

## 65 GALLON RECYCLE BINS

- City is purchasing 16,000, 65 gallon recycle bins to provide to residents
- Rehrig Pacific Company will supply bins with City logo, and handle distribution, delivery, and educational materials to all locations currently serviced by the City Municipal Curbside Recycling program.
- Sourcewell Contract 041521-REH – *included in packet*
- Total delivered price is \$846,350
- Funding source is combination of ARPA and grant from “Recycling Partnership”
  - ARPA funds re-allocated by City Council from Transfer Station/Recycling Center at meeting on April 8th
  - Grant from “Recycling Partnership” will provide reimbursement of \$15 per container
  - If grant not awarded, balance of funds will come from ARPA



**Locations:**

1000 Raco Court, Lawrenceville, GA 30046  
625 West Mockingbird Lane, Dallas, TX 75247  
1738 W. 20th St, Erie, PA 16502  
7452 Presidents Dr, Orlando, FL 32809


8875 Commerce Dr, DeSoto, KS 66018  
7800 100th St, Pleasant Prairie, WI 53158  
4010 East 26th St, Los Angeles, CA 90058

# Proposal

Proposal #: Account # &amp; Date

March 11, 2024

<b>Bill-to:</b>	<b>Ship-to:</b>
City of West Haven 355 Main Street, 3rd Floor West Haven, Connecticut 06516	SAME
<b>Billing Contact:</b>	<b>Shipping Contact:</b>
Name: Dustin Werle Phone: (203) 937-3500 ext. 3522 E-mail: dwerle@westhaven-ct.gov	SAME

ITEM DESCRIPTION		QUANTITY	UNIT PRICE	EXTENDED PRICE
<b>Rollout Cart Type:</b> 65 Gallon NB Cart Body Color Requested: TBD Lid Color Requested: TBD Wheels / Casters: 10" Snap on with Intergrated Spacer Options: RFID Tags  Artwork: 		16,000	\$45.35	\$ 725,600.00
Options: One Time Brand Plate Fee		1	\$700.00	INCLUDED
Options: Assembly & Distribution		16,000	\$4.50	\$ 72,000.00
Is Product Taxable? No		Subtotal = \$ 797,600.00		
Is Freight taxable? No		Tax on Product =		
Tax Rate: 0.00%		Truckload Freight Rate = 48,750.00		
Terms: Net 30 Days		Tax on Freight =		
		Total = \$ 846,350.00		

**ADDITIONAL INFORMATION:**

Contract Options: None  
Ship From: Erie, PA facility  
Leadtime: 4 weeks or sooner  
Warranty: 10 year unprorated warranty  
Quote Valid: 30 Days  
Taxes: All applicable taxes shall be paid by the Buyer unless a proper exemption is provided and validated.

\*\*\* All Credit Card transactions are subject to a 2% processing fee.

<b>PRESENTED BY:</b>	<b>ACCEPTED BY:</b>
 <b>Stephen Mullis</b> Stephen Mullis Territory Manager Direct: 781-264-5251 Email: Smullis@rehrig.com	
3/11/2024 Date	Sign and Print Name Date
	Title: _____

*To initiate order, please send signed proposal via email to Presented By representative.*

**Solicitation Number: RFP #041521****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Rehrig Pacific Company, 4010 E. 26<sup>th</sup> Street, Los Angeles, CA 90058 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Plastic Refuse and Recycling Containers with Related Technology Solutions from which Vendor was awarded a contract.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

**1. TERM OF CONTRACT**

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires May 28, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 14 survive the expiration or cancellation of this Contract.

**2. EQUIPMENT, PRODUCTS, OR SERVICES**

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

### **3. PRICING**

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable

time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing



restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. **PARTICIPATION.** Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. **PUBLIC FACILITIES.** Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. **ORDERS AND PAYMENT.** To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

**B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

**C. SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

**D. TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

**E. GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

**A. PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcwell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Vendor will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit payment to Sourcwell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Vendor's name and Sourcwell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcwell's banking institution per Sourcwell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.



Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

#### **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

#### **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

D. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

E. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their

respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

## **11. LIABILITY**

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

## **12. GOVERNMENT DATA PRACTICES**

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

## **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

### **A. INTELLECTUAL PROPERTY**

1. *Grant of License.* During the term of this Contract:
  - a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
  - b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*

- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
  - b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
  - c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.
4. As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.
5. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

#### **14. GOVERNING LAW, JURISDICTION, AND VENUE**

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

## 15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

## 16. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

## 17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:  
\$2,000,000

5. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:  
\$2,000,000 per occurrence  
\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other



insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcwell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcwell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcwell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all

references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 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 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 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 contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week 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 work week. The requirements of 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 which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 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. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require 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). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains 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 neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have 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. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

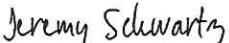
L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 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.

