, Wisconsin, and South Dakota.

MASMS, for example, is a facilities management group in MN that we have been members for over 15 years.

We cover a lot of geography with the conferences we attend:

2016-April SDASBO (Pierre, SD), June MASMS (Metro Custodial Days), July ISBGA (IA Schools) (Tama, IA), August ASBSD/SASD (Sioux Falls, SD), September MIAMA (ice arena group) (Breezy Point), October MASMS Fall Conference (St. Cloud), WasteCap Nebraska (Lincoln, NE), IA, Recycling Conference, (Davenport, IA), RAM/SWANA (Recycling Association of MN) (Brooklyn Park), November WASBO (Wisconsin Dells)

2017-January MNSBA- MN School Board Assoc. (Minneapolis), February Energy Design Conference & Expo (Duluth), March WASBO (WI Dells), April SDASBO (Pierre, SD), May SWWC (CPC) (Marshall, MN), June MASMS (Custodial Days

Metro), July ISBGA (IA Schools) (Tama, IA), August ASBSD/SASD (Sioux Falls, SD), September MIAMA (Duluth), October IA Recycling Conference (Coralville, IA), MASMS Fall Conference (St. Cloud), RAM/SWANA Conference (Brooklyn Park), WasteCap NE (Lincoln, NE), November Xcel Energy Trade Partner Expo (St. Paul), WASBO (WI Dells).

2018- January MNSBA- MN School Board Assoc. (Minneapolis), June MASMS (Custodial Days Metro), MASMS Southern Chapter (Mankato, MN), July ISBGA (IA Schools) (Tama, IA), October IA Recycling Conference (Council Bluffs, IA), MASMS Fall Conference (St. Cloud), RAM/SWANA Conference (Brooklyn Park), WasteCap NE (Lincoln, NE), November Xcel Energy Trade Partner Expo (St. Paul).

2019- (PARTIAL YEAR) June MASMS (Custodial Days Metro), MASMS Southern Chapter (Mankato, MN), July ISBGA (IA Schools) (Tama, IA), September IFMA MN Chapter meeting, October IA Recycling Conference (Decorah, IA), MASMS Fall Conference (St. Cloud), RAM/SWANA Conference (Brooklyn Park), November - Xcel Energy Trade Partner Expo (St. Paul, MN)

4. Describe how your company will position this contract to CPC's participating agencies if awarded.

We will continue to call on CPC members, like schools and municipalities, as we do now, to inform them of the contract and the value they receive by utilizing it. Both our environmental and lighting divisions call on this market, so in addition to direct sales and marketing efforts, we will be looking for our lighting sales team to cross sell this contract.

Most contracts for "recycling services" only include a few types of waste items, and are contracted by national accounts with little focus on customer service. Our proposed contract covers a wide range of waste types, and our focus will be to educate members on this contract, what it covers, the level of service it includes, and the value that it brings, through direct contact, marketing campaigns, an e-Book, and social media.

5. Describe how you plan to inform and train your personnel on the details and promotion of the contract.

Our current sales team is well aware of the CPC, and the value of this current contract. Our focus moving forward on the new contract would be to educate them on the differences of the proposed contract, compared to the current one. For example, contracts in previous years have emphasized recycling services of common waste items, but not necessarily our ability to service all chemical-waste disposal needs, including science lab clean-outs, lab chemical moves, and industrial tank cleaning and maintenance programs. These conversations are already being had, but making them more obvious in the contract will lead to increased awareness and increased sales and contract engagement.

Financials & Level of Support *(35 points)*

1. Describe how your organization works with agencies to determine payment terms.

When credit references are ideal, and/or Purchase Orders are issued, we bill upon completion of the work. In the event that there is excessive risk, or questionable credit, we may ask for credit card or pre-payment.

We ask for NET 15 terms, but are flexible with Purchase Order terms, like NET 30 or NET 45.

2. Does your company accept payment by procurement card? If so, is the participating agency assessed a fee for purchasing with a procurement card?

No

3. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.

We have a thorough process to identify CPC members as customers and prospects. With the CPC provided annual membership list we verify the matching customers within our billing software, and note the CPC membership/relationship.

The sales team is provided the same list, with customer/members removed to prospect remaining members, not currently utilizing the contract/our services. CPC membership is also noted in our Customer Relationship Management (CRM) tool.

When a CPC member prospect wants to utilize the contract and do business with us, we note that they are a CPC member in the account set up submittal to our finance department where they add them to the CPC Customer list. The notation of this membership within the customer account allows us to easily pull the quarterly sales reports for members utilizing the contract.

4. Vendors are required to pay an administrative fee (minimum of 2%) on total gross sales to participating agencies. Propose and administrative fee (percentage) that your company is willing to pay.

We are willing to pay a 3% gross sales administration fee to the CPC.

5. Indicate the level of support your company will offer on this contract category.

- ☐ Pricing is the same as offered to individual education, government, and nonprofit agencies.
☐ Pricing is the same as offered to cooperative purchasing organizations or state purchasing departments.
☒ Pricing is better than what is offered to individual education, government, and nonprofit agencies.
☐ Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
☐ Other, please describe

If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:

6. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?

☐ Yes ☒ No

If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.

7. Has your company been disbarred and or suspended in doing business within the United States?

☐ Yes ☒ No

If YES, list what states, the reason for debarment and/or suspension and its effective dates.

Industry Specific Information (100 points)

1. Provide a general narrative description of the services you are offering in your proposal.

Retrofit Environmental offers a range of environmental services with a goal to provide our customers with one, service-oriented vendor that can help manage all of their regulated waste recycling and disposal needs. The environmental services include the identification of waste, the proper packaging, labelling, transporting and recycling/disposal. These wastes are found in many places and a varying degree of work may be required to properly prepare them to be recycled/disposed of.

Some of the wastes type we handle include: lamps, ballasts, batteries, e-waste, mercury, paints, stains, solvents, hazardous chemicals and materials, acids, specimens in formaldehyde, organic and inorganic waste, peroxides, pesticides, oxidizers, combustibles, radioactive material, and much more.

General waste pick-up services can be done on regular "route runs". We have trucks throughout the tri-state service area on a monthly or bi-monthly basis. We also have a customer services team that sends out reminders of these route run dates, helps gather the inventory, prepares paperwork, and schedules the pick-ups with our customers.

Chemistry lab or maintenance shed cleanouts often create an inventory of unknown waste types. These services can be done on a scheduled "lab pack". Our Environmental team is trained to come on site, identify, test, package, label,

prepare paperwork for the waste, and transport it for proper disposal. This team can also move chemical inventory safely and properly from one site to another.

Our tank maintenance and cleaning services include the assessment, testing, cleaning, and disposal of material within a tank. These tanks are often neutralization tanks (found in schools with chemistry labs) and Flamm. traps, (found in garages and mechanic shops). The waste is often sludge/build-up that should be removed on a regular basis to keep the integrity of the tank and plumbing system. We remove the waste for disposal and clean the tank. We can also decommission tanks like unused fuel and boiler tanks.

In addition, we also offer pre-paid recycling containers for DEA and Non-DEA Pharmaceutical waste, Sharps, some Biohazard waste, as well as small-quantity universal wastes packages.

2. Provide a general narrative description of your pricing model and identify how the model works.

Our pricing model will offer line item, discounted pricing for the most common universal and hazardous waste types, commonly found in schools, municipalities, and non-profits. This pricelist will be extensive, however it will not be all inclusive. With so many variables, there may be some items not provided on this list and will need to be determined case-by-case.

Like the waste recycling and disposal pricing, general labor and transportation rates will be provided, however, some of these rates may be determined, case-case-by-case.

For example, a tank cleaning project may have many variables that are not known at this time, so the labor to get that job done may vary on the type of tank, access to the tank, the condition, etc. while a fluorescent lamp recycling pick-up is easy to price.

3. Describe your company's experience necessary to properly market an agency's materials.

For over 20 years, we have operated a 10-day regulated waste transfer facility in Ramsey County, MN, and are a licensed hazardous waste hauler. We work with regulators in Ramsey County and the MN Pollution Control, as well as with the EPA and DNR in Iowa, and EPA regulators in WI, IL, NE, SD, and ND.

In addition to working with the regulators, we also work with many waste collectors including counties, landfills, and recycling centers throughout the Upper Midwest, as well as generators of the waste such as schools, cities, private businesses, and even residents, through our community collection events and drop-off sites in Little Canada, MN and Owatonna, MN.

We understand every level of need, from the point it is determined to be waste, to the process in which it is recycled.

4. Describe your company's fleet operation of service equipment. Explain the complexities of relying on subcontractors to provide transportation and equipment.

We have our own fleet of (6) 24' box, straight trucks that service the regional, regularly scheduled "route runs," chemical waste lab packs, and dedicated runs for a variety of wastes. We have (1) semi-tractor with (3) 53' trailers for large quantity dedicated runs, as well as supporting the shipments to the end-processing facilities. These truck are equipped with all equipment necessary to load and transport waste, including pallet jacks, carts, etc.

All transportation routing and scheduling is performed by our transportation logistics department and verified by real-time GPS mapping and reporting systems. All DOT function specific training is performed annually.

Our fleet covers most of the (7) state upper Midwest, includes all of MN, IA, Eastern ND, SD, and NE, northern IL, and Western WI. Dependent on the waste types, quantities, and geographic location, we may source a partner to provide the transportation. We have a network of trusted transportation partners to cover the entire tri-state service area. In addition, we often source our end-processing facility partners to handle the pick-ups, as well as the disposal/recycling of the waste.

Tank cleaning and maintenance services are done in partnership with Mid-America Technical and Environmental Services, Inc. TRC's team develops the scope of work, provides project pricing, manages the project and supports the completion of the project.

5. Describe the ordering/request process and what methods can be used by participating agencies to place or create pick-up orders.

Orders can be placed for services in multiple ways.

1. Customers can call 1-800-795-1230 and follow the prompt to lead them to a live Customer Service Rep (during normal business hours.)
2. During non-normal hours they can leave a message which will be returned promptly the next day.
3. Customers can respond to our customer service team's outreach notifications (emails and/or voicemails) on upcoming runs in their area.
4. Customers can go to our website www.retrofitcompanies.com to schedule a pick-up or consult with one of our environmental specialists.
5. Customers can contact their rep direct, by phone or email, if they know their rep.
6. Customers can reference the CPC/TRC Environmental and Recycling services e-book for general contract information and rep contact information.
7. Customers can reference the CPC website for contract information and TRC contact information.
8. Pre-Paid containers can be ordered through our website with a credit card.

6. Describe your pick-up policy and lead time required from a participating agency placing a request until the time of pick-up.

Lead time for waste pick-ups will vary, depending on waste type, waste volume, services needed, and geographic location.

Most regular route services could range 6-8 weeks, depending on timing of the request. The majority of the service area is in a scheduled 1-2 month rotation of regularity. If volume dictates a dedicated truck, that lead time could be 5-10 days. Lab pack services could range 5-10 days. Tank cleaning and services work could range 2-3 months, depending on the scope of work and time of year.

We do our best to accommodate timelines for our customers. If we can run an extra truck in that area, we will, as long as it makes sense to do that. We have many customers that we can rely on to help fill the truck. Also, when it comes to hazards like chemical waste in a facility or a backed up sewer line we know the importance to address it right away. This ability to be flexible and accommodating is something that our customers appreciate.

7. Describe any minimums or mobilization fees that may be surcharged to a participating agency. Describe any additional surcharges that may occur.

Every invoice includes a flat Security, Insurance and Transportation fee of \$35.00.

I mentioned that this is a flat fee because of the hidden pricing that many contractors charge. Instead of a flat fee, many contractors charge a percent of invoice fee, penalizing the customer for sending more waste. So, while a line item may appear to be less expensive on a pricelist, the overall cost of the recycling is higher because of this fee.

We require a minimum of 300 units to avoid a Stop Charge of \$100.00. This minimum could be units, pounds, or gallons.

We charge a \$35.00 per hazardous waste e-Manifest fee. (only if hazardous waste is shipped). This fee is to remain compliant with EPA directive and regulations on e-manifesting hazardous waste.

Waste disposal and recycling needs that require professional services like lab packs or tank services will subject to additional transportation fees.

8. Describe any on-site equipment services that your company can provide (i.e. collection containers, balers or compactors) and any applicable charges for these services.

We can provide all UN/DOT rated containers and labels that are required for proper storage and shipment of solid and liquid regulated wastes. Prices range based on type. (see Pricing Schedule)

For lamps (bulbs) we can provide 4' and 2' fiber lamp drums, on deposit (\$40.00/each).

9. At times there are issues with service or pick-ups. Describe the process for addressing such issues with participating agencies.

Any issues can be communicated through Retrofit Environmental's Customer Service Manager, Marie Magadan (612) 756-0290, or email mmagadan@retrofitcompanies.com and/or our Sales Manager, Jake Andrist (507)-363-0656 or email jandrist@retrofitcompanies.com.

First, we would work with the customer to identify the issue, then work with our customer service team to get the pick-up completed, and accommodate our customer's request. Then we would visit internally on what happened and how we can avoid it moving forward.

We take the quality of service we provide very seriously and work hard to ensure that when mistakes happen, they don't continue to happen.

10. Provide the locations where your company will deliver recyclable materials for processing. Provide the name and address of those facilities. Describe if your company is a broker or if you own and operate a processing facility.

Retrofit Environmental is a broker, 10-day regulated waste transfer facility and licensed hazardous waste hauler. We have a vast network of trusted waste-processing facilities. **Please see document *Environmental Services Partners – The Retrofit Companies, Inc.* in the attachments of the submittal.**

Exceptions & Deviations (10points)

1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.

N/A

2. List any exceptions your company is requesting to the terms set forth in the Technical Specifications.

Respondents must include the following when requesting exceptions:

- RFP section number and page number
- Describe the exception
- Explanation of why this is an issue
- Proposed alternative to meet the needs of participating agencies and the cooperative

N/A

References

Provide three (3) references that have purchased products and/or services that are applicable to the scope of this proposal. References should include education, cities, counties, and nonprofits. A contact name, phone number and email will be required.

