

**SPECIFICATIONS**  
**FOR**  
**SOLID WASTE AND RECYCLING**  
**COLLECTION SERVICES**

**TOWNSHIP OF ANDOVER**

**ANDOVER, NEW JERSEY**

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**BID DATE**

*July 15, 2015*

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## LEGAL NOTICE TO BIDDERS

Sealed Bids will be received by the Township Clerk of the Township of Andover, New Jersey, 07860, on July 15, 2015 at 10:00 a.m. prevailing time and opened and read in public at the Andover Township Municipal Building, 134 Newton Sparta Road, Andover Township, Sussex County, New Jersey for the following:

### SOLID WASTE AND RECYCLING COLLECTION SERVICES

Specifications for the above may be examined in the office of the Township Clerk, 134 Newton Sparta Road, Andover Township, New Jersey, 07860, between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday. Any person, firm, or corporation desiring a copy of the Specification Documents may obtain such from the Township Clerk's Office.

Bidders must use the prepared Proposal Form. Each proposal must be enclosed in a sealed envelope addressed to the Township Clerk, Township of Andover, marked on the outside with the name and address of the bidder and the name of the contract being bid, and delivered on or before the hour set forth above. The Township will not assume responsibility for bids forwarded through the mail if lost in transit at any time before bid opening. **NO BIDS WILL BE ACCEPTED AFTER THE BID OPENING HAS COMMENCED.**

The Township of Andover reserves the right to award the contract to the lowest responsible bidder.

Bids must be accompanied by a bid guarantee in the form of a certified check, bid bond or cashier's check in the amount of ten percent (10%) of the total amount bid, but not in excess of \$20,000.00 made payable to the Township of Andover, together with a "Consent of Surety" from a surety company authorized to do business in New Jersey in a form satisfactory to the Township, stating that it will provide the contractor with a bond in an amount equal to one hundred percent (100%) of the total contract price bid. All guarantees of unsuccessful bidders will be returned upon award of contract to the successful bidder.

Bidding information contained in this Proposal should be clear and not subject to qualifications, deletions, erasures, or other marking that create any doubt as to its meaning. Bidders should make sure that Bid Proposal is signed by a duly authorized person on behalf of the bidder and that the Proposal is responsive. Bidders can determine the responsiveness of their Proposal by reading "Information for Bidders". **INSTRUCTIONS MUST BE FOLLOWED EXACTLY OR THE BID MAY BE DECLARED NON-RESPONSIVE.**

The Township Committee reserves the right to reject any and all bids or to accept such bids as it may deem to be in the best interests of the Township of Andover, and reserves the right to waive any informality in the bids received, and the right to consider the bids for sixty (60) days after their receipt.

Bidders are required to comply with the requirements of P.L. 2004, c. 57, which pertains to the **New Jersey Business Registration Requirements**.

Bidders are required to comply with the provisions of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27, and any amendments thereto, regarding Affirmative Action. The successful bidder, upon notification of the Township's intent to award a contract to said bidder, must supply the Township with one of the following Affirmative Action documents:

1. A photocopy of the bidder's current Federal Affirmative Action Plan Approval Letter; or
2. A photocopy of the bidder's current Certificate of Employee Information Report issued in accordance with N.J.A.C. 17:27-1.1 et seq.; or

3. The Township's copy of the bidder's completed Initial Employee Report, Form AA-302, as submitted to the Division of Contract Compliance and EEO in Public Contracts.

The bidder's Affirmative Action documentation must be supplied to the Township within ten (10) days of the bidder's notification of the Township's intent to award. If the bidder fails to supply the Township with the necessary Affirmative Action documentation, the Township may declare the bidder non-responsive and award the contract to the next lowest bidder.

Simultaneous with the submission of bids, the corporation or partnership so bidding shall furnish a statement setting forth the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of the stock in any class, or of individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, pursuant to Chapter 33, P.L. 1977. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of the corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. Bids will be rejected if they do not contain this disclosure statement.

Bidders are required to be registered by the New Jersey Department of Treasury, Division of Revenue at the time bids will be received by the Project Owner pursuant to the Business Registration Act (P.L. 2004, c. 57, N.J.S.A. 52:32-44).

By order of the Township Committee of the Township of Andover, County of Sussex.

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Vita Thompson, R.M.C., Clerk/Administrator

# **1 INSTRUCTIONS TO BIDDERS**

## **1.1 THE BID**

The Township of Andover is soliciting bid proposals from solid waste and recycling waste collection contractors interested in providing curbside solid waste and recycling collection and disposal services at the option of the Township for a period of 1 year, 3 years or 5 years to commence on January 1, 2016 and end on December 31, 2016 or December 31, 2018 or December 31, 2020 in accordance with these Bid Specifications and the Uniform Bid Specifications N.J.A.C. 7:26H-6 et seq. Bidders must bid on all contract durations.

## **1.2 CHANGES TO THE BID SPECIFICATIONS**

Notice of revisions or addenda to advertisements or bid documents relating to bids will, no later than seven (7) days (Saturdays, Sundays and holidays excepted) before the date for acceptance of bids, be published in the New Jersey Herald and the Sunday New Jersey Herald and the New Jersey Star Ledger, which circulate in the Township of Andover.

## **1.3 BID OPENING**

***All bid proposals will be publicly opened and read by the Municipal Clerk at the Andover Township Municipal Building, 134 Newton-Sparta Road, Andover Township on July 15, 2015 at 10:00 a.m. Bids must be delivered by hand or by mail to the Municipal Clerk no later than 9:30 a.m. on July 15, 2015.*** All bid proposals will be dated and time-stamped on receipt. Bidder is solely responsible for timely delivery of the bid proposal. No bids shall be considered which are presented after the public call for receiving bids. Any bid proposal received after the date and time specified will be returned unopened to the bidder.

## **1.4 DOCUMENTS TO BE SUBMITTED**

The following documents shall be submitted by every bidder at the time and date specified in the public notice to prospective bidders:

1. Certified photo copies of bidder's certificate of public convenience and necessity and an approval letter issued in conformance with N.J.S.A. 13:1E-126;
2. Responses to questionnaire setting forth experience and qualifications;
3. Bid Guarantee in the form of a bid bond, certified check or cashier's check in the amount of 10% percent of the total amount bid proposal, not to exceed \$20,000 payable to the Township of Andover;
4. Non-collusion affidavit;
5. Stockholder statement of ownership;
6. Consent of Surety;
7. Bid Proposal; and
8. New Jersey Business Registration Certificate (BRC).

All of the foregoing shall be submitted in accordance with the instructions hereinafter contained. The division of the Bid Specifications into parts is merely for convenience and ready reference. All parts of the Bid Specifications constitute a single document.

## **2. DEFINITIONS**

All definitions as set forth in N.J.A.C. 7:26H-6.3 are incorporated herein as though fully set forth apply except those which have been modified herein.

“Bid Proposal” means all documents, proposal forms, affidavits, certificates, statements required to be submitted by the bidder at the time of the bid opening.

“Bid Guarantee” means the bid bond, cashier check or certified check submitted as part of the bid proposal, payable to the contracting unit, ensuring that the successful bidder will enter into a contract.

“Bid Specifications” means all documents requesting bid proposals for municipal solid waste collection services contained herein.

“Certificate of Insurance” means a document showing that an insurance policy has been written and includes a statement of the coverage of the Policy.

“Collection Site” means the locations of waste containers on collection day.

“Collection Source” means a generator of designated collected recycling to whom service will be provided under the contract.

“Consent of Surety” means a promissory note guaranteeing that if the contract is awarded, the surety will provide a performance bond,

“Contract” means the written agreement executed by and between the successful bidder and the Township of Andover and shall include the bid proposal and the bid specifications. The contract shall contain and incorporate all terms and conditions of the Uniform Bid Specifications, the Andover Township Specifications and any and all terms and conditions which may be required to be incorporated into the contract pursuant to N.J.A.C. 7:26H-6 et. seq.