## 22. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

Rehrig Pacific Company

DocuSigned by:  
  
By: C0FD2A139D06489...  
Jeremy Schwartz  
Title: Chief Procurement Officer  
5/26/2021 | 2:29 PM CDT  
Date: \_\_\_\_\_

DocuSigned by:  
  
By: C842979228F64BB...  
Derek Fields  
Title: Senior Vice President of Sales  
6/30/2021 | 10:47 AM CDT  
Date: \_\_\_\_\_

Approved:

DocuSigned by:  
  
By: 7E42B8F817A64CC...  
Chad Coquette  
Title: Executive Director/CEO  
6/30/2021 | 10:50 AM CDT  
Date: \_\_\_\_\_

# RFP 041521 - Plastic Refuse and Recycling Containers with Related Technology Solutions

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## Vendor Details

Company Name: Rehrig Pacific Company  
Does your company conduct business under any other name? If yes, please state: CA  
Address: 4010 E. 26th Street  
Los Angeles, CA 90058  
Contact: Jack Weber  
Email: jweber@rehrig.com  
Phone: 949-254-5781  
HST#: 95-4608797

## Submission Details

Created On: Thursday February 25, 2021 10:22:57  
Submitted On: Monday April 12, 2021 13:29:22  
Submitted By: Jack Weber  
Email: jweber@rehrig.com  
Transaction #: 119a00de-0271-41a7-9a92-6cd0223da697  
Submitter's IP Address: 68.5.83.197

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## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (and applicable d/b/a, if any):	Rehrig Pacific Company
2	Proposer Address:	Rehrig Pacific Company 4010 E. 26th Street Los Angeles, CA 90058 (Headquarters)
3	Proposer website address:	www.Rehrig.com
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Raj Luhar Chief Financial Officer 4010 E. 26th Street Los Angeles, CA 90058 RLuhar@rehrig.com (323) 262-5145
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jack Weber National Account Manager- Municipal Sector 4010 E. 26th Street Los Angeles, CA 90058 jweber@Rehrig.com (949) 254-5781 (mobile)
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Rebecca Vara Director of Sales 4010 E. 26th Street Los Angeles, CA 90058 RVara@Rehrig.com (610) 909-5099 (mobile)

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Rehrig Pacific Company is an American-owned and operated manufacturer founded in 1913. A family tradition of growth, service, and innovation began over 100 years ago with the supply of wooden crates for the automotive industry and today has evolved into logistics optimization for over eleven (11) industries. Rehrig Pacific is a world-leading plastic container manufacturer, technology provider, and supply chain expert that believes in providing exceptional value and partnership for our customers. For the past thirty (30) years Rehrig has grown to become the largest roll-out cart and recycling bin manufacturer in North America with six (6) company-owned manufacturing facilities strategically located nation-wide. Rehrig also has a manufacturing facility in Queretaro, Mexico that serves our customers in Mexico, Central and South America. By having the industry's largest production capacity (roll-out cart producing machines and molds), Rehrig has the ability to not only meet short time frames but also handle order quantities of any size and type. Having multiple manufacturing plants strategically located brings our manufacturing closer to our customers which helps reduce freight costs and reduce harmful carbon emissions.</p> <p>Rehrig's Mission Statement: The Rehrig Pacific Family celebrates our people and empowers them to create innovative solutions that effectively and responsibly move goods, resources and ideas.</p> <p>Rehrig's Core Values: Family, Service, Growth, Intrapreneurship and Innovation.</p>