**Reference #1 – Business Name
Product/Service Purchased**

**Year of Purchase
Reference Contact
Phone
Email**

ISD#1 Minneapolis Public Schools

Residual universal waste recycling, hazardous waste lab pack services and disposal, multiple site assessments

2019 (ongoing)

Jason Karpe

(612) 806-1394

Jason.Karpe@mpls.k12.mn.us

**Reference #2 – Business Name
Product/Service Purchased**

**Year of Purchase
Reference Contact**

ISD #11 Anoka-Hennepin Public Schools

Residual universal waste recycling, hazardous waste lab pack services and disposal, radioactive waste disposal, multiple site assessments, and tank cleaning and maintenance.

2007 (ongoing)

Chris Nielsen

Phone	(763) 506-1224
Email	Chris.Nielsen@anoka.k12.mn.us

Reference #3 – Business Name	ISD #206 Alexandria Public Schools
Product/Service Purchased	Residual universal waste recycling, hazardous waste lab pack services and disposal, multiple site assessments, and multiple tank cleaning and maintenance projects.
Year of Purchase	2006 (ongoing)
Reference Contact	Wade Nibbe
Phone	(320) 815-1192
Email	wnibbe@alexschools.org

Pricing Schedule Intro

***Please note this spreadsheet has multiple workbooks/tabs.**

Instructions. This spreadsheet contains multiple workbooks/tabs relating to this RFP. Please follow the directions found/listed on each workbook and complete the workbooks as they pertain to your company's offerings. All pages have been formatted to print to one page width, however, you may add additional lines as needed. Please note, each individual workbook will note if it's a required or optional form. Per the RFP terms and conditions, all workbooks listed as optional are considered a value-added attribute.

This spreadsheet contains the following workbooks/tabs:

- C.1 - Pricing**
- C.2 - Services**
- C.3 - Volume Discounts**

C.1 - Pricing *required*

Enter ALL products and recyclables that your company is proposing to remove from participating agencies' facilities and recycle legally.

C.2 - Support Services - *optional*

Enter any additional services that your company offers.

C.3 - Volume Discounts - *optional*

Enter any additional volume discounts that your company is offering to participating agencies.

Form C.1 - Pricing

***Please note this workbook has multiple tabs.**

Instructions. In the form below, please complete the groupings listed below as well as any additional groupings your organization may offer. With each grouping, please list the standard price charged for that item and the discount offered to CPC members for that grouping. Form C.1 has been formatted to print to one page width. Please note this is a **required form**.

Responding Company's Name:

The Retrofit Companies, Inc.

REQUIRED FORM

Category/ Product Grouping	UOM	Standard Unit Price	Discount Offered	Net Price to Members	Comments
4' AND UNDER FLUORESCENT	EA.	\$0.50	46.00%	\$0.27	
OVER 4' FLUORESCENT	EA.	\$0.75	33.33%	\$0.50	
COMPACT FLUORESCENT	EA.	\$0.75	33.33%	\$0.50	
CIRCULAR FLUORESCENT	EA.	\$0.75	33.33%	\$0.50	
HID / HPS	EA.	\$2.00	25.00%	\$1.50	
SHATTER-SHIELD	EA.	\$2.50	40.00%	\$1.50	
U-BEND	EA.	\$0.75	33.33%	\$0.50	
LED LAMPS	EA.	\$0.30	16.67%	\$0.25	
INCANDESCENT	EA.	\$0.30	16.67%	\$0.25	
BROKEN/CRUSHED	LB.	\$2.00	25.00%	\$1.50	
UV LAMPS	EA.	\$5.00	20.00%	\$4.00	
NEON	LB.	\$5.00	20.00%	\$4.00	
LIQUID MERCURY	LB.	\$50.00	0.00%	\$50.00	
MERCURY DEVICES	LB.	\$9.85	0.00%	\$9.85	
MERCURY DEBRIS	LB.	\$9.85	0.00%	\$9.85	
Mercury Minimum (for amalgam, compounds, debris/devices)	1-3G Pails	\$90.00	0.00%	\$90.00	
Mercury Minimum (for amalgam, compounds, debris/devices)	5G pail	\$275.00	0.00%	\$275.00	
Mercury Minimum (for amalgam, compounds, debris/devices)	10G pail	\$550.00	0.00%	\$550.00	
Mercury Minimum (for amalgam, compounds, debris/devices)	15G pail	\$640.00	0.00%	\$640.00	
Mercury Minimum (for amalgam, compounds, debris/devices)	30G pail	\$915.00	0.00%	\$915.00	
Mercury Minimum (for amalgam, compounds, debris/devices)	55G pail	\$1,650.00	0.00%	\$1,650.00	
ALKALINE	LB.	\$0.90	16.67%	\$0.75	
MIXED (NON-SORTED)	LB.	\$3.50	0.00%	\$3.50	
NICKEL CADMIUM - DRY	LB.	\$1.00	45.00%	\$0.55	
NICKEL WET BATTERIES	LB.	\$2.50	23.20%	\$1.92	
LITHIUM BATTERIES	LB.	\$7.00	16.71%	\$5.83	
ZINC AIR BATTERIES	LB.	\$1.50	30.00%	\$1.05	
SEALED LEAD ACID	LB.	\$0.75	40.00%	\$0.45	
PCB BALLAST - TSCA (INCINERATION)	LB.	\$1.65	16.36%	\$1.38	
NON-PCB BALLAST	LB.	\$0.25	20.00%	\$0.20	
SMALL CAPACITOR PCB / NON PCB (INCINERATION <9#)	LB.	\$2.50	23.20%	\$1.92	
LARGE PCB CAPACITOR (INCINERATION >9#) *MUST BE SHUNTED	LB.	\$2.85	16.49%	\$2.38	
SCREENS - TVS AND MONITORS (all types)	LB.	\$0.35	28.57%	\$0.25	
MISC. ELECTRONICS	LB.	\$0.25	40.00%	\$0.15	
MIXED (NON-SORTED)	LB.	\$0.35	14.29%	\$0.30	
MICROWAVES	EA.	\$25.00	20.00%	\$20.00	
APPLIANCES	EA.	\$25.00	20.00%	\$20.00	
COMMERCIAL APPLIANCES	EA.	\$125.00	40.00%	\$75.00	
Universal Waste Aerosols (MN only) 5G	EA	\$37.50	0.00%	\$37.50	
Universal Waste Aerosols (MN only) 15G	EA	\$75.00	0.00%	\$75.00	
Universal Waste Aerosols (MN only) 30G	EA	\$150.00	0.00%	\$150.00	
Universal Waste Aerosols (MN only) 55G	EA	\$250.00	0.00%	\$250.00	
Used Anti-freeze/Glycol (55G)	55G	\$75.00	0.00%	\$75.00	
Emulsified Oil/ Machine Coolant	55G	\$150.00	0.00%	\$150.00	
Used Oil (55G)	55G	\$75.00	0.00%	\$75.00	
Latex Paint	LB.	\$0.65	0.00%	\$0.65	
Disposable propane Cylinders	EA	\$5.00	0.00%	\$5.00	
1-100 lb. Propane Cylinders	EA	\$25.00	0.00%	\$25.00	
Fire Extinguishers	EA	\$30.00	0.00%	\$30.00	
4' LAMP BOX (100 T12 COUNT)	EA.	\$5.00	0.00%	\$5.00	
8' LAMP BOX (15 T12 COUNT)	EA.	\$7.00	0.00%	\$7.00	
2' FIBER BARREL (REFUNDABLE)	EA.	\$30.00	0.00%	\$30.00	
4' FIBER BARREL (REFUNDABLE)	EA.	\$40.00	0.00%	\$40.00	
1-GAL Plastic pail w/cover UN1H2	EA	\$7.50	0.00%	\$7.50	
5-GAL PLASTIC PAIL W/CAP UN1H2	EA.	\$18.00	0.00%	\$18.00	
14-GAL OH PLASTIC UN1H2	EA.	\$55.00	0.00%	\$55.00	
30-GAL OH PLASTIC UN1H2	EA.	\$75.00	0.00%	\$75.00	
55-GAL OH PLASTIC OH POLY	EA.	\$55.00	0.00%	\$55.00	
55-GAL DOT STEEL UN1A2	EA.	\$55.00	0.00%	\$55.00	

55-GAL DOT STEEL UN1A1	EA.	\$55.00	0.00%	\$55.00	
85-GAL OVERPACK (STEEL)	EA.	\$250.00	0.00%	\$250.00	
GAYLORD BOXES (CUBIC YD)	EA.	\$20.00	0.00%	\$20.00	
CUBIC YD BOX W/ 8 MIL LINER	EA.	\$120.00	0.00%	\$120.00	
5G Flammable Liquid Class 1 for Thermal Treatment	EA	\$109.35	16.67%	\$91.13	
15G Flammable Liquid Class 1 for Thermal Treatment	EA	\$163.82	16.67%	\$136.51	
30G Flammable Liquid Class 1 for Thermal Treatment	EA	\$237.86	16.67%	\$198.22	
55G Flammable Liquid Class 1 for Thermal Treatment	EA	\$316.40	16.67%	\$263.67	
275G Flammable Liquid Class 1 for Thermal Treatment	EA	\$1,399.35	16.67%	\$1,166.12	
5G Flammable Liquid Class 2 for Thermal Treatment	EA	\$109.35	16.67%	\$91.13	
15G Flammable Liquid Class 2 for Thermal Treatment	EA	\$131.72	16.67%	\$109.76	
30G Flammable Liquid Class 2 for Thermal Treatment	EA	\$149.59	16.67%	\$124.66	
55G Flammable Liquid Class 2 for Thermal Treatment	EA	\$189.34	16.67%	\$157.78	
5G Flammable Liquid Class 3 for Thermal Treatment	EA	\$109.35	16.67%	\$91.13	
15G Flammable Liquid Class 3 for Thermal Treatment	EA	\$136.40	16.67%	\$113.67	
30G Flammable Liquid Class 3 for Thermal Treatment	EA	\$171.65	16.67%	\$143.05	
55G Flammable Liquid Class 3 for Thermal Treatment	EA	\$292.32	16.67%	\$243.60	
275G Flammable Liquid Class 3 for Thermal Treatment	EA	\$2,640.68	16.67%	\$2,200.57	
5G Flammable Liquid (High Solids) for Thermal Treatment	EA	\$109.35	16.67%	\$91.13	
15G Flammable Liquid (High Solids) for Thermal Treatment	EA	\$136.40	16.67%	\$113.67	
30G Flammable Liquid (High Solids) for Thermal Treatment	EA	\$196.40	16.67%	\$163.67	
55G Flammable Liquid (High Solids) for Thermal Treatment	EA	\$292.32	16.67%	\$243.60	
275G Flammable Liquid (High Solids) for Thermal Treatment	EA	\$2,808.40	16.67%	\$2,340.34	
5G Flammable Liquid Lab Pack for Thermal Treatment	EA	\$113.37	16.67%	\$94.47	
15G Flammable Liquid Lab Pack for Thermal Treatment	EA	\$213.97	16.67%	\$178.31	
30G Flammable Liquid Lab Pack for Thermal Treatment	EA	\$313.43	16.67%	\$261.19	
55G Flammable Liquid Lab Pack for Thermal Treatment	EA	\$416.71	16.67%	\$347.26	
5G Aerosols for Depressurization and Thermal Treatment	EA	\$109.35	16.67%	\$91.13	
15G Aerosols for Depressurization and Thermal Treatment	EA	\$200.60	16.67%	\$167.17	
30G Aerosols for Depressurization and Thermal Treatment	EA	\$294.04	16.67%	\$245.03	
55G Aerosols for Depressurization and Thermal Treatment	EA	\$389.29	16.67%	\$324.41	
275G Aerosols for Depressurization and Thermal Treatment	EA	\$1,040.90	16.67%	\$867.41	
5G Flammable Solids (dispersible) for Thermal Treatment	EA	\$124.74	16.67%	\$103.95	
15G Flammable Solids (dispersible) for Thermal Treatment	EA	\$261.45	16.67%	\$217.88	
30G Flammable Solids (dispersible) for Thermal Treatment	EA	\$530.10	16.67%	\$441.75	
55G Flammable Solids (dispersible) for Thermal Treatment	EA	\$706.28	16.67%	\$588.57	
275G Flammable Solids (dispersible) for Thermal Treatment	EA	\$4,222.86	16.67%	\$3,519.05	
5G Non-Hazardous Solids/debris for Thermal Treatment	EA	\$109.35	16.67%	\$91.13	
15G Non-Hazardous Solids/debris for Thermal Treatment	EA	\$200.60	16.67%	\$167.17	
30G Non-Hazardous Solids/debris for Thermal Treatment	EA	\$380.30	16.67%	\$316.92	
55G Non-Hazardous Solids/debris for Thermal Treatment	EA	\$681.54	16.67%	\$567.95	
275G Non-Hazardous Solids/debris for Thermal Treatment	EA	\$2,532.21	16.67%	\$2,110.17	
5G Flammable Solids/Debris for Thermal Treatment	EA	\$138.78	16.67%	\$115.65	
15G Flammable Solids/Debris for Thermal Treatment	EA	\$200.60	16.67%	\$167.17	
30G Flammable Solids/Debris for Thermal Treatment	EA	\$294.04	16.67%	\$245.03	
55G Flammable Solids/Debris for Thermal Treatment	EA	\$389.29	16.67%	\$324.41	
275G Flammable Solids/Debris for Thermal Treatment	EA	\$1,151.91	16.67%	\$959.92	
5G Organic Acid Solutions for Neutralization & Fuel Blending	EA	\$109.35	16.67%	\$91.13	
15G Organic Acid Solutions for Neutralization & Fuel Blending	EA	\$172.51	16.67%	\$143.76	
30G Organic Acid Solutions for Neutralization & Fuel Blending	EA	\$249.23	16.67%	\$207.69	
55G Organic Acid Solutions for Neutralization & Fuel Blending	EA	\$330.44	16.67%	\$275.37	
275G Organic Acid Solutions for Neutralization & Fuel Blending	EA	\$1,466.22	16.67%	\$1,221.85	
5G Organic Alkaline Solutions for Neutralization & Fuel Blending	EA	\$109.35	16.67%	\$91.13	
15G Organic Alkaline Solutions for Neutralization & Fuel Blending	EA	\$172.51	16.67%	\$143.76	
30G Organic Alkaline Solutions for Neutralization & Fuel Blending	EA	\$249.23	16.67%	\$207.69	
55G Organic Alkaline Solutions for Neutralization & Fuel Blending	EA	\$330.44	16.67%	\$275.37	
275G Organic Alkaline Solutions for Neutralization & Fuel Blending	EA	\$1,466.22	16.67%	\$1,221.85	
5G Aerosols for Incineration	EA	\$154.83	16.67%	\$129.02	
15G Aerosols for Incineration	EA	\$222.67	16.67%	\$185.56	
30G Aerosols for Incineration	EA	\$327.47	16.67%	\$272.89	
55G Aerosols for Incineration	EA	\$433.43	16.67%	\$361.19	
275G Aerosols for Incineration	EA	\$1,521.73	16.67%	\$1,268.11	
5G Pharmaceutical Aerosols for Incineration	EA	\$154.83	16.67%	\$129.02	
15G Pharmaceutical Aerosols for Incineration	EA	\$222.67	16.67%	\$185.56	
30G Pharmaceutical Aerosols for Incineration	EA	\$327.47	16.67%	\$272.89	
55G Pharmaceutical Aerosols for Incineration	EA	\$487.60	16.67%	\$406.33	
275G Pharmaceutical Aerosols for Incineration	EA	\$1,577.23	16.67%	\$1,314.36	
5G Aerosols (pesticide, adhesive, corrosives) for Incineration	EA	\$154.83	16.67%	\$129.02	
15G Aerosols (pesticide, adhesive, corrosives) for Incineration	EA	\$222.67	16.67%	\$185.56	
30G Aerosols (pesticide, adhesive, corrosives) for Incineration	EA	\$327.47	16.67%	\$272.89	
55G Aerosols (pesticide, adhesive, corrosives) for Incineration	EA	\$433.43	16.67%	\$361.19	