“Contract Administrator” is the Andover Township Administrator.

“Contracting Unit” is the Township of Andover, Sussex County, New Jersey.

“Contractor” means the lowest responsible bidder to whom award of the contract shall be made.

“Designated Collected Recyclable Materials” are defined as those items which are accepted at the Sussex County Landfill as recyclables including but not limited to the following:

All cans, brown, clear and green glass bottles as well as plastic soda, milk, water and detergent bottles with HDPE on the bottom, cardboard, magazines and newspapers.

Paper products which are not considered recyclables shall be collected as other waste.

Cardboard shall be flattened and cross tied.

“Disposal Facility” means those sites designated in Sussex County Solid Waste Management Plan or approved by other governmental agencies or which may otherwise be deemed to be legally approved to receive waste from the Township of Andover. Due to imminent changes in waste flow regulations, other facilities may become eligible to serve as an authorized Disposal Facility for the Township of Andover. For the purpose of this bid, any facility that is authorized to accept solid waste Class #10 from the Township of Andover by the Sussex County Solid Waste Management Plan or which may be deemed legally approved at the time the bids are opened, will be accepted.

## **2. DEFINITIONS (CONTINUED)**

The contract shall provide that in event Sussex County during the term of the contract shall be deemed legally able to direct the Township waste flow to the Sussex County Landfill and/or during the term of the contract should Sussex County impose an environmental impact charge and/or other tax charge or levy against Andover Township by reason of the non-use of the Sussex County Landfill for the disposal of Andover Township by refuse and should the Township determine it economically advantageous to require the contractor to use the Sussex County Landfill as a disposal site for the Township refuse, the Township shall have the right to direct the contractor to use the Sussex County Landfill and upon such determination the Township agrees to pay the difference in the tipping fees as set forth in the bid proposal and the tipping fees charges at the Sussex County Landfill. The parties agree to meet to determine the most advantageous economic result for the Township.

“Governing Body” means the Township Committee of the Township of Andover.

“Holiday” means a regularly scheduled collection day on which the authorized Disposal facilities are closed, including:

New Year’s Day	Martin Luther King’s Birthday
Presidents’ Day	Good Friday
Memorial Day	Independence Day
Labor Day	Veterans’ Day
Thanksgiving Day	Christmas Day

“Legal Newspaper” means the New Jersey Herald and the Sunday New Jersey Herald and the New Jersey Star Ledger which were selected by the Township of Andover for publishing official notices and advertisements for bids.

“Proposal Forms” means those forms that must be used by all bidders to set forth the prices for services to be provided under the contract.

“Service Area” means the Township of Andover, Sussex County, New Jersey.

“Surety” means a company that is duly certified to do business in the State of New Jersey and that is qualified to issue bonds in the amount and of the type and character required by these specifications.

## **3. BID SUBMISSION REQUIREMENTS**

### **3.1 BID PROPOSAL**

- A. Each document in the bid proposal must be properly completed in accordance with N.J.A.C. 7:26H-6.5. No bidder shall submit the requested information on any form other than those provided in these bid specifications.
- B. Bid proposals shall be hand delivered or mailed in a sealed envelope with the name and address of the bidder and the name of the bid as set forth in the Public advertisement clearly written on the outside of the sealed envelope. No bid proposal will be accepted past the date and time specified by the Township of Andover, in the advertisement for bids.
- C. Each bidder shall sign, where applicable, all bid submissions as follows:
  1. For a corporation, by a principal executive officer,
  2. For a partnership or sole proprietorship, by a general partner or the proprietor respectively; or

### **3.1 BID PROPOSAL (CONTINUED)**

3. A duly authorized representative if:
  - a. The authorization is made in writing by a person described in sections 1 and 2 above; and
  - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the business.
- D. The bid proposal contains option bids. The Township of Andover may, at its discretion, award the contract to the bidder whose aggregate bid price for the chosen option, or any combination of options is the lowest responsible bidder; provided, however, the Township of Andover shall not award the contract on the bid price for separate options.
- E. Any Bid Proposal that does not comply with the requirements of the bid specifications and N.J.A.C. 7:26H-6.1 et. seq., shall be rejected as non responsive.

### **3.2 BID GUARANTEES**

- A. A Bid Guarantee in the form of a Bid Bond, Cashier Check or Certified Check, made payable to the Township of Andover in the amount of 10% of the highest aggregate number for 2005 bid submitted, not to exceed twenty thousand dollars (\$20,000) must accompany each Bid Proposal. In the event that the bidder to whom the Contract is awarded fails to enter into the Contract in the manner and within the time required, the award to the bidder shall be rescinded and the bid guaranty shall become the property of the Township of Andover.

### **3.3 EXCEPTIONS TO THE BID SPECIFICATIONS**

Any condition, limitations, provision, amendments, or other changes attached or added by the bidder to any of the provisions of these Bid Specifications or any change made by the bidder on the Proposal Forms shall result in the rejection of the Bid Proposal by the Township of Andover.

### **3.4 "BRAND NAME OR EQUIVALENT"**

Whenever the Work Specifications identify a brand name, trade name or a manufacturer's name, this designation is used for classification or descriptive purposes only, and the bidder may substitute an equal product, subject to the approval of the Township of Andover.

### **3.5 COMPLIANCE**

The bidder shall be familiar with and comply with all applicable local, State and Federal laws and regulations in the submission of the Bid Proposal and, if the bidder is awarded the contract, in the performance of the contract.

### **3.6 CONFLICT OF INTEREST AND NON-COLLUSION**

Each bidder must execute and submit as part of the Bid Proposal a "Non-collusion Affidavit" which at a minimum shall attest that;

- A. The bidder has not entered into any agreement or participated in any collusion with any other person, corporate entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project;
- B. All statements made in the bid proposal are true and correct and made with the full knowledge that the contracting unit relies upon the truth of those statements in awarding the contract and;

### **3.6 CONFLICT OF INTEREST AND NON-COLLUSION (CONTINUED)**

- C. No person or business is employed to solicit or secure the contract in exchange for a commission, percentage brokerage agreement or contingency fee unless such person possesses a Certificate of Public Convenience and Necessity and a License issued pursuant to N.J.A.C. 7:26-16 et. seq.

### **3.7 NO ASSIGNMENT OF BID**

The bidder may not assign, sell, transfer or otherwise dispose of the Bid or any portion thereof or any right or interest therein. This section is not intended to limit the ability of the successful bidder to assign or otherwise dispose of its duties and obligations under the contract provided that the Township of Andover agrees to the assignment or other disposition. No such assignment or disposition shall become effective without the written approval of the New Jersey Department of Environmental Protection.

## **4. AWARD OF CONTRACT**

### **4.1 GENERALLY**

- A. The Township of Andover shall award the contract or reject all bids within the time specified in the invitation to bid, but in no case more than sixty (60) days except that the bids of any bidders who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed. All bidders will be notified of the Township of Andover decision, in writing, by certified mail.
- B. The contract will be awarded to the bidder whose aggregate bid price for the selected option or options is the lowest responsible bid.
- C. The Township of Andover reserves the right to reject any bid not prepared and submitted in accordance with the provisions hereof, and to reject any or all bids. In the event that the Township of Andover rejects all bids, the Township of Andover shall publish a notice of rebid no later than ten days, Saturdays, Sundays, and holidays excepted, prior to the date of acceptance of bids.

### **4.2 NOTICE OF AWARD AND EXECUTION OF CONTRACT**

Within fourteen (14) calendar days of the award of the contract the Township of Andover shall notify the successful bidder in writing, at the address set forth in the Bid proposal and such notice shall specify the place and time for delivery of the executed contract, the performance bond, the vehicles dedication affidavit and the appropriate affirmative action documentation. Failure to deliver the aforementioned documents as specified in the notice of award shall be cause for the Township of Andover to declare the contract non-responsive and to award the contract to the next lowest bidder.