8	What are your company's expectations in the event of an award?	Rehrig Pacific will work closely with Sourcewell and the growing number of municipalities who are utilizing the Sourcewell Cooperative agreement to mutually grow our business. With our large and far reaching sales force Rehrig is looking to drive our Core Plastic Container and Technology products to the Municipal Sector. With the industry's largest market share in roll-out carts, Rehrig would be using this contract to allow our prospective municipal customers to purchase our products more easily by avoiding the lengthy and costly bid process. Our projected growth for our Municipal business is 2% annually with much of this growth via the Municipal Sector (Sourcewell contract).
9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Rehrig Pacific Company maintains a healthy financial position. Our strong financial standing has allowed Rehrig to invest back into and grow our business by being able to produce roll-out carts and recycling bins in SIX company-owned facilities. Please see uploaded financials as representative of Rehrig Pacific Company's financial strength.
10	What is your US market share for the solutions that you are proposing?	Rehrig Pacific has been supplying the Solid Waste & Recycling Industry with various recycling bins and residential automated collection roll-out carts since the 1980's and early 1990's respectively. Over this period Rehrig has sold over 45 million roll-out carts throughout North America having successfully partnered with some of the North America's more elite Solid Waste & Recycling operations including Los Angeles, Seattle, Milwaukee, Madison, San Diego, Phoenix and Chicago. During this same period Rehrig has also gained supplier status with several of the industry's largest regional and national private haulers including Waste Management, Republic Waste, Waste Connections, Rumpke, and GFL. Today, our combined market share ranges anywhere from 30-40%.
11	What is your Canadian market share for the solutions that you are proposing?	Our Canadian market share is 40% and growing.
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No
13	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	b) Rehrig Pacific Company is a manufacturer who produces proprietary products and sells them directly to the end user (Municipal and Private Sectors). All of our products being proposed are sold by Rehrig Pacific's company-employed direct sales team. Employing the industry's largest sales team, Rehrig's Environmental Business Group consists of a VP-Sales, a Director of Sales, (3) Regional Sales Managers, (3) National Account Managers, and (12) Territory Sales Representatives. Our sales team also consists of seven (7) Account Specialists who provide daily customer service support of our sales team and customers. Our infrastructure does not necessitate the need for dealer or distributor network. Our sales team and our (6) manufacturing locations provide the sales and production support required to meet our existing and growing number of customers.
14	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Rehrig Pacific Company is required to maintain proper DOT Registration & Licensing for over the road shipping and Assembly & Distribution. Our roll-out carts are industry ANSI-Standard compliant.
15	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Rehrig Pacific Company has never been suspended or disbarred.

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *	
16	Describe any relevant industry awards or recognition that your company has received in the past five years	In the past five (5) years Rehrig Pacific has been recognized for several accomplishments in various areas of the industry. One of the recent accomplishments includes being certified two years in a row as a Great Place to Work (2019-20 & 2020-21). This certification came through surveys where employees expressed their satisfaction and positive sentiment of working for such a great company. In 2020 Rehrig Pacific was awarded the Sustainability Partnership Game Changer Award by the National Waste & Recycling Association for its effort to increase post-consumer resin (PCR) in roll-out carts by 10 percent. In 2018, Rehrig Pacific was awarded the Large Supply Chain Pioneer of the Year award for leading innovation in the Supply Chain Industry. Rehrig Pacific is a proud recipient of multiple OSHA awards for safety across a number of our US plants ensuring team member injuries continue to decrease year over year. Also, Rehrig Pacific prioritizes community service and each year partners with organizations that help give back to the community including Habitat for Humanity, Los Angeles Regional Food Bank, Kenosha's Pollinator Patch Program, and more.	*
17	What percentage of your sales are to the governmental sector in the past three years	Rehrig Pacific's sales to the Governmental Sector have ranged from 26-30% of our Environmental Group's sales. Our Government or Municipal sales vary each year depending on the number of municipalities who are seeking to automate their collection service with plastic automated containers. Things like the Covid-19 pandemic, recessions, and tight budget constraints can affect a municipality's decision to automate their collection in any given year. Strategically, Rehrig is forecasting that cities will continue to convert their collection systems to automated collection and will begin to add Technology solutions to their operations.	*
18	What percentage of your sales are to the education sector in the past three years	Less than one percent. It is important to understand that Educational institutions do not purchase our products directly. The municipalities and private waste haulers who collect their waste & recyclables are the entities who purchase our products. That being said, Rehrig Pacific will sell any Educational institution who is interested in purchasing our products and services directly.	*
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	1) Omnia Partners with an average of \$12 Million annually. 2) Massachusetts State Contract with an average of \$300K annually.	*
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	We do not hold any GSA contracts.	*

**Table 4: References/Testimonials**

Line Item 21. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Orange County, FL	Josue Lugo	407-836-6619	*
City of San Diego	Matthew Cleary	858-526-2302	*
City of Los Angeles, CA	Jonathan Zari	213-840-6547	*