275G Aerosols (pesticide, adhesive, corrosives) for Incineration	EA	\$1,557.84	16.67%	\$1,298.20	
Category 1 cylinders, large (16" Diameter x 56" Length), for dispos	EA	\$436.88	16.67%	\$364.06	
Category 1 cylinders, lecture bottles (3" Diameter x 12" Length), f	EA	\$198.13	16.67%	\$165.10	
Category 1 cylinders, medium (12" Diameter x 36" Length), for dis	EA	\$366.88	16.67%	\$305.73	
Category 1 cylinders, small (4" Diameter x 24" Length), for disposa	EA	\$252.50	16.67%	\$210.42	
Category 2 cylinders, lecture bottles (3" Diameter x 12" Length), f	EA	\$411.25	16.67%	\$342.71	
5G Pesticide Solutions for Incineration	EA	\$363.48	16.67%	\$302.90	
15G Pesticide Solutions for Incineration	EA	\$520.26	16.67%	\$433.55	
30G Pesticide Solutions for Incineration	EA	\$772.19	16.67%	\$643.49	
55G Pesticide Solutions for Incineration	EA	\$1,028.62	16.67%	\$857.18	
275G Pesticide Solutions for Incineration	EA	\$4,610.01	16.67%	\$3,841.68	
5G Lean Water Solutions (<5% chlorinated solvent) for Incineratio	EA	\$154.83	16.67%	\$129.02	
15G Lean Water Solutions (<5% chlorinated solvent) for Incinerati	EA	\$222.67	16.67%	\$185.56	
30G Lean Water Solutions (<5% chlorinated solvent) for Incinerati	EA	\$327.47	16.67%	\$272.89	
55G Lean Water Solutions (<5% chlorinated solvent) for Incinerati	EA	\$433.43	16.67%	\$361.19	
275G Lean Water Solutions (<5% chlorinated solvent) for Incinerat	EA	\$1,936.35	16.67%	\$1,613.63	
5G Non-Reactive Lab Pack for Incineration	EA	\$196.96	16.67%	\$164.13	
15G Non-Reactive Lab Pack for Incineration	EA	\$597.84	16.67%	\$498.20	
30G Non-Reactive Lab Pack for Incineration	EA	\$889.22	16.67%	\$741.02	
55G Non-Reactive Lab Pack for Incineration	EA	\$1,181.76	16.67%	\$984.80	
5G Organic Acid Lab Pack for Incineration	EA	\$196.96	16.67%	\$164.13	
15G Organic Acid Lab Pack for Incineration	EA	\$462.08	16.67%	\$385.07	
30G Organic Acid Lab Pack for Incineration	EA	\$683.25	16.67%	\$569.37	
55G Organic Acid Lab Pack for Incineration	EA	\$909.58	16.67%	\$757.98	
5G Organic Alkaline Lab Pack for Incineration	EA	\$196.96	16.67%	\$164.13	
15G Organic Alkaline Lab Pack for Incineration	EA	\$462.08	16.67%	\$385.07	
30G Organic Alkaline Lab Pack for Incineration	EA	\$683.25	16.67%	\$569.37	
55G Organic Alkaline Lab Pack for Incineration	EA	\$909.58	16.67%	\$757.98	
5G Flammable Liquid Lab Pack for Incineration	EA	\$196.96	16.67%	\$164.13	
15G Flammable Liquid Lab Pack for Incineration	EA	\$397.88	16.67%	\$331.57	
30G Flammable Liquid Lab Pack for Incineration	EA	\$588.95	16.67%	\$490.80	
55G Flammable Liquid Lab Pack for Incineration	EA	\$783.86	16.67%	\$653.21	
5G Oxidizer Lab Pack for Incineration	EA	\$285.90	16.67%	\$238.25	
15G Oxidizer Lab Pack for Incineration	EA	\$1,118.12	16.67%	\$931.77	
30G Oxidizer Lab Pack for Incineration	EA	\$1,670.99	16.67%	\$1,392.49	
55G Oxidizer Lab Pack for Incineration	EA	\$2,225.01	16.67%	\$1,854.18	
5G Pesticide Lab Pack for Incineration	EA	\$196.96	16.67%	\$164.13	
15G Pesticide Lab Pack for Incineration	EA	\$750.98	16.67%	\$625.82	
30G Pesticide Lab Pack for Incineration	EA	\$1,117.27	16.67%	\$931.06	
55G Pesticide Lab Pack for Incineration	EA	\$1,488.05	16.67%	\$1,240.04	
5G Isocyanates Lab Pack for Incineration	EA	\$244.44	16.67%	\$203.70	
15G Isocyanates Lab Pack for Incineration	EA	\$539.65	16.67%	\$449.71	
30G Isocyanates Lab Pack for Incineration	EA	\$802.95	16.67%	\$669.13	
55G Isocyanates Lab Pack for Incineration	EA	\$1,068.07	16.67%	\$890.06	
5G Organic Poisons for Incineration	EA	\$196.96	16.67%	\$164.13	
15G Organic Poisons for Incineration	EA	\$539.65	16.67%	\$449.71	
30G Organic Poisons for Incineration	EA	\$802.95	16.67%	\$669.13	
55G Organic Poisons for Incineration	EA	\$1,068.07	16.67%	\$890.06	
Reactive Pack (D003), PIH, P-Listed (per lb, min 100#)	LB	\$10.80	16.67%	\$9.00	
High HAZ Reactive Metals Pack	EA	\$744.67	16.67%	\$620.56	
5G Reactive Acid Lab Pack for Incineration	EA	\$552.74	16.67%	\$460.61	
15G Reactive Acid Lab Pack for Incineration	EA	\$653.34	16.67%	\$544.45	
Reactive Acid Lab Pack for Incineration (per lb, minimums apply)	LB	\$10.80	16.67%	\$9.00	
5G Reactive Alkaline Lab Pack for Incineration	EA	\$552.74	16.67%	\$460.61	
15G Reactive Alkaline Lab Pack for Incineration	EA	\$653.34	16.67%	\$544.45	
Reactive Alkaline Lab Pack for Incineration (per lb, minimums app	LB	\$10.80	16.67%	\$9.00	
5G Flammable Solids Lab Pack for Incineration	EA	\$552.74	16.67%	\$460.61	
15G Flammable Solids Lab Pack for Incineration	EA	\$653.34	16.67%	\$544.45	
Flammable Solids Lab Pack (per lb, minimums apply)	LB	\$10.80	16.67%	\$9.00	
5G Spontaneously Combustible Lab Pack for Incineration	EA	\$552.74	16.67%	\$460.61	
15G Spontaneously Combustible Lab Pack for Incineration	EA	\$653.34	16.67%	\$544.45	
Spontaneously Combustible Lab Pack for Incineration (per lb, min	LB	\$10.80	16.67%	\$9.00	
5G Reactive Flammable Liquid Lab Pack for Incineration	EA	\$552.74	16.67%	\$460.61	
15G Reactive Flammable Liquid Lab Pack for Incineration	EA	\$653.34	16.67%	\$544.45	
Reactive Flammable Liquid Lab Pack for Incineration (per lb, minir	LB	\$10.80	16.67%	\$9.00	
5G Perchloric Acid/Hydrogen Peroxide for Incineration	EA	\$552.74	16.67%	\$460.61	
15G Perchloric Acid/Hydrogen Peroxide for Incineration	EA	\$653.34	16.67%	\$544.45	
Perchloric Acid/Hydrogen Peroxide for Incineration (per lb, minim	LB	\$10.80	16.67%	\$9.00	
5G Organic Peroxides Lab Pack, Reactive for Incineration	EA	\$552.74	16.67%	\$460.61	
15G Organic Peroxides Lab Pack, Reactive for Incineration	EA	\$653.34	16.67%	\$544.45	
Organic Peroxides Lab Pack, Reactive for Incineration (per lb, min	LB	\$10.80	16.67%	\$9.00	