### **4.3 RESPONSIBLE BIDDER**

The Township of Andover shall determine a bidder is "responsible" in accordance with N.J.S.A. 40A:11-2 and N.J.A.C. 7:26H-6.8. The Bid proposal of any bidder that is deemed not to be "responsible" shall be rejected.

#### **4.4 PERFORMANCE BOND**

- A. For a one (1) year collection contract the successful bidder shall provide a performance bond issued by a Surety in an amount equal to no more than 100% of the award price. The performance bond shall be delivered to the Township of Andover at the Andover Township Municipal Building, 134 Newton-Sparta Road, Andover Township NJ 07860 within fourteen (14) days after notification of award.
- B. If the successful bidder fails to provide the required performance bond at the time and place specified, the Township may declare the successful bidder to be non-responsive and award the contract to the lowest responsible or terminate the bid process and rebid the collection services.

Failure of the successful bidder to deliver the performance bond at the time and place specified by the township shall be cause for the assessment of damages in an amount equal to the amount of the bid guarantee.

- C. For a multi-year contract, the successful bidder shall submit performance bond in accordance with the following:
  - 1. The successful bidder, within fourteen (14) days of the notification of award shall deliver to the Township at the Andover Township Municipal Building, 134 Newton-Sparta Road, Andover Township, New Jersey 07860, a performance bond issued by a surety in an amount equal to no more than 100% of the annual value of the contract. The annual value of the contract shall be equal to the total bid price of each year of the contract. The contractor shall provide a one year performance bond for each succeeding year of the contract in an amount equal to no more than 100% of the annual value of the contract for each succeeding year.
  - 2. The performance bond for each succeeding year shall be delivered to the Township of Andover with proof of full payment of the premium one hundred twenty (120) days prior to the expiration of the current bond.
- D. Failure to deliver a performance bond for any year of the contract a minimum of one hundred twenty (120) days prior to the termination of the then current one will constitute a breach of contract and shall entitle the Township of Andover to terminate the contract upon the expiration of the then current bond. Notwithstanding termination of the contract, the contractor will be obligated to fully perform through the date of termination of the contract and the contractor rebidding the collection contract.

#### **4.5 AFFIRMATIVE ACTION REQUIREMENTS**

A. If awarded a contract, the successful bidder will be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 et seq.

#### **4.6 VEHICLE DEDICATION AFFIDAVIT**

The contractor shall execute and submit at the time and place specified in the award notice a Vehicle Dedication Affidavit which at a minimum shall attest that: the successful bidder will dedicate a fixed number of vehicles, reasonably calculated to meet the requirements of these bid specifications or to the extent that dedication of a fixed number of vehicles is not feasible, the contractor shall covenant that the Township of Andover will only be accountable for its proportional share of the waste contained in the collection vehicle and shall be assessed charges based only on its share of the waste at the time of disposal.

#### **4.7    ERRORS IN PRICE CALCULATION**

Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price as written in words. Any discrepancy between the unit price multiplied by the quantity and a corresponding total price figure set forth in the Proposal Form(s) shall be resolved in favor of a total price reached by multiplying the unit price by the quantity. The corrected total shall be used to determine the award of the contract. After all bid proposals have been read, the bids will be tabulated and adjusted, if necessary, in accordance with this paragraph. If any mathematical corrections must be made on any bid proposal, then the Township of Andover may not award a contract until all tabulations are complete.

#### **5.    WORK SPECIFICATIONS**

**5.1**        The contractor shall provide service for each option awarded by the Township of Andover. The Township of Andover shall select one collection option for the contract period, in accordance with any of the option proposal submitted.

**5.2**        The contractor shall provide collection, removal and disposal from within the territorial and geographical boundaries of the Township of Andover, as described below.

#### **A. Residence Other Than Rolling Hills Condominiums and Ascot Apartments Collections**

The contractor shall once per week the year round take up, remove and cart away all garbage, rubbish and other household refuse matter (Type 10), from all the residences in the Township of Andover, except residences at Rolling Hills Condominiums and at Ascot Apartments for the term indicated in the contract. Said paper, garbage, rubbish, and other refuse matter shall be placed in metal containers or other receptacles by the residents, at or near the curb line not to exceed two (2) 32 gallon cans.

#### **B. Rolling Hills Condominium Collection**

The collector shall once per week the year round at the option of the Township Committee take up, remove and cart away all paper, garbage, rubbish and other household refuse matter (Type 10) from all of the residences of Rolling Hills Condominiums for the term indicated in the contract. Said garbage, rubbish and other refuse matter shall be placed in a (40) yard compactor, owned by Rolling Hills, at an area designated by the Rolling Hills Association for said purpose. Commingled materials shall be picked up once per week at Rolling Hills Condominiums two six (6) yard recycling dumpsters designated for said purpose. Mixed paper and cardboard shall be placed in a (40) yard roll-off compactor, provided by contractor for said purpose.

#### **C. Ascot Apartments Collection**

The contractor shall twice per week the year round take up, remove and cart away all garbage, rubbish and other household refuse matter from all of the residences of the Ascot Apartment complex for the term indicated in the contract. Said garbage, rubbish and other household refuse matter (Type 10) shall be placed in six (6) 6 yard dumpsters supplied by the contractor. Commingled shall be picked up once a week at Ascot Apartments. Recyclables shall be placed in (2) 6 yard dumpsters supplied by the contractor. All mixed paper and cardboard shall be collected from (2) 6 yard dumpsters supplied by the contractor. Dumpsters shall be located in the area designated for said purpose.

## **D. Business and School Collection**

The contractor shall twice per week take up, remove and cart away all garbage, rubbish and other refuse matter, from each school and each business entity, for the term indicated in the contract. Said garbage, rubbish and other refuse matter shall be placed in metal containers or other receptacles in the front or the rear of business establishments, at the direction of the owner or agent in charge of the business, or in a location established through the guidelines and procedures set forth by an approved site plan. Contractor will be responsible for the collection of two (2) 30 gallon trash cans or the equivalent. All additional garbage, rubbish and other refuse matter shall be the responsibility of said business entity. Arrangements for additional removal shall be between the business entity and the contractor. **The contractor will, however, be required to inform all business entities of the services provided under this agreement.**

## **E. Municipal Facilities Collection**

Twice per week the "Township" dumpsters will be emptied at Hillside Park, the No. 1 Firehouse of the Andover Township Fire Department, the Andover Township Police Department, the Lakeland Emergency Squad Building and the Municipal Complex. Contractor to supply one (1) 2 yard dumpster and (2) 6 yard dumpster for recyclables to the Municipal Complex and two (2) yard dumpster, and one (1) 4 yard dumpster at Hillside Park and one (1) 2 yard dumpster at the No. 1 Firehouse.

## **F. Bulk Pick Up**

### **(Bulky Waste Pick Up Type 13)**

In addition to making the regular collections of garbage, papers and other waste material, newspapers, magazines and recyclables, there shall be a bulky waste pick up weekly with regular trash pickup at all residences including Rolling Hills Condominiums and Ascot Apartments. During bulk pick up the contractor shall collect and remove all bulky waste and debris, other than building materials, tires, and hazardous materials which may be placed at curbside by residents and at other designated disposal areas.

## **G. Recyclable Collection**

In addition to the weekly pick up and the "bulk pick up" provided for herein the collector shall pick up recyclables (co-mingled) once per week, one week for fiber and the other for commingled in accordance with the Township Recycling Ordinance (Chapter 144) and any amendments thereto and in accordance with any and all other recycling regulations that the State of New Jersey or Sussex County may adopt concerning the pick up and disposal of recyclables. Recyclables are defined as those items which are accepted at the Sussex County Landfill as recyclables.

## **5.3 COLLECTION OPTIONS**

### **OPTION #1**

Type 10 materials shall be collected one (1) day per week year round from all residents including Rolling Hills Condominiums, Ascot Apartments, Municipal Facilities, businesses and schools.