**Table 5: Top Five Government or Education Customers**

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
City of LA	Government	California - CA	Awarded sole-supplier contract for roll-out carts and ancillary products and services	\$192+ Million	\$12 Million annually	*
City of Toronto	Government	ON - Ontario	Awarded sole-supplier contract for containers and ancillary products and services	\$40 Million	\$2+ Million Annually	*
Sarasota County	Government	Florida - FL	Purchased 130K roll-out carts for county-wide collection program	\$5.6 Million	\$5.6 Million	*
City of Edmonton	Government	AB - Alberta	Awarded sole-supplier contract for containers and ancillary services	\$28+ Million	Starting 2021	*
City of Chicago	Government	Illinois - IL	Awarded sole-supplier contract for roll-out carts over a period of three years	\$9 Million	\$2-\$3 Million	*

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
23	Sales force.	Rehrig Pacific Company utilizes and employs a direct sales force that is highly trained and experienced in selling our many products and ancillary service and technology offerings. Within the Environmental Business Group, our sales team consists of (12) sales representatives located strategically throughout North America. Our sales organization is comprised of (3) Regions, North, Central, and West with each region managed by a Regional Sales Manager. Our Sales Managers report directly to our VP- Environmental Business Group. In addition, each of our (3) regions are supported daily by seven (7) Account Specialists (Customer Service). Our Account Specialists are assigned specific sales representatives/territories and assist our sales representatives with managing all of our customer's needs. This organizational structure provides our customers with professional and prompt responses along with a sense of partnership between them, our sales representatives and Rehrig Pacific. Our Sales team also includes (2) National Account Managers who are responsible for managing the private sector of our business (private waste haulers) and one (1) National Account Manager who is responsible for managing the Municipal Sector. National Account Managers report directly to the Director of Sales and support each of our (12) sales representatives daily. As the National Account Manager for the Municipal Sector, I will be managing and supporting the Sourcewell agreement daily.	*
24	Dealer network or other distribution methods.	Rehrig Pacific Company and our company-employed sales team sell our proprietary products directly to the end-user. With six (6) roll-out cart producing plants strategically located throughout the country, Rehrig can provide the industry's shortest lead times and shortest freight lanes, eliminating any reason to utilize a distribution network.	*
25	Service force.	N/A. All of our customer's needs and follow up are performed by our company-employed sales team.	*

26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>The purpose of the Customer Service (Account Specialist) role is to be Rehrig Pacific's primary contact for our customers and are responsible for maintaining customer accounts and files and providing product and service information across all aspects of Rehrig's vertical businesses and industries. The position partners with the Sales Team, fellow Account Specialists, Production, Inventory Control, Scheduling, Shipping, Logistics and Finance teams to ensure customer accounts, order status, production receipts, and shipping are accurate in the system. Responsible for scalability of multiple accounts to small accounts and medium customers with high complexity. The Account Specialist Team reports to the Account Specialist Manager, Environmental Business Group.</p> <p>Our Environmental Account Specialist Team consists of seven (7) members strategically assigned to Sales Representatives. With seven (7) Account Specialists covering twelve (12) sales representatives, our better than 1:2 ratio ensures our customers are receiving prompt accurate and professional customer service.</p> <p>Some of the key accountabilities for our Account Specialists include:</p> <ul style="list-style-type: none"> <li>* Setting up new customer accounts</li> <li>* Maintaining and updating customer records and files</li> <li>* Take customer orders either directly from customers or Sales Representatives</li> <li>* Lead all post sales efforts to ensure customers' needs are met and their experience is positive</li> <li>* Communicate with customers regarding items such as order status, quotations, order changes and confirmations, as well as any complaints or questions</li> <li>* Expedite, track and review customer scheduling requirements</li> <li>* Initiate correction process to resolve customer complaints and service requests</li> <li>* Review customer warranty and submit warranty claims</li> </ul>
27	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Rehrig Pacific Company currently offers and sells our products to municipalities in all 50 states. Our six (6) manufacturing facilities make the prospect of servicing such a large customer base in a large country that much easier.
28	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	All of Rehrig Pacific Company's products and services offered in our proposal are available for sale in Canada. Rehrig Pacific employs a Canadian national who has been very successful in selling our containers and technology solutions to cities in Canada. Our manufacturing facilities in Kenosha, WI and Erie, PA provide nearby manufacturing to service and support the Canadian market. Toronto, Calgary, and Edmonton are just three of Rehrig's largest municipal customers.
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Rehrig Pacific Company will service any qualified Sourcewell members in North America.
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	As stated earlier, Rehrig Pacific typically does not sell our products to the Education Sector but would certainly sell these members if they had any reason to purchase our containers directly. Once again, we are a company with a far reaching sales force and the ability to service Sourcewell members in all regions. Our competitors are part of several cooperative purchasing contracts. Currently Rehrig has only one contract with a nationally recognized cooperative purchasing organization and only one with a state contract.
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	No restrictions would apply to members in Hawaii, Alaska or US Territories.