5G Water Reactive Lab Pack for Incineration	EA	\$552.74	16.67%	\$460.61	
5G Water Reactive Lab Pack for Incineration	EA	\$653.34	16.67%	\$544.45	
Water Reactive Lab Pack for Incineration (per lb, minimums apply)	LB	\$10.80	16.67%	\$9.00	
5G Light Debris (rags pads, poly, PPE, wood) for Incineration (<250	EA	\$1.45	16.67%	\$1.21	
Non-Shreddable Debris for incineration, non-bulkable at TSDF (pe	LB	\$1.73	16.67%	\$1.44	
Halogenated Liquids 5-10%, < 5000 BTU, for incineration (per lb, n	LB	\$4.13	16.67%	\$3.44	
5G Halogenated Liquids 5-10%, < 5000 BTU, for incineration	EA	\$243.10	16.67%	\$202.59	
15G Halogenated Liquids 5-10%, < 5000 BTU, for incineration	EA	\$333.95	16.67%	\$278.29	
30G Halogenated Liquids 5-10%, < 5000 BTU, for incineration	EA	\$644.46	16.67%	\$537.05	
55G Halogenated Liquids 5-10%, < 5000 BTU, for incineration	EA	\$1,134.95	16.67%	\$945.79	
275G Halogenated Liquids 5-10%, < 5000 BTU, for incineration	EA	\$5,813.15	16.67%	\$4,844.29	
Halogenated Liquids, >10% Halogens, < 5000 BTU, for incineration	LB	\$4.13	16.67%	\$3.44	
5G Halogenated Liquids, >10% Halogens, < 5000 BTU, for incinerat	EA	\$378.75	16.67%	\$315.63	
15G Halogenated Liquids, >10% Halogens, < 5000 BTU, for incinerat	EA	\$505.00	16.67%	\$420.83	
30G Halogenated Liquids, >10% Halogens, < 5000 BTU, for incinerat	EA	\$1,010.00	16.67%	\$841.67	
55G Halogenated Liquids, >10% Halogens, < 5000 BTU, for incinerat	EA	\$1,851.25	16.67%	\$1,542.71	
Reactive Liquids (monomers, styrene, acrylates), for Incineration (LB	\$3.55	16.67%	\$2.96	
Cigarette Lighters for Incineration (per lb, minimums apply)	LB	\$3.13	16.67%	\$2.60	
Reactive Liquids (Isocyanates), for Incineration (per lb, minimums	LB	\$3.55	16.67%	\$2.96	
5G Acidic Liquids for Neutralization & Incineration	EA	\$283.23	16.67%	\$236.02	
15G Acidic Liquids for Neutralization & Incineration	EA	\$556.37	16.67%	\$463.64	
30G Acidic Liquids for Neutralization & Incineration	EA	\$827.70	16.67%	\$689.75	
55G Acidic Liquids for Neutralization & Incineration	EA	\$1,101.51	16.67%	\$917.93	
275G Acidic Liquids for Neutralization & Incineration	EA	\$4,938.37	16.67%	\$4,115.31	
5G Alkaline Liquids for Neutralization & Incineration	EA	\$283.23	16.67%	\$236.02	
15G Alkaline Liquids for Neutralization & Incineration	EA	\$556.37	16.67%	\$463.64	
30G Alkaline Liquids for Neutralization & Incineration	EA	\$827.70	16.67%	\$689.75	
55G Alkaline Liquids for Neutralization & Incineration	EA	\$1,101.51	16.67%	\$917.93	
275G Alkaline Liquids for Neutralization & Incineration	EA	\$4,938.37	16.67%	\$4,115.31	
Acidic or Alkaline Solids/Sludges for Incineration, <5000 BTU (per	LB	\$2.88	16.67%	\$2.40	
Pesticide Solids/Debris for incineration (per lb, minimums apply)	LB	\$3.43	16.67%	\$2.85	
Non Hazardous material for RCRA Incineration (per lb, minimums	LB	\$1.45	16.67%	\$1.21	
5G Formalin and tissue samples	EA	\$460.45	16.67%	\$383.71	
15G Formalin and tissue samples	EA	\$504.21	16.67%	\$420.18	
30G Formalin and tissue samples	EA	\$895.24	16.67%	\$746.04	
55G Formalin and tissue samples	EA	\$1,625.81	16.67%	\$1,354.84	
5G Formalin and Animal parts	EA	\$405.61	16.67%	\$338.01	
15G Formalin and Animal parts	EA	\$421.95	16.67%	\$351.63	
30G Formalin and Animal parts	EA	\$547.49	16.67%	\$456.24	
55G Formalin and Animal parts	EA	\$904.90	16.67%	\$754.08	
5G RCRA pharmaceuticals/debris for Incineration (No P-codes, No	EA	\$204.99	16.67%	\$170.82	
15G RCRA pharmaceuticals/debris for Incineration (No P-codes, N	EA	\$403.23	16.67%	\$336.02	
30G RCRA pharmaceuticals/debris for Incineration (No P-codes, N	EA	\$596.98	16.67%	\$497.48	
55G RCRA pharmaceuticals/debris for Incineration (No P-codes, N	EA	\$792.55	16.67%	\$660.46	
275G RCRA pharmaceuticals/debris for Incineration (No P-codes, f	EA	\$1,655.48	16.67%	\$1,379.56	
5G RCRA pharmaceuticals/debris, P listed, for Incineration (no Ars	EA	\$291.25	16.67%	\$242.71	
15G RCRA pharmaceuticals/debris, P listed, for Incineration (no Ar	EA	\$417.27	16.67%	\$347.73	
30G RCRA pharmaceuticals/debris, P listed, for Incineration (no Ar	EA	\$619.05	16.67%	\$515.87	
55G RCRA pharmaceuticals/debris, P listed, for Incineration (no Ar	EA	\$823.31	16.67%	\$686.09	
275G RCRA pharmaceuticals/debris, P listed, for Incineration (no A	EA	\$2,837.83	16.67%	\$2,364.86	
5G RCRA pharmaceuticals, oxidizers, for Incineration	EA	\$291.25	16.67%	\$242.71	
15G RCRA pharmaceuticals, oxidizers, for Incineration	EA	\$417.27	16.67%	\$347.73	
30G RCRA pharmaceuticals, oxidizers, for Incineration	EA	\$619.05	16.67%	\$515.87	
55G RCRA pharmaceuticals, oxidizers, for Incineration	EA	\$823.31	16.67%	\$686.09	
275G RCRA pharmaceuticals, oxidizers, for Incineration	EA	\$2,837.83	16.67%	\$2,364.86	
5G RCRA pharmaceuticals, corrosive, for incineration	EA	\$291.25	16.67%	\$242.71	
15G RCRA pharmaceuticals, corrosive, for incineration	EA	\$417.27	16.67%	\$347.73	
30G RCRA pharmaceuticals, corrosive, for incineration	EA	\$619.05	16.67%	\$515.87	
55G RCRA pharmaceuticals, corrosive, for incineration	eA	\$823.31	16.67%	\$686.09	
Liquids- Lean waters, < 5% chlorinated solvents , <2500 btu (per lb	LB	\$0.85	16.67%	\$0.71	
Liquids- Lean waters, < 5% chlorinated solvents , <2500 btu (per ga	GL	\$6.70	16.67%	\$5.58	
5G Non-RCRA Regulated Waste for Stabilization/Landfill	EA	\$109.35	16.67%	\$91.13	
15G Non-RCRA Regulated Waste for Stabilization/Landfill	EA	\$123.69	16.67%	\$103.08	
30G Non-RCRA Regulated Waste for Stabilization/Landfill	EA	\$133.54	16.67%	\$111.28	
55G Non-RCRA Regulated Waste for Stabilization/Landfill	EA	\$153.22	16.67%	\$127.69	
275G Non-RCRA Regulated Waste for Stabilization/Landfill	EA	\$554.05	16.67%	\$461.71	
5G Non-RCRA Regulated Waste Lab Pack for Stabilization/Landfill	EA	\$109.35	16.67%	\$91.13	
15G Non-RCRA Regulated Waste Lab Pack for Stabilization/Landfill	EA	\$172.51	16.67%	\$143.76	
30G Non-RCRA Regulated Waste Lab Pack for Stabilization/Landfil	EA	\$249.23	16.67%	\$207.69	
55G Non-RCRA Regulated Waste Lab Pack for Stabilization/Landfil	EA	\$330.44	16.67%	\$275.37	
275G Non-RCRA Regulated Waste Lab Pack for Stabilization/Landfi	EA	\$1,221.46	16.67%	\$1,017.88	

5G Landfill Ready Regulated Material (meets treatment standards)	EA	\$91.30	16.67%	\$76.08	
15G Landfill Ready Regulated Material (meets treatment standards)	EA	\$147.77	16.67%	\$123.14	
30G Landfill Ready Regulated Material (meets treatment standards)	EA	\$213.12	16.67%	\$177.60	
55G Landfill Ready Regulated Material (meets treatment standards)	EA	\$283.63	16.67%	\$236.36	
5G Debris, for baling and micro/macro encapsulation (Subtitle C)	EA	\$109.35	16.67%	\$91.13	
15G Debris, for baling and micro/macro encapsulation (Subtitle C)	EA	\$131.72	16.67%	\$109.76	
30G Debris, for baling and micro/macro encapsulation (Subtitle C)	EA	\$154.94	16.67%	\$129.11	
55G Debris, for baling and micro/macro encapsulation (Subtitle C)	EA	\$202.71	16.67%	\$168.93	
275G Debris, for baling and micro/macro encapsulation (Subtitle C)	EA	\$737.28	16.67%	\$614.40	
5G Non regulated sludges with free liquids , bulkable , for solidification	EA	\$109.35	16.67%	\$91.13	
15G Non regulated sludges with free liquids , bulkable , for solidification	EA	\$126.37	16.67%	\$105.31	
30G Non regulated sludges with free liquids , bulkable , for solidification	EA	\$151.83	16.67%	\$126.53	
55G Non regulated sludges with free liquids , bulkable , for solidification	EA	\$193.35	16.67%	\$161.12	
275G Non regulated sludges with free liquids , bulkable , for solidification	EA	\$933.90	16.67%	\$778.25	
5G Solids/Sludges/Liquids (neutral pH) with RCRA metals, for stabilization	EA	\$109.35	16.67%	\$91.13	
15G Solids/Sludges/Liquids (neutral pH) with RCRA metals, for stabilization	EA	\$131.72	16.67%	\$109.76	
30G Solids/Sludges/Liquids (neutral pH) with RCRA metals, for stabilization	EA	\$411.84	16.67%	\$343.20	
55G Solids/Sludges/Liquids (neutral pH) with RCRA metals, for stabilization	EA	\$459.48	16.67%	\$382.90	
275G Solids/Sludges/Liquids (neutral pH) with RCRA metals, for stabilization	EA	\$1,022.97	16.67%	\$852.48	
5G Solids/Sludges/Liquids (Acidic-D002) with RCRA metals, for stabilization	EA	\$241.93	16.67%	\$201.61	
15G Solids/Sludges/Liquids (Acidic-D002) with RCRA metals, for stabilization	EA	\$336.52	16.67%	\$280.43	
30G Solids/Sludges/Liquids (Acidic-D002) with RCRA metals, for stabilization	EA	\$388.33	16.67%	\$323.61	
55G Solids/Sludges/Liquids (Acidic-D002) with RCRA metals, for stabilization	EA	\$517.02	16.67%	\$430.85	
275G Solids/Sludges/Liquids (Acidic-D002) with RCRA metals, for stabilization	EA	\$1,936.35	16.67%	\$1,613.63	
5G Solids/Sludges/Liquids (Alkaline-D002) with RCRA metals, for stabilization	EA	\$269.85	16.67%	\$224.88	
15G Solids/Sludges/Liquids (Alkaline-D002) with RCRA metals, for stabilization	EA	\$305.59	16.67%	\$254.66	
30G Solids/Sludges/Liquids (Alkaline-D002) with RCRA metals, for stabilization	EA	\$406.89	16.67%	\$339.08	
55G Solids/Sludges/Liquids (Alkaline-D002) with RCRA metals, for stabilization	EA	\$452.82	16.67%	\$377.35	
275G Solids/Sludges/Liquids (Alkaline-D002) with RCRA metals, for stabilization	EA	\$1,524.40	16.67%	\$1,270.34	
5G Treatable oxidizers, (Liquid, Class A)	EA	\$484.66	16.67%	\$403.88	
15G Treatable oxidizers, (Liquid, Class A)	EA	\$600.56	16.67%	\$500.47	
30G Treatable oxidizers, (Liquid, Class A)	EA	\$986.65	16.67%	\$822.21	
55G Treatable oxidizers, (Liquid, Class A)	EA	\$1,547.70	16.67%	\$1,289.75	
275G Treatable oxidizers, (Liquid, Class A)	EA	\$4,150.18	16.67%	\$3,458.49	
5G Treatable oxidizers, (Solid, Class A)	EA	\$393.17	16.67%	\$327.64	
15G Treatable oxidizers, (Solid, Class A)	EA	\$627.13	16.67%	\$522.61	
30G Treatable oxidizers, (Solid, Class A)	EA	\$933.52	16.67%	\$777.93	
55G Treatable oxidizers, (Solid, Class A)	EA	\$1,483.42	16.67%	\$1,236.18	
275G Treatable oxidizers, (Solid, Class A)	EA	\$3,821.75	16.67%	\$3,184.79	
5G Treatable oxidizers, (Class B), or <25% chlorinated	EA	\$655.88	16.67%	\$546.57	
15G Treatable oxidizers, (Class B), or <25% chlorinated	EA	\$803.94	16.67%	\$669.95	
30G Treatable oxidizers, (Class B), or <25% chlorinated	EA	\$1,280.84	16.67%	\$1,067.37	
55G Treatable oxidizers, (Class B), or <25% chlorinated	EA	\$1,990.79	16.67%	\$1,658.99	
275G Treatable oxidizers, (Class B), or <25% chlorinated	EA	\$5,441.65	16.67%	\$4,534.70	
5G Treatable oxidizers, (Class C), or >25% chlorinated	EA	\$537.35	16.67%	\$447.80	
15G Treatable oxidizers, (Class C), or >25% chlorinated	EA	\$803.94	16.67%	\$669.95	
30G Treatable oxidizers, (Class C), or >25% chlorinated	EA	\$1,198.40	16.67%	\$998.67	
55G Treatable oxidizers, (Class C), or >25% chlorinated	EA	\$1,596.63	16.67%	\$1,330.52	
275G Treatable oxidizers, (Class C), or >25% chlorinated	EA	\$5,583.53	16.67%	\$4,652.94	
5G Oxidizing Lab Pack for Stabilization/Landfill	EA	\$489.20	16.67%	\$407.67	
15G Oxidizing Lab Pack for Stabilization/Landfill	EA	\$520.26	16.67%	\$433.55	
30G Oxidizing Lab Pack for Stabilization/Landfill	EA	\$772.19	16.67%	\$643.49	
55G Oxidizing Lab Pack for Stabilization/Landfill	EA	\$1,028.62	16.67%	\$857.18	
55G Solids or sludges (neutral pH) with RCRA metals, for stabilization	EA	\$535.75	16.67%	\$446.46	
5G Acidic Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$149.48	16.67%	\$124.57	
15G Acidic Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$292.22	16.67%	\$243.51	
30G Acidic Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$350.21	16.67%	\$291.84	
55G Acidic Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$439.45	16.67%	\$366.21	
275G Acidic Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$1,388.65	16.67%	\$1,157.21	
5G Alkaline Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$136.10	16.67%	\$113.42	
15G Alkaline Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$278.84	16.67%	\$232.37	
30G Alkaline Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$336.84	16.67%	\$280.70	
55G Alkaline Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$422.33	16.67%	\$351.94	
275G Alkaline Liquid/Sludge/Solids, D002 Only, for stabilization to Subtitle C	EA	\$1,388.65	16.67%	\$1,157.21	
55G Non-regulated shreddable solids with free liquids, for solidification	EA	\$191.34	16.67%	\$159.45	
5G Inorganic Acid Solutions for Water Treatment, less than 25% acid	EA	\$280.55	16.67%	\$233.80	
15G Inorganic Acid Solutions for Water Treatment, less than 25% acid	EA	\$391.86	16.67%	\$326.55	
30G Inorganic Acid Solutions for Water Treatment, less than 25% acid	EA	\$500.01	16.67%	\$416.68	
55G Inorganic Acid Solutions for Water Treatment, less than 25% acid	EA	\$622.69	16.67%	\$518.91	
275G Inorganic Acid Solutions for Water Treatment, less than 25% acid	EA	\$1,079.68	16.67%	\$899.74	
5G Inorganic Acid Solutions (non chromic, D002-D011), 10-25% Nitric	EA	\$511.27	16.67%	\$426.06	