### **OPTION #2**

Type 10 materials shall be collected one (1) day per week year round from all residents and businesses except as provided below.

Type 10 materials shall be collected two (2) days per week year round from all residents of Rolling Hills Condominiums, Ascot Apartments as well as from all Municipal Facilities and schools.

### **5.3 COLLECTION OPTIONS (CONTINUED)**

#### **OPTION #3**

Type 10 materials shall be collected one (1) day per week year round from all residents including Rolling Hills Condominiums, Ascot Apartments, Municipal Facilities, businesses and schools.

Recyclable materials - weekly pickup/alternating commodities. Fiber (= magazines, newspapers, cardboard and junkmail) twice per month; commingled (= plastic, tin, aluminum, glass) shall be collected twice per month year round from all residences.

Recyclable materials including office paper and junk mail shall be collected once per week year round from Rolling Hills Condominiums, Ascot Apartments and Municipal Facilities.

Bulky waste Type 13, other than building materials, tires and hazardous materials, shall be collected weekly (as generated) with regular trash pickup with a weight limit of 350 pounds.

Freon which has been removed from refrigerators, freezers, air conditioners (any appliance with Freon) will be pickup once per month by appointment through the town.

#### **OPTION #4**

Type 10 materials shall be collected one (1) day per week year round from all residents including Rolling Hills Condominiums, Ascot Apartments, Municipal Facilities, businesses and schools.

Recyclable materials – Single Stream Processing bi-weekly. Fiber (magazines, newspapers, cardboard and junkmail) twice per month; commingled (plastic, tin, aluminum, glass) shall be collected twice per month year round from all residences.

Recyclable materials including office paper and junk mail shall be collected once per week year round from Rolling Hills Condominiums, Ascot Apartments and Municipal Facilities.

Bulky waste Type 13, other than building materials, tires and hazardous materials, shall be collected weekly (as generated) with regular trash pickup with a weight limit of 350 pounds.

Freon which has been removed from refrigerators, freezers, air conditioners (any appliance with Freon) will be pickup once per month by appointment through the town.

#### **OPTION #5**

Type 10 materials shall be collected one (1) day per week year round from all residents and businesses except as provided below.

Type 10 materials shall be collected two (2) days per week year round from all residents of Rolling Hills Condominiums, Ascot Apartments as well as from all Municipal Facilities and schools.

Recyclable materials - weekly pickup/alternating commodities. Fiber (magazines, newspapers, cardboard and junkmail) twice per month; commingled (plastic, tin, aluminum, glass) shall be collected twice per month year round from all residences.

## **OPTION #5 (CONTINUED)**

Recyclable materials including office paper and junk mail shall be collected once per week year round from Rolling Hills Condominiums, Ascot Apartments and Municipal Facilities.

Bulky waste Type 13, other than building materials, tires and hazardous materials, shall be collected monthly with a weight limit of 350 pounds.

Freon which has been removed from refrigerators, freezers, air conditioners (any appliance with Freon) will be pickup once per month by appointment through the town.

## **OPTION #6**

Type 10 materials shall be collected one (1) day per week year round from all residents and businesses except as provided below.

Type 10 materials shall be collected two (2) days per week year round from all residents of Rolling Hills Condominiums, Ascot Apartments as well as from all Municipal Facilities and schools.

Recyclable materials – Single Stream Processing bi-weekly. Fiber (magazines, newspapers, cardboard and junkmail) twice per month; commingled (plastic, tin, aluminum, glass) shall be collected twice per month year round from all residences.

Recyclable materials including office paper and junk mail shall be collected once per week year round from Rolling Hills Condominiums, Ascot Apartments and Municipal Facilities.

Bulky waste Type 13, other than building materials, tires and hazardous materials, shall be collected monthly with a weight limit of 350 pounds.

Freon which has been removed from refrigerators, freezers, air conditioners (any appliance with Freon) will be pickup once per month by appointment through the town.

## **OPTION #7**

Recyclable materials – Single Stream Processing bi-weekly. Fiber (magazines, newspapers, cardboard and junkmail) twice per month; commingled (plastic, tin, aluminum, glass) shall be collected twice per month year round from all residences.

Recyclable materials including office paper and junk mail shall be collected once per week year round from Rolling Hills Condominiums, Ascot Apartments and Municipal Facilities.

Bulky waste Type 13, other than building materials, tires and hazardous materials, shall be collected monthly with a weight limit of 350 pounds.

Freon which has been removed from refrigerators, freezers, air conditioners (any appliance with Freon) will be pickup once per month by appointment through the town.

## **OPTION #8**

Recyclable materials - weekly pickup/alternating commodities. Fiber (magazines, newspapers, cardboard and junk mail) twice per month; commingled (plastic, tin, aluminum, glass) shall be collected twice per month year round from all residences

Recyclable materials including office paper and junk mail shall be collected once per week year round from Rolling Hills Condominiums, Ascot Apartments and Municipal Facilities.

Bulky waste Type 13, other than building materials, tires and hazardous materials, shall be collected monthly with a weight limit of 350 pounds.

Freon which has been removed from refrigerators, freezers, air conditioners (any appliance with Freon) will be pickup once per month by appointment through the town.

## **OPTION #9**

Type 10 materials shall be collected two (2) days per week year round from all residents of Rolling Hills Condominiums, Ascot Apartments as well as from all Municipal Facilities, excluding the schools.

## **OPTION #10**

Recyclable materials - weekly pickup/alternating commodities. Fiber (magazines, newspapers, cardboard and junk mail) twice per month; commingled (plastic, tin, aluminum, glass), including the collection of Large and Small Rigid Plastics, shall be collected twice per month year round from all residences.

## **5.4 CONTAINERS**

See Section 5.2 for collection requirements. Containers shall be supplied as follows:

### **Residents other than Rolling Hills Condominiums and Ascot Apartments**

Two (2) thirty-two gallon metal or plastic containers shall be furnished by the resident.

### **Rolling Hills Condominiums – pick up once a week**

Rolling Hills owns one (1) 40 yard Compactor for Type 10.

Contractor shall supply two (2) 6 yard dumpster for commingled materials.

Contractor shall supply one (1) 40 yard roll-off compactor for mixed paper.

### **Ascot Apartments**

Contractor shall supply six (6) 6 yard dumpsters for Type 10.

Contractor shall supply two (2) 6 yard dumpsters for recyclable materials.

Contractor shall supply two (2) 6 yard dumpsters for cardboard and newspaper.

**Businesses and Schools**

Containers shall be supplied by the owners.

**Municipal Facilities Collection**

Contractor shall supply one (1) 6 yard dumpster for Type 10.

Contractor shall supply one (1) 3 yard dumpster for recyclable materials and cardboard.

**Hillside Park**

Contractor shall supply one (1) 3 yard dumpster for cardboard and newspapers.

Contractor shall supply one (1) 4 yard dumpster for Type 10.

Contractor shall supply one (1) 3 yard dumpster for recyclable materials.

**No. 1 Fire House**

Contractor shall supply one (1) 6 yard dumpster for Type 10.

**Single Stream Recycling Option**

Contractor shall supply 40 yard compactor for recycling of commingled and mixed paper.

**5.5 COLLECTION SCHEDULE**

A. All collection services as described in these specifications shall be performed on all designated days no earlier than 5:00 a.m. weekdays no later than 5:00 p.m. See collection scheduled as set forth in Appendix A.

B. The following legal holidays are exempted from the waste collection schedule.

New Year's Day	Martin Luther King's Birthday
Presidents' Day	Good Friday
Memorial Day	Independence Day
Labor Day	Veterans' Day
Thanksgiving Day	Christmas Day

C. Customers are to be notified by the Township Recycling Brochure and Calendar. The hauler shall be responsible for the rescheduling of collections that fall on holidays; i.e., Monday holidays to be picked up on Tuesday.