Table 7: Marketing Plan

Line Item	Question	Response *
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32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Rehrig Pacific Company's marketing strategy to promote the contract with Sourcewell will align with our current marketing key initiatives in sharing the complete story and full capabilities of our products, services, and people. We will implement this marketing strategy across all of the following segments:</p> <p><b>Trade Shows:</b> Rehrig Pacific Company exhibits at several regional and national trade shows annually where our products and services are displayed, and municipalities have the opportunity to experience our products first hand. Rehrig is a major sponsor of the National Waste &amp; Recycling Association (NWRA) which hosts Waste Expo, the Solid Waste &amp; Recycling Industry's largest trade show. This national trade show attracts thousands of people from both the Municipal and Private sectors each year. In addition, Rehrig Pacific is also a major sponsor and member of The Solid Waste Association of North America (SWANA). SWANA is an organization of public and private sector professionals advancing Solid Waste as a resource. SWANA hosts the annual WasteCon trade show where Rehrig Pacific exhibits our full menu of products and ancillary services. Lastly, our Sales Team participates and attends numerous regional industry trade shows throughout the year representing Rehrig proudly. We plan to bring awareness to our partnership with Sourcewell via our booth design at all trade shows.</p> <p><b>Literature:</b> Rehrig Pacific Company has invested in a vast amount of literature and marketing collateral that includes product sell sheets, brochures, white paper case studies, sustainability initiatives, product specifications, product test results, company history, contact information, and more. All of our marketing literature resources are available to the teams to support in proposals, presentations, customer meetings, new customer outreach, and more.</p> <p><b>Website:</b> Rehrig Pacific Company has recently updated our user-friendly website where Sourcewell members can learn in-depth information about our product and services while obtaining product specifications, technology services information, case studies, brand and product videos, company sustainability efforts, office locations, contact information, and more. Using our website, we would amplify our partnership with Sourcewell and how this partnership has gotten us closer to other great partner brands and companies we continue to grow our network with.</p> <p><b>Social Media:</b> Rehrig Pacific maintains a highly engaging presence on Social media across LinkedIn, Facebook, Twitter, and YouTube publishing unique content weekly regarding the brand, product, services, trade shows, conferences, awards, recognitions, and more. The past year has focused around amplifying our social media presence specifically on LinkedIn while also sharing our story as an integrated solutions provider. In addition, highlighting new product launches through video content, new partnerships with social banner posts, and sharing employee recognitions has also been a focus.</p> <p><b>Advertising:</b> Rehrig Pacific Company advertises in several industry publications including Waste 360. We develop and execute digital marketing campaigns featuring new products across various platforms to reach specific target audiences. Digital platforms that we have used in past campaigns include Facebook (banner ads and video ads), Google (Google ads, display banners, video pre-rolls), and LinkedIn (video ads, sponsored ads). In addition, paid search ads were developed to run on both Facebook and Instagram. Direct mail advertisement was also developed to distribute 25,000 post cards in a local city. And to highlight new product releases, partnerships, and municipal contract acquisitions, we publish press releases to share in the media.</p> <p><b>National &amp; Business Group Meetings:</b> Rehrig Pacific Company enjoys having special guests at the national sales meetings especially partners and customers. As a vendor on the Sourcewell contract, we would certainly encourage a representative from Sourcewell to attend and to speak to our sales team. These types of meetings help educate our sales team on the benefits of using cooperative purchasing contracts and could also provide Sourcewell with a better understanding of what Rehrig sells and how we approach the market. We also encourage having partners and customers visit our RISE (Rehrig Innovation Showcase Experience) Center in our Dallas plant, where customers and partners have an opportunity to experience the history of the company, take a look at the products, services, and programs we offer as well as get an insight of the future of our business.</p>
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Rehrig Pacific Company is a proud partner to Salesforce and utilize communication tools such as Pardot to help effectively create marketing e-mail blasts and digital campaigns to reach the targeted audience using tactical messaging. Using their CRM we will reach new sales leads and diligently communicate through the sales funnel process. Each month Rehrig reviews its website and digital platforms' analytics reporting, to do a full analysis of the success of the past month's messages to see if any adjustments are needed in banners, copy, etc. On the Social media front, the past year has been about amplifying our story, products, services, sustainability efforts through unique content including videos, banners, and sell sheets across the LinkedIn platform. Our presence has grown in the digital space where we have grown our network, company followers, increased our monthly impressions, visitors, and best of all engagement on our posts.</p>