15G Inorganic Acid Solutions (non chromic, D002-D011), 10-25% N	EA	\$599.84	16.67%	\$499.87	
30G Inorganic Acid Solutions (non chromic, D002-D011), 10-25% N	EA	\$947.40	16.67%	\$789.50	
55G Inorganic Acid Solutions (non chromic, D002-D011), 10-25% N	EA	\$965.76	16.67%	\$804.80	
275G Inorganic Acid Solutions (non chromic, D002-D011), 10-25% N	EA	\$2,759.58	16.67%	\$2,299.65	
5G Inorganic Acid Solutions (non chromic, D002-D011), >25% Nitri	EA	\$476.50	16.67%	\$397.08	
15G Inorganic Acid Solutions (non chromic, D002-D011), >25% Nitr	EA	\$559.72	16.67%	\$466.43	
30G Inorganic Acid Solutions (non chromic, D002-D011), >25% Nitr	EA	\$724.71	16.67%	\$603.93	
55G Inorganic Acid Solutions (non chromic, D002-D011), >25% Nitr	EA	\$907.57	16.67%	\$756.31	
275G Inorganic Acid Solutions (non chromic, D002-D011), >25% Ni	EA	\$3,569.44	16.67%	\$2,974.53	
5G Inorganic Acid Solutions for Water Treatment, 25 - 50% acid co	EA	\$109.35	16.67%	\$91.13	
15G Inorganic Acid Solutions for Water Treatment, 25 - 50% acid c	EA	\$175.19	16.67%	\$145.99	
30G Inorganic Acid Solutions for Water Treatment, 25 - 50% acid c	EA	\$254.58	16.67%	\$212.15	
55G Inorganic Acid Solutions for Water Treatment, 25 - 50% acid c	EA	\$585.24	16.67%	\$487.70	
275G Inorganic Acid Solutions for Water Treatment, 25 - 50% acid	EA	\$1,632.74	16.67%	\$1,360.62	
5G Inorganic Acid for Water Treatment, greater than 50% acid co	EA	\$391.57	16.67%	\$326.31	
15G Inorganic Acid for Water Treatment, greater than 50% acid c	EA	\$433.99	16.67%	\$361.66	
30G Inorganic Acid for Water Treatment, greater than 50% acid c	EA	\$594.30	16.67%	\$495.25	
55G Inorganic Acid for Water Treatment, greater than 50% acid c	EA	\$789.87	16.67%	\$658.23	
275G Inorganic Acid for Water Treatment, greater than 50% acid	EA	\$2,693.38	16.67%	\$2,244.48	
5G Hydrofluoric Acid Solution (5-25%) for Water Treatment	EA	\$233.07	16.67%	\$194.23	
15G Hydrofluoric Acid Solution (5-25%) for Water Treatment	EA	\$372.47	16.67%	\$310.39	
30G Hydrofluoric Acid Solution (5-25%) for Water Treatment	EA	\$549.50	16.67%	\$457.92	
55G Hydrofluoric Acid Solution (5-25%) for Water Treatment	EA	\$731.02	16.67%	\$609.19	
275G Hydrofluoric Acid Solution (5-25%) for Water Treatment	EA	\$2,690.03	16.67%	\$2,241.69	
5G Hydrofluoric Acid Solution (>25%) for Water Treatment	EA	\$275.02	16.67%	\$229.18	
15G Hydrofluoric Acid Solution (>25%) for Water Treatment	EA	\$542.57	16.67%	\$452.14	
30G Hydrofluoric Acid Solution (>25%) for Water Treatment	EA	\$772.19	16.67%	\$643.49	
55G Hydrofluoric Acid Solution (>25%) for Water Treatment	EA	\$1,028.62	16.67%	\$857.18	
275G Hydrofluoric Acid Solution (>25%) for Water Treatment	EA	\$4,810.61	16.67%	\$4,008.84	
5G Inorganic Alkaline Solutions (<25%) for Water Treatment	EA	\$109.35	16.67%	\$91.13	
15G Inorganic Alkaline Solutions (<25%) for Water Treatment	EA	\$161.14	16.67%	\$134.29	
30G Inorganic Alkaline Solutions (<25%) for Water Treatment	EA	\$232.51	16.67%	\$193.76	
55G Inorganic Alkaline Solutions (<25%) for Water Treatment	EA	\$308.37	16.67%	\$256.98	
275G Inorganic Alkaline Solutions (<25%) for Water Treatment	EA	\$1,113.12	16.67%	\$927.60	
5G Inorganic Alkaline Solutions (25-50%) for Water Treatment	EA	\$109.35	16.67%	\$91.13	
15G Inorganic Alkaline Solutions (25-50%) for Water Treatment	EA	\$161.14	16.67%	\$134.29	
30G Inorganic Alkaline Solutions (25-50%) for Water Treatment	EA	\$232.51	16.67%	\$193.76	
55G Inorganic Alkaline Solutions (25-50%) for Water Treatment	EA	\$308.37	16.67%	\$256.98	
275G Inorganic Alkaline Solutions (25-50%) for Water Treatment	EA	\$1,113.12	16.67%	\$927.60	
5G Inorganic Alkaline Solutions (>50%) for Water Treatment	EA	\$109.35	16.67%	\$91.13	
15G Inorganic Alkaline Solutions (>50%) for Water Treatment	EA	\$167.16	16.67%	\$139.30	
30G Inorganic Alkaline Solutions (>50%) for Water Treatment	EA	\$241.20	16.67%	\$201.00	
55G Inorganic Alkaline Solutions (>50%) for Water Treatment	EA	\$319.74	16.67%	\$266.45	
275G Inorganic Alkaline Solutions (>50%) for Water Treatment	EA	\$1,113.12	16.67%	\$927.60	
5G Chromic Acid Solution, total Cr <5000 ppm	EA	\$164.59	16.67%	\$137.16	
15G Chromic Acid Solution, total Cr <5000 ppm	EA	\$295.19	16.67%	\$245.99	
30G Chromic Acid Solution, total Cr <5000 ppm	EA	\$436.64	16.67%	\$363.87	
55G Chromic Acid Solution, total Cr <5000 ppm	EA	\$579.11	16.67%	\$482.59	
275G Chromic Acid Solution, total Cr <5000 ppm	EA	\$2,304.54	16.67%	\$1,920.45	
5G Chromic Acid Solution, total Cr 5001 - 10,000ppm	EA	\$178.58	16.67%	\$148.82	
15G Chromic Acid Solution, total Cr 5001 - 10,000ppm	EA	\$312.65	16.67%	\$260.55	
30G Chromic Acid Solution, total Cr 5001 - 10,000ppm	EA	\$462.51	16.67%	\$385.42	
55G Chromic Acid Solution, total Cr 5001 - 10,000ppm	EA	\$614.05	16.67%	\$511.71	
275G Chromic Acid Solution, total Cr 5001 - 10,000ppm	EA	\$2,374.44	16.67%	\$1,978.70	
5G Chromic Acid Solution, total Cr 10,001 - 20,000ppm	EA	\$196.05	16.67%	\$163.38	
15G Chromic Acid Solution, total Cr 10,001 - 20,000ppm	EA	\$347.59	16.67%	\$289.66	
30G Chromic Acid Solution, total Cr 10,001 - 20,000ppm	EA	\$514.91	16.67%	\$429.09	
55G Chromic Acid Solution, total Cr 10,001 - 20,000ppm	EA	\$683.94	16.67%	\$569.95	
275G Chromic Acid Solution, total Cr 10,001 - 20,000ppm	EA	\$2,447.12	16.67%	\$2,039.26	
5G Chromic Acid Solution, total Cr 20,001 - 30,000ppm	EA	\$257.55	16.67%	\$214.62	
15G Chromic Acid Solution, total Cr 20,001 - 30,000ppm	EA	\$371.34	16.67%	\$309.45	
30G Chromic Acid Solution, total Cr 20,001 - 30,000ppm	EA	\$547.06	16.67%	\$455.89	
55G Chromic Acid Solution, total Cr 20,001 - 30,000ppm	EA	\$727.28	16.67%	\$606.07	
275G Chromic Acid Solution, total Cr 20,001 - 30,000ppm	EA	\$2,519.80	16.67%	\$2,099.83	
5G Chromic Acid Solution, total Cr 30,001 - 50,000ppm	EA	\$306.45	16.67%	\$255.37	
15G Chromic Acid Solution, total Cr 30,001 - 50,000ppm	EA	\$440.55	16.67%	\$367.12	
30G Chromic Acid Solution, total Cr 30,001 - 50,000ppm	EA	\$654.68	16.67%	\$545.57	
55G Chromic Acid Solution, total Cr 30,001 - 50,000ppm	EA	\$869.83	16.67%	\$724.86	
275G Chromic Acid Solution, total Cr 30,001 - 50,000ppm	EA	\$2,589.67	16.67%	\$2,158.06	
5G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$396.62	16.67%	\$330.52	
15G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$568.44	16.67%	\$473.70	

30G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$846.18	16.67%	\$705.15	
55G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$1,125.61	16.67%	\$938.01	
275G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$2,554.28	16.67%	\$2,128.56	
5G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$486.77	16.67%	\$405.64	
15G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$696.33	16.67%	\$580.27	
30G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$1,038.35	16.67%	\$865.30	
55G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$1,381.40	16.67%	\$1,151.16	
275G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$2,623.83	16.67%	\$2,186.52	
5G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$1,867.69	16.67%	\$1,556.40	
15G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$2,641.19	16.67%	\$2,200.99	
30G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$3,953.92	16.67%	\$3,294.93	
55G Chromic Acid Solution, total Cr 50,001 - 75,000ppm	EA	\$5,268.36	16.67%	\$4,390.30	
5G Aqueous Solution, <10% floc, Non Regulated, for Treat & Disch	EA	\$91.30	16.67%	\$76.08	
15G Aqueous Solution, <10% floc, Non Regulated, for Treat & Disc	EA	\$102.96	16.67%	\$85.80	
30G Aqueous Solution, <10% floc, Non Regulated, for Treat & Disc	EA	\$146.24	16.67%	\$121.87	
55G Aqueous Solution, <10% floc, Non Regulated, for Treat & Disc	EA	\$191.34	16.67%	\$159.45	
275G Aqueous Solution, <10% floc, Non Regulated, for Treat & Dis	EA	\$840.27	16.67%	\$700.23	
5G Hazardous Aqueous liquids, <10% floc, (D004-D011, treatment	EA	\$280.55	16.67%	\$233.80	
15G Hazardous Aqueous liquids, <10% floc, (D004-D011, treatment	EA	\$391.86	16.67%	\$326.55	
30G Hazardous Aqueous liquids, <10% floc, (D004-D011, treatment	EA	\$500.01	16.67%	\$416.68	
55G Hazardous Aqueous liquids, <10% floc, (D004-D011, treatment	EA	\$557.15	16.67%	\$464.29	
275G Hazardous Aqueous liquids, <10% floc, (D004-D011, treatment	EA	\$1,396.67	16.67%	\$1,163.89	
15G Water with organics, (Characteristic codes only) <10% floc, re	EA	\$914.82	16.67%	\$762.35	
30G Water with organics, (Characteristic codes only) <10% floc, re	EA	\$1,163.41	16.67%	\$969.51	
55G Water with organics, (Characteristic codes only) <10% floc, re	EA	\$1,239.94	16.67%	\$1,033.29	
5G Corrosive Lab Pack for Water Treatment	EA	\$122.06	16.67%	\$101.72	
15G Corrosive Lab Pack for Water Treatment	EA	\$436.67	16.67%	\$363.89	
30G Corrosive Lab Pack for Water Treatment	EA	\$647.14	16.67%	\$539.28	
55G Corrosive Lab Pack for Water Treatment	EA	\$859.42	16.67%	\$716.19	
5G Inorganic Acids Lab Pack for Water Treatment	EA	\$122.06	16.67%	\$101.72	
15G Inorganic Acids Lab Pack for Water Treatment	EA	\$292.22	16.67%	\$243.51	
30G Inorganic Acids Lab Pack for Water Treatment	EA	\$430.46	16.67%	\$358.72	
55G Inorganic Acids Lab Pack for Water Treatment	EA	\$981.81	16.67%	\$818.17	
5G Inorganic Alkaline Lab Pack for Water Treatment	EA	\$122.06	16.67%	\$101.72	
15G Inorganic Alkaline Lab Pack for Water Treatment	EA	\$292.22	16.67%	\$243.51	
30G Inorganic Alkaline Lab Pack for Water Treatment	EA	\$430.46	16.67%	\$358.72	
55G Inorganic Alkaline Lab Pack for Water Treatment	EA	\$981.81	16.67%	\$818.17	
5G Inorganic Cyanides Lab Pack for Water Treatment	EA	\$335.82	16.67%	\$279.85	
15G Inorganic Cyanides Lab Pack for Water Treatment	EA	\$751.51	16.67%	\$626.26	
30G Inorganic Cyanides Lab Pack for Water Treatment	EA	\$1,119.41	16.67%	\$932.84	
55G Inorganic Cyanides Lab Pack for Water Treatment	EA	\$1,491.79	16.67%	\$1,243.16	
5G Inorganic Poisons Acidic for Water Treatment	EA	\$109.35	16.67%	\$91.13	
15G Inorganic Poisons Acidic for Water Treatment	EA	\$180.54	16.67%	\$150.45	
30G Inorganic Poisons Acidic for Water Treatment	EA	\$340.85	16.67%	\$284.04	
55G Inorganic Poisons Acidic for Water Treatment	EA	\$1,383.06	16.67%	\$1,152.55	
5G Inorganic Poisons Alkaline for Water Treatment	EA	\$109.35	16.67%	\$91.13	
15G Inorganic Poisons Alkaline for Water Treatment	EA	\$180.54	16.67%	\$150.45	
30G Inorganic Poisons Alkaline for Water Treatment	EA	\$340.85	16.67%	\$284.04	
55G Inorganic Poisons Alkaline for Water Treatment	EA	\$1,383.06	16.67%	\$1,152.55	
Overpack Surcharge	EA	\$160.00	16.67%	\$133.33	
Commercial Pick-up with 300+ units (1 unit = 1 item, 1 lb.)	EA	\$0.00	0.00%	\$0.00	
Mobilization Fee without reaching minimum	EA	\$100.00	0.00%	\$100.00	
Labor and Lab Pack Services Labor (prepared waste pick-up is FREE	HR	\$75.00	0.00%	\$75.00	
Lab Pack/Extended Service Area Transportation Charge (per mile/	MILE	\$3.00	20.00%	\$2.50	
Lab Pack Per Diem (if applicable)	DAY	\$160.00	0.00%	\$160.00	
EPA e-Manifest Program fee (per hazardous waste manifest)	EA	\$35.00	0.00%	\$35.00	

C.2 - Services Price Schedule

***Please note this workbook has multiple tabs.**

Instructions. Please complete the tables below if your company offers any of the following services. Please note this is an **optional form**.

Responding Company's Name:

The Retrofit Companies, Inc.