D. The contractor shall not permit any garbage or refuse matter to be thrown upon street or sidewalks, either by his employees engaged in emptying said garbage and refuse into trucks, or from his trucks standing upon or passing along the streets, and it shall be the duty of the contractor and his employees to at once gather up and place upon his vehicles, any such paper, garbage, or refuse matter which might by chance fall or be thrown upon the streets or sidewalks, in the course of removing same by him or his employees.

After depositing garbage, papers and other refuse matter in truck for disposal, all cans and other receptacles shall be returned to the place where found with lids replaced.

Collections by contractor will commence no earlier than 5:00 a.m. weekdays and no later than 5:00 p.m. The Township Committee reserves the right to regulate the scheduled and hours of the collection and their performance of the daily collections and issue order from time to time as deemed necessary in the interest of the comfort, health and convenience of the people. The current collection days within the Township are set forth on the schedule attached to Appendix A hereto entitled "Township of Andover Contract Data". Any change to the collection schedule must be approved by the Township Committee. If collection is not made on the designated day for any reason the same shall be accomplished on the next business day. When the collection day falls on a holiday, collections will be made on the following business day.

## **5.6 SOLID WASTE AND RECYCLABLE DISPOSAL**

A. All solid waste and recyclables collection within the Township of Andover shall be disposed of in accordance with the Sussex County Solid Waste Management Plan. At the present time all waste and recyclables collected pursuant to the terms of the contract shall be disposed of at the Sussex County Landfill. Due to imminent changes in waste flow regulations, other facilities may become eligible to serve as an authorized Disposal Facility for the Township of Andover. All solid waste and recyclables collected pursuant to the terms of the contract shall be disposed of by the hauler at an approved disposal site or center operating in accordance with NJDEP regulations or at such other sites as may be legally approved.

B. The Township of Andover reserves the right to designate another disposal facility in accordance with Sussex County Solid Waste Management Plan and/or any waste flow or recycling orders which may be issued by any State Agencies which have jurisdiction or in the event that the designated Disposal Facility is unable to accept waste. If the Township designates another facility, the Township of Andover will assume all additional costs for mileage or fees paid to the disposal facility. In the event there is a change in the disposal facility and there is a lesser cost due to the location or disposal fees, the Contractor shall be required to reduce the costs under the contract by the amount equal to such savings.

The contract shall provide that in event Sussex County, during the term of the contract shall be deemed legally able to direct the Township waste flow to the Sussex County Landfill and/or during the term of the contract should Sussex County impose an environmental impact charge and/or other tax charge or levy against Andover Township by reason of the non-use of the Sussex County Landfill for the disposal of Andover Township refuse and should the Township determine it economically advantageous to require the contractor to use Sussex County Landfill as a disposal site for the Township refuse, the Township shall have the right to direct the contractor to use the Sussex County Landfill and upon such determination the Township agrees to pay the difference in the tipping fees as set forth in the bid proposal and the tipping fees charged at the Sussex County Landfill. The parties agree to meet to determine the most advantageous economic result for the Township.

## **5.7 VEHICLES AND EQUIPMENT**

A. All vehicles shall be regulated within and conformed to the requirements of the New Jersey Department of Environmental Protection, in accordance with N.J.A.C. 7:26-1.1, et. seq.

B. All collection trucks shall be compaction types, completely enclosed and water tight. Subject to the prior approval of the contract administrator, the contractor may employ equipment other than compaction type vehicles on streets whose width precludes the use of such vehicles. The contractor shall specify whether the vehicles are side, front or rear loading.

C. All vehicles shall be maintained in good working order and shall be constructed, used and maintained so as to reduce unnecessary noise, spillage and odor. The Contract Administrator shall have the right to inspect all vehicles, at any time, during the term of this contract, and the Contractor shall comply with all reasonable requests relative to the maintenance and repair of said vehicles and other equipment used in the execution of the Contract. All vehicles shall be equipped with broom and shovel.

## **5.7 VEHICLES AND EQUIPMENT (CONTINUED)**

D. The Contract Administrator may order any of the Contractor's vehicles used in performance of the contract out of service if the vehicle is not maintained in accordance with the requirements of these work specifications. In such event, the Contractor shall replace such vehicle, at its sole cost and expense, with a conforming vehicle satisfactory to the Contract Administrator.

## **5.8 NAME ON VEHICLES**

The name, address and service phone number of the Contractor shall be placed clearly and distinctively on both sides of all vehicles used in connection with the collection service.

## **5.9 TELEPHONE FACILITIES AND EQUIPMENT**

A. The Contractor must provide and maintain an office within reasonable proximity of the Township of Andover with sufficient telephone lines to receive complaints or inquiries. The Contractor shall ensure that phone service is activated prior to the commencement of service.

B. Telephone service shall be maintained on all collection days, between the hours of 8:00 a.m. and 5:00 p.m. The Township of Andover shall list the contractor's telephone number in the Telephone Directory along with other listings for the Township of Andover.

## **5.10 FAILURE TO COLLECT**

The Contractor shall report to the Contract Administrator, within one hour of the start of the Collection Day, all cases in which severe weather conditions preclude collection. In the event of severe weather, the Contractor shall collect solid waste no later than the next regularly scheduled collection day. In those cases where collection is scheduled on a one collection per week basis, that collection will be made as soon as possible, but in no event later than the next scheduled collection day.

## **5.11 COMPLAINTS**

A. The Contractor shall promptly and properly attend to all complaints of customers and all notices, directives and orders of the Contract Administrator, within twenty-four hours of the receipt of same. The contractor shall be required to maintain a log of all complaints received and the action taken to remedy the complaint. The complaint log shall be available for inspection by the Township of Andover.

B. The Contractor shall submit a copy of all complaints received and the action taken to the Township of Andover.

## **5.12 SOLICITATION OF GRATUITIES**

The contractor shall ensure that no agent or employee shall solicit or receive gratuities of any kind for any of the work or services provided in connection with the contract.

## **5.13 INVOICE AND PAYMENT PROCEDURE**

A. The Contractor shall submit all invoices for collection and/or disposal services in accordance with the requirement of this section.

1. Within thirty (30) days after the end of each calendar month during the term of the contract during which the Contractor provided services as provided in these Bid Specifications, the Contractor will submit an invoice to the Township of Andover for the preceding calendar month.

2. Where the Contractor has paid the costs of disposal, the Contractor shall submit a separate invoice to the Township of Andover reimbursement no more than thirty (30) days from the preceding calendar month.

B. The Township of Andover shall pay all invoices with thirty (30) days of receipt. The Township of Andover will not be obligated to pay a defective invoice until the defect is cured by the Contractor. The Township of Andover shall have thirty (30) days from the date of receipt of the corrected invoice to make payment.

C. All invoices for collection shall include the following information or be deemed defective:

- The date of the invoice;
- The amount of the invoice;
- The time period for which service is rendered;
- The type of collection services rendered;
- The number and type of vehicle(s) used for collection by the contracting unit;
- The loads per truck; and
- The number of cubic yards and the tonnage of the material disposed of each day during the billing month.

D. All invoices for reimbursement for the costs of disposal shall include the information listed above at (C) and in addition shall contain the following or be deemed defective:

1. The number and type of vehicles used for collection in the governing body for that billing month;
2. The number of cubic yards and the tonnage of the material disposed of each day during the billing month; and
3. Monthly receipts issued by the disposal facility showing:
  - i) The dates of delivery;
  - ii) The origin of the waste;
  - iii) The vehicles license plate number(s);
  - iv) The total number of cubic yards and the tonnage of the material disposed of during the billing month; and
  - v) The authorized tipping rate plus an itemized list of all taxes and surcharges.

E. Where the Township of Andover will pay the cost of disposal, the disposal facility shall bill the Township of Andover directly for all costs (including taxes and surcharges). The contractor shall submit to the Township of Andover all monthly receipts issued by the disposal facility, as described in (D) 3 above.