34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	We view Sourcewell's role in this partnership as more of a support role rather than a promoting role. We will certainly accept all of the support Sourcewell can offer but the promotion and the execution of this contract will be the responsibility of Rehrig's sales team. Over the past 30-years Rehrig has enjoyed tremendous success in the Municipal Sector having partnered with some of the country's more elite Solid Waste & Recycling operations. During the period Rehrig has been awarded hundreds of municipal contracts to supply cities and counties alike with our automated roll-out carts and ancillary products and services. Rehrig has garnered the respect of the industry and has established outstanding relationships in hundreds of municipalities throughout North America. Our focus as a sales organization is selling our value-added products and services to both the Private and Municipal sectors. With the addition of our Vision software technology, Rehrig sees tremendous growth opportunities within our existing customer base as well as future customers. City and County leaders are hungry for technology (Big Data) that will provide transparency and cost savings within a municipality's operation. Municipal contracts are historically more difficult to secure as many municipalities are required to award contracts through the RFP process. With the Sourcewell cooperative contract, Rehrig's sales team will be able to sell our unique proprietary technology solutions (Vision) to those members who see the value and WANT to avoid the RFP process.
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	EDI is an industry-accepted form of eProcurement, and we regularly receive PO's and send invoices via EDI to a number of our larger customers. We also have customers that leverage services like Ariba and Coupa for which we can selectively publish catalog items for more advanced use cases.

Table 8: Value-Added Attributes

Line Item	Question	Response *
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>Our industry's automated roll-out carts do not typically require any user training. Municipal Public Works Departments and Sanitation Divisions are well educated in the use of our products. Rehrig's containers include markings on the containers that provide instruction (the Do's and Do not's) in how to operate and handle our containers. Our Sales team is trained to perform any specific product training sessions our customers request.</p> <p>With our Vision Technology products, Rehrig Pacific Company provides training for these products. Our technology products typically involve hardware installation where there is installation training associated with the programs start up. Rehrig also provides training on the software side as well.</p>
37	Describe any technological advances that your proposed products or services offer.	<p>Vison Software: Rehrig Pacific's proprietary Vision Software was designed internally to offer city and county's collection operations greater visibility into their operation. Our various offerings include Work Order + Inventory Management, Service Verification, Visual Verification, Industrial Container Tracking as well as several other applications designed to help cities gain efficiencies and drive out costs in their collection operations.</p> <p>Co-Injection Manufacturing &amp; the Use of PCR: Rehrig Pacific Company has invested heavily into Co-Injection technology. Producing roll out carts using the co-injection process allows Rehrig to utilize recycled material while still maintaining our customer's brand (color). Please see the EnviroCore brochure in the uploaded Documents Section 2. As state and federal legislation continues to demand compliance regarding products made with recycled material, municipalities are requiring that the roll out carts they purchase be made with at least 30% post-consumer plastic (PCR). The PCR material used is typically multi-colored making it virtually impossible for competing manufacturers to produce a cart in a color other than black. With Co-injection, Rehrig Pacific can utilize multi-colored PCR material and still produce the standard color carts (green, blue, brown, yellow, grey, etc). The co-injection process allows us to introduce the PCR material into the mold and then introduce the remaining virgin material and color separately. The result is a roll out cart produced with multi-colored PCR material on the inside (core) and the municipality's choice of color on the outside (skin). (See Co-Injection attachment).</p>