OPTIONAL FORM

Other Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.
	Neutralization, Industrial Tank Cleaning and Maintenance Services	QUOTE				
	Flam. Trap and Pit Cleaning	QUOTE				
	Radioactive Waste Disposal	QUOTE				
	Spill Clean-up Services	QUOTE				
	Pre-Paid Recycling Containers for specialty wastes and small quantity	SEE WEBSITE				

Form C.3 - Volume Discounts

***Please note this workbook has multiple tabs.**

Instructions. Please complete the form below if your company is offering additional discounts for a one time purchase OR a group of local agencies in a geographic area combining requirements (estimate annual spend). Please note this is an **optional form**.

Responding Company's Name: _____

OPTIONAL FORM

[illegible]

Vendor Forms & Signatures

RFP #20.10 – Recycling Services

Instructions

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled “***Vendor Forms & Signatures – Name of Company***”.
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one single PDF titled “Vendor Forms & Signatures – Name of Company”:

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance “EDGAR” Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

Addendum Acknowledgement

Instructions: Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received (check the box next to each addendum received):

☒

Addendum No. 1

☐

Addendum No. 5

☒

Addendum No. 2

☒

Addendum No. 6

☒

Addendum No. 3

☐

Addendum No. 7

☒

Addendum No. 4

☒

Addendum No. 8

I understand that failure to confirm receipt of addenda may cause for rejection of this response.

Authorized Signature

Date

Acknowledgment: I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.

Dan Harrington

Authorized Signature

11-6-2019

Date

Contract Offer & Award

Instructions: Part I of this form is to be completed by the Vendor and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name	<u>The Retrofit Companies, Inc.</u>	Date	<u>11-6-2019</u>
Address	<u>1010 Hoffman Drive Ste. A</u>	City, State, Zip	<u>Owatonna, MN 55060</u>
Contact Person	<u>Jake Andrist</u>	Title	<u>Director of Sales & Marketing</u>
Authorized Signature	<u><i>Dan Harrington</i></u>	Title	<u>Vice President</u>
Email	<u>jandrist@retrofitcompanies.com</u>	Phone	<u>507-363-0656</u>

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency

Authorized
Representative

Name Printed or Typed

Awarded this day of Contract Number

Contract to Commence

Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

Instructions: When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

3. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of

“federally assisted construction contract” in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor’s acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

7. Clean Air Act and Federal Water Pollution Control Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, the Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

10. Procurement of Recovered Materials

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

12. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By **initialing the table (1-12)** and **signing below**, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

Vendor Certification (By Item)	Vendor Certification: YES, I agree or NO, I do NOT agree	Initial
1. Violation of Contract Terms and Conditions	yes	DJH
2. Termination for Cause of Convenience	yes	DJH
3. Equal Employment Opportunity	yes	DJH
4. Davis-Bacon Act	yes	DJH
5. Contract Work Hours and Safety Standards Act	yes	DJH
6. Right to Inventions Made Under a Contract or Agreement	yes	DJH
7. Clean Air Act and Federal Water Pollution Control Act	yes	DJH
8. Debarment and Suspension	yes	DJH
9. Byrd Anti-Lobbying Amendment	yes	DJH
10. Procurement of Recovered Materials	yes	DJH
11. Profit as a Separate Element of Price	yes	DJH
12. General Compliance with Participating Agencies	yes	DJH

The Retrofit Companies, Inc.

Name of Business

Dan Harrington

Signature of Authorized Representative

Dan Harrington - Vice President

Printed Name/Title

11-6-2019

Date

Subcontractor Utilization Form

Instructions: List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: Recycling Services
Solicitation Number: RFP #20.10
Vendor Name: The Retrofit Companies, Inc. DBA Retrofit Environmental

If a subcontractor will not be used, check this box:

Company Name: MidAmerica Technical & Environmental Services, Inc.
Street Address: 2379 Leibel Street
City, State, Zip: White Bear Lake, MN 55110
Telephone: (651) 779-1900
Primary Contact: Jim Harms
Email Address of Contact: jim@midamericaenv.com
Services to be provided:

Industrial tank and trap cleaning and maintenance services

Company Name: Veolia North America
Street Address: 1275 Mineral Springs Drive
City, State, Zip: Port Washington, WI 53074
Telephone: (262) 243-8926
Primary Contact: Jody Bublitz
Email Address of Contact: jody.bublitz@veolia.com
Services to be provided:

Alternate transportation option for pick-ups outside of our regular service area.

Company Name: CH Robinson
Street Address: 3777 40th Avenue NW Suite #101
City, State, Zip: Rochester, MN 55901
Telephone: (507) 993-4368
Primary Contact: Mckenna Schuster
Email Address of Contact: mckenna.schuster@chrobinson.com
Services to be provided:

Alternate transportation option for pick-ups outside of our regular service area.

Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

Your organization's uploaded proposal should include the following submitted and correctly labeled documents:

X	Document Title	How to be Submitted
	Performance Bond of \$2,500 (Copy)	Submit as PDF
	Pricing Schedule – Name of Company	Submit as an Excel document
	Vendor Questionnaire – Name of Company	Submit as a Word document
	Vendor Forms & Signatures – Name of Company	Submit as one (1), single PDF. *Signatures Required
	Certificate of Insurance – Name of Company	Submit as PDF
	Additional Information – as required <ul style="list-style-type: none">• Business Type Certificate, if applicable	Submit as PDF

IMPORTANT: All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.

Dan Harrington
Authorized Signature

Dan Harrington - Vice President

Printed Name/Title

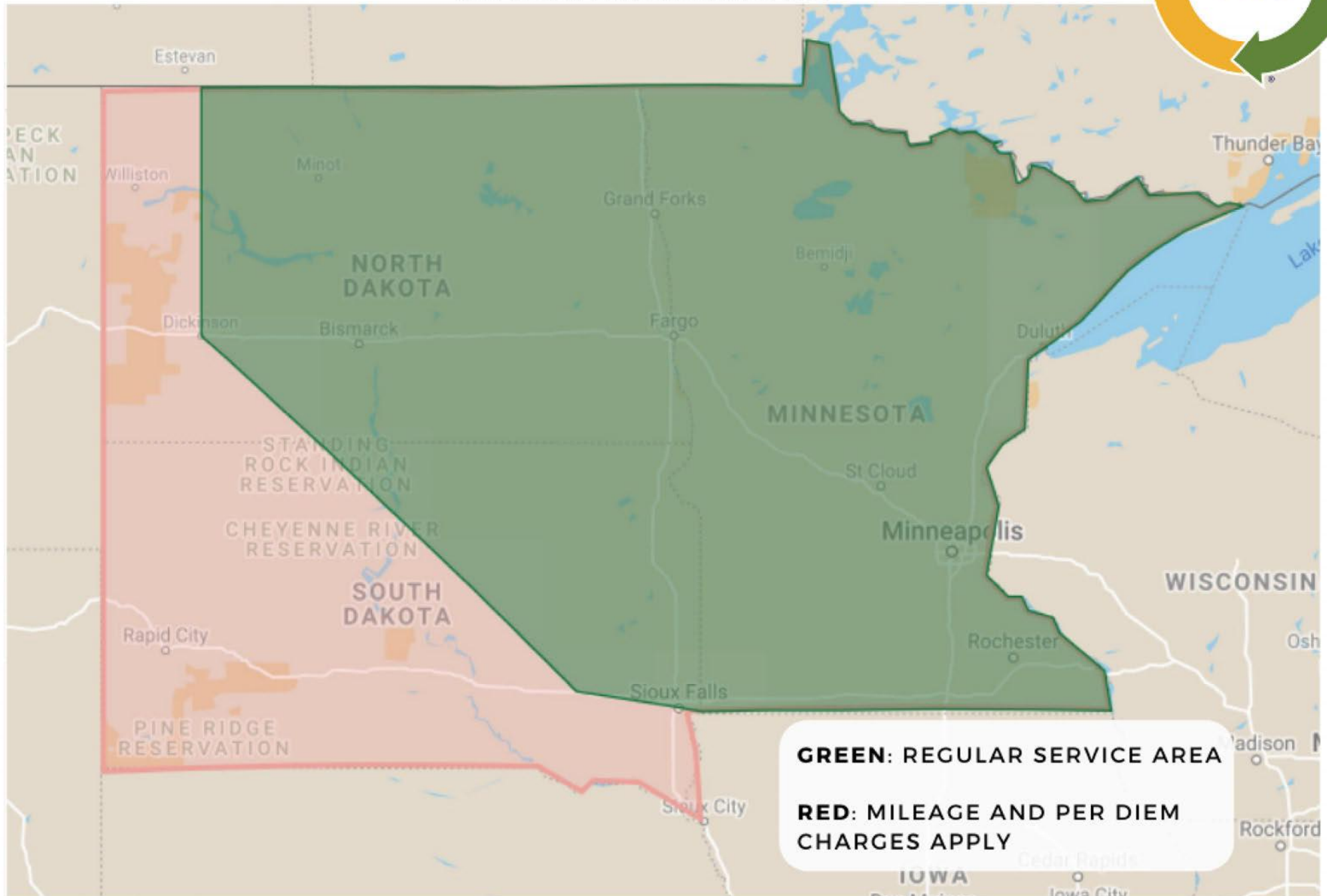
11-6-2019

Date

THE RETROFIT COMPANIES, INC.

SERVICE AREA MAP

RETROFIT ENVIRONMENTAL





THE RETROFIT COMPANIES, INC.

2960 Yorkton Blvd
Little Canada, MN 55117
800-795-1230 toll free

PARTNER VENDORS LIST

TRC FACILITY INFO

TRC Transporter ID#:	MNR000078675
TRC EPA Facility ID#:	MNR000078675

ADDITIONAL END FACILITIES

Veolia ES Technical Solutions LLC

EPA ID # WID988566543

1275 Mineral Springs Drive

Port Washington, WI 53074

Materials Processed: Fluorescent Lamps, Electronics, Mercury & Mercury Devices

Veolia ES Technical Solutions, LLC - Phoenix AZ

EPA ID # AZ0000337360

5736 W Jefferson Street

Phoenix, AZ 85043

Materials Processed: PCB Materials

Certified Recycling

EPA ID # MNS000103101

14305 Ewing Ave

Burnsville, MN 55306

Materials Processed: Appliances

Amazon Environmental

EPA ID # N/A

350 73rd Ave NE

Fridley, MN 55432

Materials Processed: Latex Product Recycling

Northern Metal Recycling

EPA ID # MND023035538

521 Barge Channel Road

St Paul, MN 55107

Materials Processed: Recyclable Metals

Dymanic Lifecycle Innovations

EPA ID # N/A

N5549 County Rd Z

Onalaska WI 54650

Materials Processed: CRT's, Electronics, batteries (All lithium styles, NiCad, NiMH, Dry Cell)

Liberty Tire Recycling

EPA ID # N/A

12498 Wyoming Avenue

Savage, MN 55378

Materials Processed: Tires

Universal Recycling Technologies, LLC

3046 2535 Beloit Ave.

Janesville, WI 53546

Materials Processed: Alternate e-scrap processing

Kuusakoski Recycling

EPA ID # N/A

13543 Lincoln Highway

Plainfield, IL 60544

Materials Processed: Alternate E-Scrap recycling facility

Kuusakoski Recycling

EPA ID # N/A

2022 W Townline Road

Peoria, IL 61615

Materials Processed: Alternate CRT facility

Quemetco, Inc. (Northern)

EPA ID # IND000199653

900 Quemetco Drive

Indianapolis, IN 46231

Materials Processed: Lead Acid Battery recycling via Northern Metal



THE RETROFIT COMPANIES

2960 Yorkton Blvd
Little Canada, MN 55117
800-795-1230 toll free

PARTNER VENDORS LIST

TRC FACILITY INFO

TRC Transporter ID#:	MNR000078675
TRC EPA Facility ID#:	MNR000078675
FEDERAL ID #	47-1716621

END FACILITY NAME

Veolia ES Technical Solutions, LLC	EPA ID # WID988566543
1275 Mineral Springs Drive Port Washington, WI 53074	Materials Processed: Mercury, Mercury Devices, Mercury Compounds
Veolia - TWI	EPA ID # ILD098642424
7 Mobile Ave Sauget, IL 62201	Materials Processed: Lab Packs, Incinerables
Veolia - Port Arthur, TX	EPA ID # TXD000838896
7665 Texas Highway 73 Beaumont, TX 77705	Materials Processed: Lab Packs, Incinerables
Tradebe Treatment and Recycling LLC	EPA ID # IND000646943
2323 Kennedy Avenue East Chicago, IN 46312	Materials Processed: Lab Packs, Incinerables, Heavy Metals, Acids and Caustics
Systech Environmental Corporation	EPA ID # KSD980633259
1420 South Cement Road Fredonia, KS 66736	Materials Processed: Flammable Liquids and sludges
Petro-Chem Processing Group	EPA ID # MID980615298
421 Lycaste Street Detroit, MI 48214	Materials Processed: Lab Packs, Incinerables, Heavy Metals, Acids and Caustics
East Side Oil Companies	EPA ID # MNR000003533
625 Lincoln Ave SE St Cloud, MN 56304	Materials Processed: Used Oil, Oil Filters, Antifreeze
Amazon Environmental	EPA ID # N/A
350 73rd Ave NE Fridley, MN 55432	Materials Processed: Latex Paints
Stericycle Specialty Waste Solutions	EPA ID # N/A
2850 100th Court NE Blaine, MN 55449	Materials Processed: Oil Absorbents, Non-Hazardous Industrial Waste
All Safe	EPA ID # N/A
26443 Fallbrooke Avenue Wyoming, MN 55092	Materials Processed: Compressed Gas Cylinders

PRIMARY TRANSPORTERS

The Retrofit Companies, Inc.	TRANS ID #MNR000078675
2960 Yorkton Blvd. Little Canada, MN 55117	
Stericycle Specialty Waste Solutions	TRANS ID # MNS000110924
2850 100th Court NE Blaine, MN 55449	
Pioneer Tank Lines	TRANS ID # MND044176113
12504 Hudson Road S Afton, MN 55001	



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

**The Retrofit Companies, Inc. DBA Retrofit Lighting & Design, Retrofit
Environmental**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 238210

UNSPSC: 39101600, 39101628, 39101701, 39101901,
39101907, 72121103, 72121400, 72151500, 72151501,
72151509, 72151511, 72154055, 76121900, 76121902,
76121904, 76121905, 76122002, 76122003, 76122004,
76122100, 76122101, 76122102, 76122103, 76122200,
76122201, 76122202, 76122203, 76122300, 76122301,
76122302, 76122303, 76122304, 76122305, 76122314,
76122315, 76131600, 76131602, 76131700, 76131701

Certification Number: WOSB190162

Expiration Date: January 31, 2020



Your growth is our business.