#### **5.14 COMPETENCE OF EMPLOYEES**

The Contractor's employees must be competent in their work, and if any person employed shall appear incompetent or disorderly, he/she shall be immediately suspended upon demand of the Township of Andover. Any employee who drives or will drive a vehicle in the course of the employee's employment pursuant to the contract must possess a valid New Jersey driver's license for the type of vehicle operated.

#### **5.15 SUPERVISION OF EMPLOYEES**

The Contractor shall employ a Superintendent or Foreman who shall have full authority to act for the Contractor. The Contractor shall notify the Contract Administrator, in writing, that a supervisor has been appointed. Such notification shall be given prior to beginning performance of the contract. The Contractor shall promptly notify the Contract Administrator, in writing, of any changes.

**5.16 INSURANCE REQUIREMENTS**

The Contractor shall take out and maintain in full force and effect at all times during the life of this Contract insurance in conformance with the requirements of N.J.A.C. 7:26h-6.17. The insurance policy shall name the Township of Andover as an Additional Named Insured indemnifying the Township of Andover with respect to the Contractor’s actions pursuant to the Contract. Each insurance policy shall provide that neither the Contractor, nor its insurer, may cancel, intentionally change or refuse renewal without thirty (30) days prior notice to the Township of Andover. Each insurance policy shall provide that neither the Contractor, nor its insurer shall have any right to subrogation against the Township of Andover.

**5.17 CERTIFICATES**

Upon notification by the Township of Andover, the lowest responsible bidder shall supply to the Contract Administrator, within five (5) days of notification, a certificate of insurance as proof that the insurance policies required by these specifications are in full force and effect.

**5.18 INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the Township of Andover from and against all claims, damages, losses and expenses including all reasonable expenses incurred by the Township of Andover on any of aforesaid claims that may result or arise directly or indirectly, from or by reason of the performance of the contract or from any act or omission by the Contractor, its agents, servants, employees or subcontractors and that results in any loss of life or property or in any injury or damage to persons or property.

**5.19 CONFLICT OF INTEREST**

In the event any of the terms and conditions set forth in these specifications should be deemed to conflict with the required provision and terms as set forth in the “Uniform Bid Specifications” N.J.A.C. 7:26H.6, et. seq., the provisions of the Uniform Bid Specifications shall govern. All bidders are presumed to be familiar with the Uniform Bid Specifications and shall be presumed to have agreed to the inclusion of said Uniform Bid Specifications in any contract awarded by the Township of Andover.

**6. BIDDING DOCUMENTS**

**6.1 BIDDING DOCUMENTS CHECKLIST**

- \_\_\_\_\_ 6.2. Photo-copies of bidder's certificate of public convenience and necessity and an approval letter issued in conformance with N.J.S.A. 13:1E-126
- \_\_\_\_\_ 6.3. Statement of bidder's qualifications, experience and financial ability.
- \_\_\_\_\_ 6.4. A bid guarantee in the form of a bid bond, certified check or cashier's check in the proper amount made payable to the Township of Andover.
- \_\_\_\_\_ 6.5. Stockholder statement of ownership.
- \_\_\_\_\_ 6.6. Non-collusion affidavit.
- \_\_\_\_\_ 6.7. Consent of surety.
- \_\_\_\_\_ 6.8. Proposal.
- \_\_\_\_\_ 6.9 Business Registration Certificate (BRC) issued by the New Jersey Division of Revenue

\_\_\_\_\_  
Name of Firm or Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**6.2 CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY/A-901 APPROVAL LETTER**

Name \_\_\_\_\_

Complete Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_

Certificate Number

Date \_\_\_\_\_

ATTACH AN ORIGINAL COPY OF CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY  
TOGETHER WITH AN ORIGINAL COPY OF A-901 APPROVAL LETTER

**6.3 STATEMENT OF BIDDER'S QUALIFICATIONS, EXPERIENCE AND FINANCIAL ABILITY AFFIDAVIT**

STATE OF NEW JERSEY }

COUNTY OF }

SS: [PROJECT NAME]

I, \_\_\_\_\_ [NAME OF AFFIANT], am the \_\_\_\_\_ [IDENTIFY RELATIONSHIP TO BIDDER: OWNER, PARTNER, PRESIDENT, OR OTHER CORPORATE OFFICER] of the \_\_\_\_\_ [NAME OF BIDDER], and being duly sworn, I depose and say:

1. All of the answers set forth in the Questionnaire are true and each question is answered on the basis of my personal knowledge.
2. All of the answers given in the Questionnaire are given by me for the express purpose of inducing the Township of Andover to award to \_\_\_\_\_ (NAME OF BIDDER) the contract for solid waste and recycling collection services in the event said bidder is the lowest responsible bidder on the basis of the bid proposal which is submitted herewith.
3. I understand and agree that the Township of Andover will rely upon the information provided in the Questionnaire in determining the lowest, responsible bidder to be awarded the contract.
4. I also understand and agree that the Township of Andover may reject the bid proposal in the event that the answer to any of the foregoing questions is false.
5. I do hereby authorize the Township of Andover, or any duly authorized representative thereof, to inquire about or to investigate the answer to any question provided in the Questionnaire, and I further authorize any person or organization that has knowledge of the facts supplied in such statement to furnish the Township of Andover with any information necessary to verify the answers given.

\_\_\_\_\_  
**Name of Firm or Individual**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

\_\_\_\_\_  
Notary Public of

My Commission expires \_\_\_\_\_, 20 .

Note: A partnership must give firm name and signature of all partners. A corporation must give full corporate name and signature of official, and the corporate seal affixed.

## QUESTIONNAIRE

This questionnaire must be filled out and submitted as part of the Bid Proposal for solid waste disposal for the Township of Andover. Failure to complete this form or to provide any of the information required herein shall result in rejection of the Bid Proposal.

Answers should be typewritten or printed neatly in black or blue ink. Answers must be legible. Any answer that is illegible or unreadable will be considered incomplete. If additional space is required, the bidder shall add additional sheets and identify clearly the question being answered.

1. How many years has the bidder been in business as a contractor under your present name?
  
2. List any other names under which the bidder, its partners or officers have conducted business in the past five years.
  
3. Has the bidder failed to perform any contract awarded to it by the Township of Andover under its current or any past name in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.
  
4. Has any officer or partner of the bidder's business ever failed to perform any contract that was awarded to him/her as an individual by the Township of Andover in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.
  
5. List all public entity contracts which the bidder or its partners is now performing or for which contracts have been signed, but work not begun. Give the name of the municipality or owner, the amount of the contract and the number of years the contract covers.
  
6. List the government solid waste collection and disposal services contract that the bidder has completed within the last five years. Give detailed answers to questions below relating to this subject.
  - (a) Name of contracting unit;
  - (b) Approximate population of contracting unit;
  - (c) Term of contract from to;
  - (d) How were materials collected?
  - (e) Give location of disposal site or sites and methods used in the disposal of solid waste;
  - (f) Name and telephone number of Contract Administrator or some other official in charge of collection and disposal.

7. State all equipment owned by and/or available to the bidder for use in collection of the waste described in the work specifications. Include the make of each vehicle, the year of manufacture, the capacity, years of service, present condition and the type and size of the truck bodies.
8. Where can this equipment described above be inspected?
9. Identify all equipment that is not presently owned or leased by the bidder that will be necessary to perform the services in accordance with the work specifications.
10. Describe how you will obtain such equipment if you are awarded the contract. If such equipment is to be leased, provide the name, address and phone number of the lessor. If the equipment is to be purchased, provide the name, address and phone number of the seller.
11. If the equipment to be leased or purchased is not located at the address(s) given above in answer 9, identify where the equipment can be inspected.
12. List the name and address of three credit or bank references.
13. Supply the most recent Annual Report, as required to be filed with the Department of Environmental Protection. If the company has recently entered the collection business and has not been required to file an annual report, a financial statement for the most recent year, which includes at a minimum the bidders assets, shall be submitted, or a financial for the most recent year from the bidders parent company shall be submitted, provided the present company's financial statement lists the assets of the bidders company separately.
14. Additional remarks.