38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>Green Initiatives: For over a century Rehrig Pacific Company has provided containers to various industries, including waste and recycling containers to an array of customers throughout North America. Throughout our history, environmental awareness and sustainability have been cornerstones of our company. Sustainability is our core.</p> <p>In the early 1970's using new grades of recyclable resins and high-pressure molding, Rehrig Pacific began to develop environmentally friendly products. Our containers are manufactured to last, ensuring that quality and length of time used is part of our sustainable promise. We can design and build the right solutions for our customers using a variety of recycled material to meet their needs, while keeping their branding intact. Here is a snapshot of some additional Sustainable initiatives Rehrig Pacific practices.</p> <p>Recyclability: Today, all Rehrig Pacific's waste and recycling products are 100% recyclable. Because they are 100% recyclable Rehrig offers a Buy Back program (included in our pricing proposal) that allows our customers to return their end-of-useful life (Rehrig) containers back to Rehrig for scrap value. Rehrig uses this material in the manufacturing of new products. As a company, Rehrig Pacific uses nearly 60 million pounds of recycled plastic sourced from both post-industrial and post-consumer waste streams. Every Rehrig product made can be recycled into another Rehrig product at the end of its service. Eco-friendly products are not just good for the environment; they are good for business and an integral strategic part of how we operate.</p> <p>Carbon Footprint: Our six (6) manufacturing facilities are strategically located throughout the country, decreasing the distance it takes to transport our products to our customers and reducing the amount of carbon emissions released into the atmosphere. In addition, our efficient design of our carts means we can fit more product per truckload, reducing the number of required shipments for the same overall amount of product. With the industry's greatest capacity (6 locations) we estimate a carbon emissions reduction of 6.6 million pounds (an 86% reduction by comparison) when compared to other cart suppliers who have far greater freight lanes. Rehrig's manufacturing footprint, design innovation, and efficiency in serving every corner of the country means less emissions, less complexity, and a lot more value to the Municipal customer base.</p> <p>Zero Waste Production: Rehrig takes great pride in our effort to create a "waste free environment" in our manufacturing facilities. Our "Zero Waste" Production Processes ensure that all scrap resin, packaging, and byproduct is reused in the manufacturing process. No aspect of our roll out cart production is wasted; as we recirculate cooling water used in our molds and reclaim our hydraulic fluid.</p> <p>Returnable Packing Containers: At our core, Rehrig Pacific Company has been manufacturing returnable, reusable shipping containers since the early 1960's. Companies such as Walmart, Pepsi-Cola, Coca-Cola, Kroger and Anheuser-Busch have been purchasing unique proprietary containers from Rehrig to ship their products to market. These containers are designed to be returned and re-used again, often making hundreds of turns. These products have essentially replaced one-way packaging that often ends up in our country's landfills.</p> <p>Affiliations with TRP and APR: Today Rehrig Pacific Company has partnered with organizations like The Recycling Partnership (TRP) and the Association of Plastics Recyclers (APR). Our partnerships with these two organizations are a commitment by Rehrig Pacific Company to become leaders in the reuse of various recycled materials. This commitment is helping today's struggling recycling industry find a home for recycled material that is no longer accepted in China and is destined for our landfills and oceans. Our investment in our Co-Injection molding process allows Rehrig to purchase and reuse bulky rigid recycled material. Our commitment is to close the loop and help municipalities meet increasing state and federal recycling goals. (See Bulky Rigid Brochure)</p> <p>Ocean Plastics &amp; Bulky Rigid PCR: In partnership with TRP, Rehrig Pacific Company has committed to the reuse of ocean plastics. With our commitment, Rehrig is helping to find a home for bulky rigid material and reduce the amount of plastics from entering our oceans.</p>
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	N/A. See Zero Waste and other Green initiatives above in Item 38.

40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Rehrig Pacific can sub-contract out portions of our contracts to MBE/WBE, DVBE companies who are able to obtain certification in the municipalities we service. Because we are a direct manufacturer, we are limited to what we can sub-contract business out to. That said, when possible Rehrig Pacific Company will perform outreach and look to out-source freight to MBW/WBE/DVBE companies.
41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	With the cart industry's largest menu of containers and ancillary products and services offered, Sourcewell members can purchase ALL their container needs, technology needs, and ancillary service needs from ONE VENDOR. As an example, municipalities can purchase roll-out carts, specialized roll out carts for Organics collection, plastic commercial containers, award winning bear-resistant carts, public litter containers, office and apartment recycling bins, and rectangular and round recycling bins ALL FROM ONE SOURCE. In addition, Sourcewell members are also able to purchase Rehrig's proprietary Vision Technology solution without having to source this technology from a 3rd party. Conversely, many competing roll-out cart manufacturers who offer technology are buying 3rd party technology or using off the shelf technology. Rehrig Pacific's Buy Back plan allows Sourcewell members to return their old containers to Rehrig to earn scrap value for their containers at the end of their useful life. Lastly, and most important to Sourcewell members, Rehrig Pacific's infrastructure of twelve (12) sales representatives, seven (7) Account Specialists, and the industry's greatest capacity gives more Sourcewell members the opportunity to take advantage of shorter lead times, shorter freight lanes, freight cost savings, and a more satisfied customer experience without having to purchase their needs from several manufacturers.