A handwritten signature in black ink, reading "Emilia DiMenco".

Emilia DiMenco, Women's Business Development Center
President & CEO

A handwritten signature in black ink, reading "Pamela Prince-Eason".

Pamela Prince-Eason, WBENC President & CEO

A handwritten signature in black ink, reading "Laura Taylor".

Laura Taylor, WBENC Vice President



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

The Retrofit Companies, Inc. DBA Retrofit Lighting & Design,
Retrofit Environmental

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

Certification Granted: January 22, 2019

Expiration Date: January 31, 2020

WBENC National Certification Number: WBE1900158

WBENC National WBE Certification was processed and validated by
>Women's Business Development Center - Midwest, a WBENC Regional Partner
Organization.

Authorized by Emilia DiMenco, President & CEO
Women's Business Development Center - Midwest



Your growth is our business.

NAICS: 238210

UNSPSC: 39101600, 39101628, 39101701, 39101901, 39101907, 72121103, 72121400, 72151500, 72151501, 72151509, 72151511, 72154055, 76121900, 76121902, 76121904, 76121905, 76122002, 76122003, 76122004, 76122100, 76122101, 76122102, 76122103, 76122200, 76122201, 76122202, 76122203, 76122300, 76122301, 76122302, 76122303, 76122304, 76122305, 76122314, 76122315, 76131600, 76131602, 76131700, 76131701





U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416

Original
Certification
Date: 08/23/2018

Wendy Fry - President
Retrofit Companies, Inc., The
1010 Hoffman Dr Ste A,
Owatonna, MN, 55060-1154

Dear Wendy Fry:

Congratulations! . . . Welcome to the HUBZone Program!

I am pleased to advise you that effective this date, Retrofit Companies, Inc., The has been approved for certification as a "qualified HUBZone small business concern (SBC)". The firm is now eligible for HUBZone opportunities and will be included on the list of qualified HUBZone small business concerns found at http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm. This certification will remain in effect unless SBA later determines that the firm does not meet the eligibility requirements of the program or the firm submits a [voluntary decertification form](#). The information below sets forth facts concerning the company's continued eligibility and its responsibilities.

The Firm's Responsibilities as a HUBZone certified concern

As a HUBZone certified concern, the program benefits the firm may receive come with important responsibilities, including:

- **Keeping up-to-date on the HUBZone geographical designations by visiting the HUBZone website at <http://www.sba.gov/content/hubzone-maps>.**

Check SBA's HUBZone mapping pages to determine whether changes in HUBZone area designations impact, or will impact, the firm's eligibility. Note that changes in geographical designations may critically affect the firm's compliance with Program requirements that its principal office be located in a HUBZone, and/or that at least 35% of its employees reside in a HUBZone. Sign up to receive HUBZone News Updates by entering your email address at <https://public.govdelivery.com/accounts/USSBA/subscriber/new>. Once there, expand the "SBA Initiatives" subscription topic, select HUBZone News, and click "Next." This is the simplest single step you can take to keep current on key program changes that may affect the firm's eligibility.

Note: In accordance with the National Defense Authorization Act of 2018 - Section 1701, areas that would have lost HUBZone geographical eligibility during 2018 and 2019, through expiration of redesignated status, will retain their geographical eligibility until the results of the 2020 Census that impact HUBZone areas are releases - expected to be December 31, 2021. For forward planning purposes, if the firm's principal office is located, or some of its employees reside, in such areas, you should consider actions necessary to maintain program compliance that date.

- **Remaining in compliance at all times and staying updated on Program changes.** It is the firm's responsibility to continually ensure that it meets the requirements of the Program. This includes, for example, continuously meeting the 35% HUBZone residency requirement. The firm can make good faith efforts to "attempt to maintain" (see definition at [13 C.F.R. § 126.103](#)) having 35% of its employees reside in a HUBZone during the performance of a HUBZone contract it received (as a prime, not as a subcontractor). But, the business must meet this residency requirement anytime it submits an offer on and receives a new HUBZone contract. This also includes complying with contract performance requirements in connection with any HUBZone contracts awarded to the firm as a qualified HUBZone SBC (e.g., the subcontracting limitations requirements set forth in [13 C.F.R. § 126.700](#), and/or the non-manufacturer rule set forth in [13 C.F.R. § 126.601\(e\)](#)).
- **Informing the HUBZone Program of any material changes to the concern.** If there are material changes to the concern that may affect its continued eligibility, you must notify the HUBZone Program by sending an e-mail to HZMCN@sba.gov. Material changes include a change in name, size, ownership, business structure, or principal office location, in addition to falling below the 35% employee HUBZone residency requirement when the firm is not performing on a HUBZone contract. Failure to notify the HUBZone Program of material changes may result in decertification from the program. If at any time the concern no longer qualifies for the HUBZone Program, the individual authorized to represent the firm can complete the "Voluntary Decertification Agreement" available at <http://www.sba.gov/content/maintaining-hubzone-certification>.

Note: The HUBZone Program sends notices regarding program examinations, proposed decertifications, and re-certifications to the firm's physical and email addresses of record. If the firm fails to respond to these notices because the firm relocated without updating its SAM and DSBS profiles and informing the HUBZone Program, SBA will propose the firm for decertification and may subsequently decertify it from the Program. Therefore, it is critical that you check your email's SPAM folder to make sure that you are receiving emails from SBA, notify us of any change in the physical address and keep the firm's SAM and DSBS profiles current.

- **Participating in SBA eligibility monitoring initiatives.** In order to ensure the integrity of the Program, firms will be required to recertify their status and may be subject to program examinations, proposed decertifications, or protests designed to verify eligibility, including:
 - SBA requiring the concern to certify in writing under penalty of perjury that it continues to meet all the eligibility criteria of the HUBZone Program or voluntarily decertify
 - SBA requiring the concern to submit updated documentation, similar to the information and documents you provided for the firm to obtain initial certification, in order to verify that it remains eligible for the program.
 - SBA requiring the concern to demonstrate that it was eligible for the Program both at the time of its initial offer and award of a HUBZone contract.
 - SBA making unannounced site visits to any or all of the concern's locations to verify the accuracy of any information provided to SBA.
- **Keeping the firm's System for Award Management (SAM) and Dynamic Small Business Search (DSBS) records up-to-date.** To apply for HUBZone Program certification, the firm had to be registered in SAM and DSBS. For the firm to receive benefits from the HUBZone Program (i.e., to be identified by contracting officers as eligible to receive HUBZone contracts and to be paid under any such contracts), these records must remain up-to-date. You must validate the firm's information at least annually or its SAM registration will become inactive. If you need assistance in updating the firm's SAM or DSBS information, please go to the SAM Help Desk at <https://fsd.gov/fsd-gov/home.do>.
- **Misrepresentation:** By bidding on any Federal solicitation that is set-aside or reserved only for HUBZone SBCs or for which a HUBZone preference will be applied, the firm's submission of that offer is deemed to be a representation to the United States that the company is fully in compliance with the HUBZone regulatory requirements, and that there have been no material changes since it received the HUBZone certification. ANY SBC FOUND TO MISREPRESENT ITS HUBZONE STATUS IN OBTAINING SUCH AN AWARD MAY BE SUBJECT TO A RANGE OF CIVIL OR CRIMINAL PENALTIES, TREBLE DAMAGES UNDER THE FALSE CLAIMS ACT, AND/OR SUSPENSION OR DEBARMENT FROM FEDERAL CONTRACTING.

How to get the most out of the Program

Although the firm's status as a certified HUBZone SBC greatly improves its access to Federal awards, this certification does not guarantee contract awards. Your ability to research opportunities and competitively bid on them will be the key to your success in this program. I recommend you utilize the following additional web resources designed to help you maximize the Program's benefits:

- SBA's Government Contracting Classroom website at (<http://www.sba.gov/gcclassroom>) provides valuable information on Federal contracting. Please note that while your concern was approved under the primary North American Industry Classification System (NAICS) Code found in your firm's SAM and DSBS profiles, you may be awarded contracts under other NAICS Codes. You may benefit from researching and identifying potential HUBZone contracting opportunities outside your profile's NAICS code.
- Federal Business Opportunities (<https://www.fbo.gov/>) serves as a central listing for Federal procurement solicitations to the public. The [Federal Procurement Data System](#) is a database accessible to the public at no cost and you may use it to learn about contract awards to businesses in various socioeconomic categories, including HUBZone.
- www.USAspending.gov is a single searchable website, accessible to the public at no cost, which includes for each Federal award: the name of the entity receiving the award; the amount of the award; information on the award including transaction type, funding agency, etc.; and the location of the entity receiving the award.
- SBA's Surety Bond Guarantee program (SBG) website (www.sba.gov/osg) provides information on how to apply for an SBA surety bond guarantee and a listing of participating sureties and agents. For immediate questions, please call 202-205-6540. The SBG program guarantees bid, performance and payment bonds for individual private or public contracts up to \$6.5 million, and up to \$10 million with a federal contracting officer's certification that the bond guarantee is necessary, for small and emerging contractors having difficulties obtaining surety bonds through regular commercial channels.

Thank you for contributing to US economic development

We wish you the best of luck as a HUBZone certified concern - your success will help improve the economic future of the HUBZone(s) in which the firm operates. If at any time you have any questions about the Program or how the SBA may be able to support your business objectives, the HUBZone Office offers assistance via an interactive conference call where we can respond to general questions and concerns in real-time. Visit our website at <http://www.sba.gov/hubzone>, for additional information or contact the HUBZone Help Desk at HUBZone@sba.gov

Sincerely,



Mariana Pardo
Director
Office of HUBZone Program

HUBZone Certification Number: 60379

Ref: IAF-19L

Office of the HUBZone Program, U.S. Small Business Administration, 405 Third Street, SE, Washington, DC 20416

January 29, 2019

Ms. Wendy Fry
Retrofit Environmental - AND - Retrofit Lighting & Design
1010 Hoffman Drive Ste A AND 2960 Yorkton Blvd Little Canada MN 55117
Owatonna, MN 55060

Dear Ms. Fry:

Your application for participation in the Minnesota Small Business Procurement Program has been approved. Your business is now listed in the directory of certified businesses as shown below. Your company was certified on January 29, 2019.

Retrofit Environmental - AND -
Retrofit Lighting & Design
1010 Hoffman Drive Ste A AND 2960
Yorkton Blvd Little Canada MN 55117
Owatonna, MN 55060
State Vendor Number: 0000221066
www.retrofitcompanies.com

Woman Owned Business (W)
Wendy Fry
Phone: (612) 756-0774
Fax: (507) 455-2192

Customize environmental solutions - lab packing, pre-demolition clean-up, removal and proper disposal of regulated waste. Customized energy-efficient lighting retrofit design and implementation services.
Primary NAICS Code: 238210
Secondary NAICS Codes:

Preferences and subcontract opportunities are only valid for products or services as approved by and on file with this office, and are generally applied in accordance with the attached chart. The individual(s) in the Office of State Procurement who most often purchase the products or services you provide are listed on our website at
<http://www.mmd.admin.state.mn.us/mn06003a.asp>

You are required to notify this office in writing of any and all changes in your business which could affect your eligibility for this program within thirty days of such change. Please also notify this office of any changes in address, telephone number, product line or services, etc. Your certification is valid until rescinded by this office. You may be asked to verify and update information on file at any time.

You are also certified to participate in similar state-funded programs at the Minnesota Department of Transportation (highway construction-related) and several metropolitan agencies. The state certification does not apply to federal-funded programs administered by those agencies.

Your company is listed on the state's vendor list. If you have any questions about the state's purchasing process, please feel free to call our HelpLine at 651.296.2600. Be sure to keep your vendor information current through the Supplier Portal Online Vendor Registration (link can be found on our home page at www.mmd.admin.state.mn.us). There you will also find a link to Solicitation Announcements, where the state's purchasing opportunities are published.

If you have any questions or need any assistance regarding the Minnesota Small Business Procurement Program, please feel free to contact the Office of Equity in Procurement at 651.201.2402.

Sincerely,

Aaron Anderson
Vendor Specialist
Office of Equity in Procurement
Minnesota Small Business Procurement Program

Enclosures



The Office of Equity in Procurement now offers certified Targeted Group, Economically Disadvantaged, and Veteran-Owned small businesses a logo for use on their websites, emails, etc. To find this certification logo, please go to this website: <https://mn.gov/admin/business/vendor-info/oep/sbcp/cert-logo/>

**STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION**

**TABLE OF GROUPS EXPERIENCING DISPARITY
IN STATE OF MINNESOTA PURCHASING & CONTRACTING
CONDUCTED UNDER MINN. STAT. CHAPTER 16C**
(Based on the 2009 Disparity Study)

	Construction PrimeContracts	Construction Subcontracts	Professional Services	Other Services*	Goods & Supplies
African American	X	X			X
American Indian	X	X	X		X
Asian American	X		X		X
Hispanic American	X	X	X	X	X
Nonminority Women	X	X	X	X	X
Disabled	X	X	X	X	X

* For purposes of applying preferences, other services include the following categories:

- Janitorial and maintenance services
- Uniformed guard services
- Computer services (such as repairs)
- Certain job shop services
- Printing
- Graphics, photographic services
- Landscaping (except for large construction projects such as boulevards and highways)
- Other nontechnical or unlicensed services

Effective Date: March 25, 2010

I'M CERTIFIED, NOW WHAT?