**6.4 BID GUARANTY**

**BID GUARANTY**

Know all men by these presents that we, the undersigned \_\_\_\_\_

as Principal, and \_\_\_\_\_

as surety, are hereby held and firmly bound unto \_\_\_\_\_ as owner in the penal sum of \_\_\_\_\_

for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The condition of the above obligation is such that whereas the principal has submitted to \_\_\_\_\_, a certain BID, attached hereto and hereby made a part hereof to enter into a contract in writing, for the

\_\_\_\_\_  
\_\_\_\_\_

Now, therefore,

- (A) If said BID shall be rejected, or
- (B) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor, or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the surety for any all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The surety for value received hereby stipulates and agrees that the obligations of said surety and its BOND shall be in no way impaired or affected by any such extension of the time within which the OWNER may accept such BID; and said surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be heretofore affixed, and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
(Principal) (L.S.)

\_\_\_\_\_  
(Surety)

By: \_\_\_\_\_

**6.5 STOCKHOLDER STATEMENT OF OWNERSHIP**

STOCKHOLDER STATEMENT OF OWNERSHIP

N.J.S.A. 52:25-24.2

The following named persons are stockholders owning ten (10) percent or more of any class of stock in the case of a corporation; or ten (10) percent or greater interest in the case of a partnership. If any party disclosed below is itself a corporation or partnership, there shall be attached a statement setting forth the names and addresses of any stockholders or partners holding a greater than ten (10) percent interest. This disclosure shall continue until the names and addresses of every non-corporate stockholder and individual partner exceeding the ten (10) percent ownership criteria have been establishes.

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Witness : \_\_\_\_\_

DATE: \_\_\_\_\_

Corporate Seal

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Corporate or Partnership Title)

\_\_\_\_\_  
(Corporate or Partnership name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

**6.6 NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY }

COUNTY OF } s.s.: Residential Solid Waste and  
Recyclables Collection

I, \_\_\_\_\_, of the City of \_\_\_\_\_ in the State  
( Name of Affiant)

(Commonwealth) of \_\_\_\_\_, being of full age and duly sworn according to law, on my oath depose and say that:

I am employed by the firm of \_\_\_\_\_, the bidder submitting the Bid  
(Name of Bidder)

Proposal for the above named project, in the capacity of \_\_\_\_\_, and I have  
(Title of Affiant)

executed the Bid Proposal with full authority to do so. Further, the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or other wise take any action in restraint of free, competitive bidding in connection with the above named project. All statements contained in said Bid Proposal and in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the Township of Andover rely upon the truth of the statements contained in this affidavit and in said bid Proposal in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the  
\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
**Name of Firm or Individual**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public of

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**6.7 CONSENT OF SURETY**

CONSENT OF SURETY

(This Consent of Surety is Part of the Proposal)

\_\_\_\_\_  
(Name of (Surety Co.))

\_\_\_\_\_  
(Address)

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_  
(Name of Bidder)

as Principal, and \_\_\_\_\_ a corporation created and existing under  
the laws of the State of \_\_\_\_\_ and having its principal office at \_\_\_\_\_

\_\_\_\_\_  
(Complete Address of Surety Company)

being a surety company licensed to do business in the State of New Jersey, in consideration of the premises and of other good and valuable consideration, the receipt of which is hereby acknowledged, are held firmly bound unto the Township of Andover, New Jersey, hereby jointly and severally bind ourselves, our heirs, successors, administrators, executors, legal representative, and assigns by these presents.

THE CONDITIONS OF THIS OBLIGATION are such that whereas, the above named Principal submits the herewith Proposal for Solid Waste and Recyclables Collection in the Township of Andover, New Jersey in conformance with the Notice to Bidders and Instructions to Bidders; we, the above named Surety will meet all stipulations and will execute the Surety Bonds as hereinafter specified, to the above named Principal in the event he should be awarded a Contract, and in amount one hundred percent of the total Bid Price for performing the work and guaranteeing its performance in conformity with the contract Documents and in amount one hundred percent of the total Bid Price for the protection of persons furnishing material or labor in connection with the performance of the work, to the Township of Andover, New Jersey.

WITNESS OUR SIGNATURES this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
(Bidder - Principal)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title) Attest

\_\_\_\_\_  
(Name of Surety Company)

(SEAL)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title) Attest

**6.8 PROPOSAL**

Proposal for Solid Waste and Recyclables Collection beginning January 1, 2016.

Township of Andover:

I or We \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_  
{COMPLETE ADDRESS}

\_\_\_\_\_  
{CITY, STATE, ZIP}

hereby agree to provide complete performance in accordance with the Contract and Specifications for the Prices listed on the Proposal Sheets.

Note:

**Bidders are required to sign all Option Proposal Sheets.**

**Bidders are required to bid on all Option Proposals.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affix Seal if a corporation

\_\_\_\_\_  
Title

**6.8.1 Proposed Option #1**

The undersigned will contract to do all the work and furnish all the materials, labor, equipment, etc. necessary to carry out the intent of these specifications to provide collection of solid waste and recyclables from residential, municipal and institutional sources as described in Section 5.3 for the period commencing January 1, 2016 and terminating December 31, 2016 (both dates inclusive).

**OPTION 1**

**ONE YEAR**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 2**

**ONE YEAR**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 3**

**ONE YEAR**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 4**

**ONE YEAR**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 5**

**ONE YEAR**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 6**

**ONE YEAR**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 7**

**ONE YEAR**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

**OPTION 8**

**ONE YEAR**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

**OPTION 9**

**ONE YEAR**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

**OPTION 10**

**ONE YEAR**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

NOTE: Bidders are required to sign all Proposal Sheets

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Name of Firm or Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**6.8.2 Proposed Option #2**

The undersigned will contract to do all the work and furnish all the materials, labor, equipment, etc. necessary to carry out the intent of these specifications to provide collection of solid waste and recyclables from residential, municipal and institutional sources as described in Section 5.3 for the period commencing January 1, 2016 and terminating December 31, 2018 (both dates inclusive).

**OPTION 1**

**THREE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 2**

**THREE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 3**

**THREE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 4**

**THREE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 5**

**THREE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 6**

**THREE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 7**

**THREE YEARS**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 8**

**THREE YEARS**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 9**

**THREE YEARS**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

**OPTION 10**

**THREE YEARS**

**TOTAL BID PRICE:**

\_\_\_\_\_ (In Words)

\$ \_\_\_\_\_

NOTE: Bidders are required to sign all Proposal Sheets

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Name of Firm or Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**6.8.3 Proposed Option #3**

The undersigned will contract to do all the work and furnish all the materials, labor, equipment, etc. necessary to carry out the intent of these specifications to provide collection of solid waste and recyclables from residential, municipal and institutional sources as described in Section 5.3 for the period commencing January 1, 2016 and terminating December 31, 2020 (both dates inclusive).

**OPTION 1**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 2**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 3**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 4**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 5**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 6**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_

**OPTION 7**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

**OPTION 8**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

**OPTION 9**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

**OPTION 10**

**FIVE YEARS**

**TOTAL BID PRICE:** \_\_\_\_\_

(In Words)

\$ \_\_\_\_\_

NOTE: Bidders are required to sign all Proposal Sheets

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Name of Firm or Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**7. CONTRACT DOCUMENTS**

**7.1. CONTRACT**

**CONTRACT**

Township of Andover  
134 Newton Sparta Road  
Newton, New Jersey 07860

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ BETWEEN \_\_\_\_\_ Hereinafter referred to as the contractor; and **THE TOWNSHIP OF ANDOVER**, a Municipal Corporation of the state of New Jersey, hereinafter referred to as the municipality;

In consideration of the agreements herein contained, to be performed by the parties hereto, and of the payments hereinafter agreed to be made, it is mutually agreed as follows:

1. The Contractor will commence the provision of garbage collection and disposal services in accordance with Proposal No. \_\_\_\_\_ for a term of \_\_\_\_\_ year(s), as awarded by Resolution of the Township Committee of the Township of Andover.

2. The Contractor will furnish all of the materials, supplies, tools, equipment, labor and all things necessary for the furnishing of the services described herein. The Contractor will furnish the services in an expeditious, substantial and workmanlike manner, to the satisfaction of the Owner, and in compliance with the Specifications.

3. The Contractor agrees to perform all of the work described in the Contract Documents and agrees to comply with all the terms and conditions therein for the price submitted by him in his proposal and as adopted by the Township Committee of the Township of Andover herein. Said price shall be full compensation for the furnishing of the services and for all losses and damages arising out of the nature of the work or from any unforeseen difficulty encountered in the prosecution of the work and for all risks of any kind connected with the work and for all expenses incurred by or in consequences of the work.

4. The term "Contract Documents" means and will consist of the Notice to bidders, Instruction to Bidders, Proposal, Bid Bond, Forms of Contract, Performance Bond and any Addenda. The Contract Documents are hereby made part of this Contract as though they were physically attached hereto and by execution of this Contract the Contractor acknowledges that he has examined and is familiar with the contents of the said Contract Documents.

5. The Municipality will make payment to the Contractor in the manner and at such times as are set forth in the Contract Documents and in such amounts as required by the Contract Documents.

6. This Contract shall be binding upon all parties hereto and their respective heirs, assigns, executors, administrators and successors.

7. This Contract may not be assigned by the Contractor without the prior written consent of the Municipality.

8. The Contractor herein represents that neither the Contractor nor any person owning five percent (5%) or more of the stock or equity interest in the Contractor's business has been convicted of an offense under N.J.S.A. 2C:27-2, 2C:27-6, 2C:27-7, or 2C:29-4 subsequent to September 13, 1977. This representation is made pursuant to P.L. 1977, c. 214.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, the day and year first above written.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness (if corporation: Secretary sign and seal)

\_\_\_\_\_  
Contractor

ATTEST:

**TOWNSHIP OF ANDOVER**

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
Mayor

**7.2 PERFORMANCE BOND**

**NEW JERSEY STATUTORY FORM OF PERFORMANCE BOND**

KNOW ALL ME BY THESE PRESNETS, THAT WE, THE UNDERSIGNED \_\_\_\_\_  
\_\_\_\_\_ AS principal and \_\_\_\_\_ as Sureties, are hereby held and  
firmly bound unto \_\_\_\_\_ in the penal sum of \_\_\_\_\_  
\_\_\_\_\_ dollars, for the payment of which will and truly to be made, we hereby jointly and severally bind  
ourselves, our heirs, executors, administrators, successors and assigns.

Signed this \_\_\_\_\_ day of 20\_\_\_\_\_.

The condition of the above obligation is such that whereas the above named principal did on the \_\_\_\_\_ day  
of 20\_\_\_\_\_, enter into a contract with \_\_\_\_\_ which said contract is made a part of this bond  
the same as though set forth herein:

NOW, if the said \_\_\_\_\_ shall well and faithfully do and perform the things agreed  
by \_\_\_\_\_

To be done and performed according to the terms of said Contract, and shall pay all lawful claims of  
subcontractors, material men, laborers, persons, firms or corporations for labor performed or materials,  
provisions, provender or other supplies or teams, fuels, oils, implements or machinery furnished, used or  
consumed in the carrying forward, performing or completing of said Contract, we agreeing and assenting that  
this undertaking shall be for the benefit of any subcontractor, material men, laborer, person, firm or corporation  
having a just claim, as well as for the oblique herein; then this obligation shall be void, otherwise the same  
shall be void otherwise the same shall remain in full force and effect; it being expressly understood and agreed  
that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this  
obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of  
said Contract or in or to the plans and specifications therefore shall in any way affect the obligations of said  
surety on its bond.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

(seal)

(acknowledgements)

**7.3. VEHICLE DEDICATION AFFIDAVIT**

**AFFIDAVIT**

State of New Jersey

County of Sussex                    SS: Residential Solid Waste and Recyclables Collection

I, \_\_\_\_\_, am the \_\_\_\_\_ owner,

partner, president or other corporate officer of the

\_\_\_\_\_, and being duly sworn, I depose and say:

All statements contained in this affidavit and true and correct and made with full knowledge that the State of New Jersey and the Township of Andover rely upon the truth of the statements contained in this affidavit and in said Bid Proposal in signing the contract for the said project.

At all times during the performance of the collection contract, I agree to commit, for the use only in the Township of Andover, the number of collection vehicles reasonably calculated to insure safe, adequate and proper service. I further warrant that in the event that dedication of vehicles for use only in the Township of Andover is not feasible, that the Township of Andover will not be responsible for disposal costs for waste generated outside the Township of Andover.

I also understand and agree that failure to comply with the representations contained herein shall be cause for breach of contract and will entitle the Township of Andover to damages arising there from.

\_\_\_\_\_  
**Name of Firm or Individual**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

My Commission expires \_\_\_\_\_ 20\_\_\_\_\_

**7.4. AFFIRMATIVE ACTION AFFIDAVIT**

AFFIRMATIVE ACTION AFFIDAVIT

State of New Jersey  
County of Sussex

SS: Residential Solid Waste and Recyclables Collection

I, \_\_\_\_\_, of the City of \_\_\_\_\_  
in the State of \_\_\_\_\_ being of full age and duly sworn according to law, on my  
oath depose  
and say that:

I am employed by the firm of \_\_\_\_\_, the bidder submitting the Bid Proposal  
for the above named project, in the capacity of \_\_\_\_\_ and I have executed the Bid  
Proposal with full authority to do so. Further, the bidder will comply with the provisions of Public Law 1975,  
Chapter 127, and shall require all subcontractors to comply with the provisions of Public Law 1975, Chapter  
127.

\_\_\_\_\_  
**Name of Firm of Individual**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Subscribed to me and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary public of \_\_\_\_\_

My commission expires \_\_\_\_\_, 20\_\_\_\_\_

**ATTACHMENT #1**

**Procurement and Service Contract - Mandatory Language**

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**TOWNSHIP OF ANDOVER**

**CONTRACT DATA**

**Residential Sources:**

Residential Homes	1,823
Condominiums	246
Ascot Apartments/1 complex	48 apartments
Business	136
Industrial	12

**Institutional Sources:**

Town Schools: Long Pond  
 Florence M. Burd

**Municipal Sources**

- One (1) Municipal Building
- One (1) Police Station
- One (1) Public Works Garage
- One (1) Firehouse
- One (1) Municipal Park
- One (1) Rescue Squad Building

**Population:** 6,319 (2010 Census)

**Area:** 21.2 square miles

**Total Road Miles:** 53

<b>Annual Solid Waste Collected in Tons</b>	
1995	3,291
1996	3,392
1997	3,446
1998	1,202
1999	2,426
2000	2,919
2001	3,269
2002	1,075
2003	2,449
2004	1,945
2005	4,732
2006	4,871
2007	3,681
2008	3,522
2009	3,550
2010	2,733
2011	2,977
2012	2,778
2013	2,695
2014	3,278

<b>Annual Recycling Collected in Tons</b>	
1995	1,067.14
1996	884.31
1997	777.25
1998	402.90
1999	1,056.73
2000	1,569.09
2001	546.61
2002	2,491.39
2003	2,756.62
2004	9,980.01
2005	4881.13
2006	10,547.56
2007	5,860.58
2008	5,349.14
2009	5,982.15
2010	6,203.01
2011	5,354.49
2012	4,415.70
2013	5,286.78
2014	4,027.38