Sign up for a free class. The class, "Navigating the Supplier Portal," is held about once per month, and covers how to access the Supplier Portal, creating a User ID, finding bid events, placing bids, finding bid tabulation results, reviewing vendor payments and maintaining supplier information. You can find more information and registration instructions here: <http://www.mmd.admin.state.mn.us/mn02000.htm>.

Visit the Office of Equity in Procurement's Vendor Kiosk. At the Vendor Kiosk, you will receive one-on-one assistance from one of the Office of Equity in Procurement team members on a wide variety of topics, including:

- Maintaining your information in the Supplier Portal,
- Selecting appropriate category codes for your business, and
- Learning how to search for solicitations, downloading solicitation materials and how to submit bid responses.

Walk-in hours are available on Mondays, 10:00 am – 12:00 pm and Thursdays, 2:00 pm – 4:00 pm, or by appointment.

Sign up for regular updates from the Office of Equity in Procurement team. The Office of Equity in Procurement sends out two different newsletters, which you can sign up for here:

<http://mn.gov/admin/media/email/>

- The Weekly Opportunities Report highlights upcoming solicitation opportunities in goods and services, construction, and professional/technical services that may be of interest to small businesses.
- The Equity in Procurement Newsletter provides information about upcoming trade shows, workshops and training opportunities. These events provide both learning and networking opportunities to help grow your business.

Look for work with the State. On the Office of State Procurement's Solicitations Announcements page (<http://www.mmd.admin.state.mn.us/solicitations.htm>) there are several links where you can look to find opportunities with the State, including:

- Good and Services and Small Construction Projects,
- Virtual Plan Room – Construction Contracts,
- Other Entities Construction Contract Solicitations,
- Professional and Technical Service Contracting, and
- The State Register.

Each of these pages lists current solicitation opportunities, along with information about the due date, purchasing agency, title of the solicitation, and how to respond. To learn more about the specifics of each solicitation, follow the instructions in the posting. If you have questions, contact either the Office of Equity in Procurement at 651-201-2402 or the Office of State Procurement's Helpline at 651-296-2600.



November 11, 2019

RE: Verification of Surety - Bid Bond

RFP #: 20.10 Recycling Services

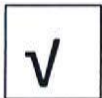
Bid Responder: The Retrofit Companies

Surety in the amount of: \$2,500.00

Dated: 11th day of November, 2019

Held with: International Fidelity Insurance Co.- 319-939-2661

Notes: Spoke with Chris who is in the Cedar Rapids Office 2:19 p.m., central time. He verified the above information with me.



Valid on this 11th day of November, 2019 by CPC Program Assistant, Lori J. Mittelstadt.

Company Information

Name of Company:	The Retrofit Companies, Inc. dba Retrofit Environmental and Retrofit Lighting and Design
Company Address:	2960 Yorkton Blvd // 1010 Hoffman Drive Suite A
City, State, Zip code:	Little Canada, MN 55117 // Owatonna, MN 55060
Website:	www.retrofitcompanies.com
Phone:	800-795-1230 // 651-766-7422 // 507-455-2181

Reference #1 – Business Name	ISD#1 Minneapolis Public Schools
Product/Service Purchased	Residual universal waste recycling, hazardous waste lab pack services and disposal, multiple site assessments
Year of Purchase	2019 (ongoing)
Reference Contact	Jason Karpe
Phone	(612) 806-1394
Email	Jason.Karpe@mpls.k12.mn.us

CPC Notes:

- Describe the project(s) completed with the Vendor.** We started using The Retrofit Companies (TRC) 6-9 months ago. Previously, we used a few different recyclers (Green Lights, Waste Tech). With TRC, we use them for electronic recycling. We collect all of the electronics from the schools and transport the old equipment out to TRC's site. TRC helps unload and manifest all the technology, they provide us with the certificate of recycling and the invoice. We also use TRC to recycle fluorescent lamps/bulbs. Our district also collects hazardous waste out at our transportation center, once enough has been accumulated from schools we call TRC to schedule a pickup. TRC inventories all the waste products, provide the proper paperwork, and the certificate of recycling. If we end up having large amounts of recycling at a specific site, we'll simply send a request to TRC and they'll pick up at the actual site.
- Describe how the Vendor was responsive to your needs.** We really like working with TRC. There are other providers, even though lamp costs seem to be higher costs than competitors, the costs for electronics is lower. Instead of trying to price hunt, we're saving soft costs by going with one vendor, one stop and one location. Our old provider had an archaic billing system, leading to multiple issues. TRC invoices and recycling certificates are usually sent within five (5) business days. TRC includes a 15 day follow up of any billings they haven't received; it's a nice double check.
- Describe the dependability and communication styles of the Vendor.** Pretty good. Only had one instance when our contact was out on the road and service was an issue, so there was a slight delay in communication. However, it was just a request to schedule a pickup so there wasn't an immediate need for a quick response.
- How would you rate the Vendor's overall performance for the products/service requested?** With experiences that I've had with other companies, I would have to give TRC at least an 8-9. I haven't used them long enough to rate them a 10. However, TRC's knowledge of hazardous waste I would rate 10.

Reference #2 – Business Name	ISD #11 Anoka-Hennepin Public Schools
Product/Service Purchased	Residual universal waste recycling, hazardous waste lab pack services and disposal, radioactive waste disposal, multiple site assessments, and tank cleaning and maintenance.
Year of Purchase	2007 (ongoing)
Reference Contact	Chris Nielsen
Phone	(763) 506-1224

Email

Chris.Nielsen@anoka.k12.mn.us

CPC Notes:

1. **Describe the project(s) completed with the Vendor.** We called to schedule a pickup and disposal of fluorescent tubes, ballasts, batteries, waste oil, and sorbents several times a year. We also use Retrofit for annual pickup and disposal of hazardous chemicals.
2. **Describe how the Vendor was responsive to your needs. Retrofit is very responsive.** They're always on time, professional, and provide turnkey solutions.
3. **Describe the dependability and communication styles of the Vendor.** Retrofit is very dependable and provides appropriate communication in various methods and modes.
4. **How would you rate the Vendor's overall performance for the products/service requested?** We've been very satisfied with all the services provided by Retrofit. I would recommend them without any reservation.

Reference #3 – Business Name**ISD #206 Alexandria Public Schools****Product/Service Purchased**

Residual universal waste recycling, hazardous waste lab pack services and disposal, multiple site assessments, and multiple tank cleaning and maintenance projects.

Year of Purchase

2006 (ongoing)

Reference Contact

Wade Nibbe

Phone

(320) 815-1192

Email

wnibbe@alexschools.org

CPC Notes:

1. **Describe the project(s) completed with the Vendor.** Our district needed a lime tank that was able to collect waste from our science labs pumped and have the lime replaced.
2. **Describe how the Vendor was responsive to your needs.** Very responsive, quick. Acted in a timely fashion.
3. **Describe the dependability and communication styles of the Vendor.** Dependable. Retrofit communicated with us mainly through phone and email. They worked with us and came at a convenient time as school was in session.
4. **How would you rate the Vendor's overall performance for the products/service requested?** I would rate their service and the company at a 9/10. The only reason not a 10/10 is price. But to explain that, they handle hazardous waste so there will be a premium price for many of the things they do. They handled everything from the task we needed as well as taking care of the shipping and disposal of the waste after the job was complete.



Evaluation Committee Report

RFP #20.10 – Recycling Services

Summary of Evaluation Committee Activity

The members of the Evaluation Committee were Jerome Evans, CPC Representative; Suzi Rupert, Coordinator of Member Services (NESC); and Kyle Shaikoski, Facilities and Fleet Assistant.

One (1) proposal was received by the submission deadline from The Retrofit Companies, Inc. The proposal was reviewed for compliance with the mandatory requirements set forth in the Request for Proposal (RFP). The proposal was found to be compliant and deemed responsive; the Evaluation Committee was able to conduct their technical evaluation the week of November 18, 2019, and the pricing evaluation during the week of November 25, 2019.

Evaluation Results

Refer to the attached Master Score Sheet, listed as Exhibit A.

Qualifications & Experience

The evaluation committee agreed the following is true:

1. The Vendor is well established in the recycling market; providing over 20 years of experience.
2. The Vendor is knowledgeable and nimble to change with the regulations required by law for recycling.
3. The Vendor has expanded its initial recycling arm to include disposal of all waste streams including hazardous chemicals.
4. The Vendor has current knowledge of cooperatives and contracts.

Marketing & Partnership

The evaluation committee agreed the following is true:

1. The Vendor is embedded with the current K12 market; should be able to deliver under this contract with ease and efficiency.
2. The Vendor has great follow-up and coordination with current users and agencies.
3. The Vendor is active in communications, email campaigns, social media platforms as well as attending multiple trade shows and conferences in CPC's tri-state area.

Financials & Level of Support

The evaluation committee agreed the following is true:

1. The Vendor has a defined process for identifying CPC participating agencies as customers and prospects.
2. Pricing is better than what is offered to individual education, government, and nonprofit agencies.
3. The Vendor has not been disbarred or suspended or had any legal issues.

Industry-Specific Information

The evaluation committee agreed the following is true:

1. The Vendor has a broad background in multiple recycling streams; to include proper packaging, labelling, transporting and recycling/disposal services.
2. The Vendor has established regular "routes" across CPC's tri-state area on a monthly and bi-monthly basis. Customer service teams send out reminders using their CRM software about the routes, gather pick-up inventory, schedule pickup, and prepare paperwork for customers.
3. The Vendor provides specialty services for chemistry lab or maintenance shed cleanouts, tank maintenance, and cleaning services, in addition to pre-paid recycling containers for DEA and Non-DEA Pharmaceutical wastes and other biohazard wastes.
4. The Vendor is a licensed hazardous waste hauler; conduct work with regulators in Ramey County, the Minnesota Pollution Control, and EPA regulators in North Dakota and South Dakota. The Vendor owns its own fleet of haulers and vehicles.
5. The Vendor requires a minimum of 300 units to avoid a stop charge of \$100. This minimum could be in units, pounds or gallons. The Vendor charges a \$35 hazardous waste e-Manifest fee to remain compliant with EPA directive and regulations.
6. The Vendor is a broker, 10-day regulated waste transfer facility and licensed hazardous waste hauler; they utilize a vast network of trusted waste-processing facilities.

Pricing

The evaluation committee agreed the following is true:

1. The Vendor has offered an extensive list of products that can be recycled through their company.
2. Pricing is relative and comparable within the market.

Recommendation

After a thorough analysis of the Vendor proposals, the Evaluation Committee recommends that the contract be awarded to The Retrofit Companies, Inc. dba Retrofit Environmental.

DocuSigned by:

Jerome Evans

D78B5DE7CED34A5...

Jerome Evans, CPC Representative

DocuSigned by:

Suzi Ruper

A07905D14032417...

Suzi Ruper, Coordinator of Member Services (NESC)

DocuSigned by:

Kyle Shaikoski

C4ABAA8B02E54D0...

Kyle Shaikoski, Facilities and Fleet Assistant

DocuSigned by:

Lisa Truax

9AB8C86EB0B9422...

Lisa Truax, Procurement Solutions Coordinator
RFP Facilitator

1 Attachment/Exhibit A
Master Score Sheet

cc: Procurement File

Exhibit A

RFP #20.10 - Recycling Services

RFP Evaluation; Master Score Sheet

Criteria	Points
Qualifications & Experience	45
Marketing & Partnership	25
Financials & Level of Support	35
Industry Specific Information	100
Exceptions & Deviations	10
References	15
Total Technical Points	230
Pricing	270
Total Score	500

		The Retrofit Companies
Criteria	Possible Points	Average Points Awarded
Qualifications & Experience	45	41
Marketing & Partnership	25	23
Financials & Level of Support	35	23
Industry Specific Information	100	92
Exceptions & Deviations	10	10
References	15	14
Total Technical Points	230	203
Meets Cut Score of 180 Points?	Yes/No	Yes
Proceed to Pricing Evaluation?	Yes/No	Yes
Pricing	270	249
Total Score	500	452

December 11, 2019

The Retrofit Companies, Inc.
Attn: Jake Andrist, Director of Sales & Marketing
1010 Hoffman Drive, Suite A
Owatonna, MN 55060

Award Decision, RFP #20.10 – Recycling Services

Dear Jake Andrist:

The Cooperative Purchasing Connection (CPC), using the weighted criteria outlined in the Request for Proposal (RFP), have completed their review of the proposals received. Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering.

We are pleased to announce that your proposal received the recommendation for award. This decision is subject to approval of the Cooperative Purchasing Connection and the North Dakota Educators Service Cooperatives Boards of Directors and the successful negotiation of a mutually acceptable contract.

I will be contacting you in the near future to finalize a contract for the awarded goods and/or services. Thank you for submitting your proposal; the Cooperative Purchasing Connection looks forward to working with you.

Regards,

A handwritten signature in black ink, appearing to read "Lisa M. Truax", is positioned below the "Regards," text.

Lisa M. Truax | Procurement Solutions Coordinator
Cooperative Purchasing Connection



Contract Offer & Award

Instructions: Part I of this form is to be completed by the Vendor and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name	<u>The Retrofit Companies, Inc.</u>	Date	<u>11-6-2019</u>
Address	<u>1010 Hoffman Drive Ste. A</u>	City, State, Zip	<u>Owatonna, MN 55060</u>
Contact Person	<u>Jake Andrist</u>	Title	<u>Director of Sales & Marketing</u>
Authorized Signature	<u><i>Dan Harrington</i></u>	Title	<u>Vice President</u>
Email	<u>jandrist@retrofitcompanies.com</u>	Phone	<u>507-363-0656</u>

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency	<u>Cooperative Purchasing Connection</u>		
Authorized Representative	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> DocuSigned by: <i>Jane Eastes</i> 6D9BB132BB3040A... </div>		
Name Printed or Typed	<u>Jane Eastes, Deputy Director</u>		
Awarded this	<u>11th</u>	day of	<u>December, 2019</u>
Contract Number	<u>#20.10 - REC</u>		
Contract to Commence	<u>January 1, 2020</u>		