**Table 9: Warranty**

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
42	Do your warranties cover all products, parts, and labor?	All of Rehrig Pacific products are covered by a warranty. Our Recycling Bins have a 5-year warranty, our PLC's have a 5-year warranty, our Commercial Containers have a 3-year warranty and our Roll-Out Carts have a 10-year warranty. For our Vision Technology, our standard warranty includes a 1-year warranty on the RFID Reader and components with optional purchases for multiple years beyond the first year. Labor for removing the RFID Reader and shipping it back is NOT included. Please see the specifics of our uploaded warranty plans in the Document Section.
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Our warranty coverages do include language that specifically outlines proper usage of our products along with language describing where improper usage voids the warranty. Please see our attached warranty plans for our various products.
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Our sales representatives are responsible for addressing warranty issues with our customers for our core plastic collection containers including recycling bins, commercial containers, public litter containers and our line of automated roll-out carts. These visits are at no cost to the customer. With respect to Rehrig's warranty for our Technology hardware we have a standard warranty. If the technology hardware is broken and under warranty, it would be the responsibility of the customer to remove that unit, ship it back for repair, and re-install when it returns. Labor is not included under warranty for the technology hardware. If a customer determines they require additional onsite service, Rehrig charges \$1500 per day (minimum of 2 days).
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Rehrig Pacific Company does not utilize technicians for our warranties, nor do we perform warranty repairs. If our core plastic containers fall under the warranty period, the customer's Rehrig sales representative is responsible for starting the warranty process. Our sales representatives will, but do not always need to visit the customer's site for warranty inspection. We have protocols in place where our warranty claims can be completed without a visit. We currently handle warranty claims for customers in all 50 states and Canada.
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	All of Rehrig Pacific Company's products warranty plans are covered by Rehrig Pacific including our Commercial Containers and Public Litter Containers.
47	What are your proposed exchange and return programs and policies?	If a product is deemed to be defective our Account Specialists are immediately notified, and a ticket is submitted into our system and is assigned a case. This protocol alerts our Operations Team of the specific problem which helps eliminate similar issues moving forward. The customer is immediately issued a credit for the defective product. Our policy is then to work closely with our customer to quickly determine a production and delivery date to replace the defective product. Rehrig Pacific Company is responsible for the freight on any returned defective products.
48	Describe any service contract options for the items included in your proposal.	N/A

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *
49	What are your payment terms (e.g., net 10, net 30)?	Payment Terms: Net 30 Days
50	Describe any leasing or financing options available for use by educational or governmental entities.	Rehrig Pacific Company offers leasing and financing options through Rehrig Financial Services (RFS). Rehrig has been successful in helping cities with financing our various products, especially during tight budget constraints brought on by the Covid-19 pandemic. Upon request, Rehrig will also work with Sourcwell members 3rd party financing companies.
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcwell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcwell participating entities' purchase orders.	Rehrig Pacific Company implements JD Edwards (JDE) as its Enterprise Resource Planning system. As such, sales orders are submitted into JDE, and Sales Representatives work closely with their Account Specialists in submitting sales orders. Upon submission into JDE, sales order forms are input with a category code that keys the order as a Sourcwell Cooperative purchasing order. For the purposes of reporting sales, quarterly sales reports are generated from JDE by selecting and running the report using the Sourcwell category code. Subsequently, the report is reviewed by the relevant Sales Representatives, Account Specialists, and Sales Managers. Upon review and approval by the relevant parties, the sales report is sent to Sourcwell and, simultaneously, Accounts Payable for processing and payment.
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	Rehrig Pacific does accept P-Card but will not offer terms through this process. Payment would be due upon receipt. If the customer requests our terms of Net 30 then they would be required to send a check or wire payment.

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Rehrig Pacific Company has submitted line item, volume-tiered pricing. Our pricing model is one that is proposing "ceiling pricing" for our products and ancillary services and technology. This price model protects Rehrig Pacific from volatile fluctuations in our raw material (resin) costs. Historically, we have found that municipal orders can vary in size and scope, with some cities needing as few as a hundred containers, to other municipalities who are potentially purchasing thousands and tens of thousands of containers. Our pricing model includes language that would allow a Sourcwell member to work with their Rehrig sales representative for large strategic opportunities. In essence, our pricing is always somewhat negotiable but never higher than the proposed pricing we have submitted in our proposal.
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	N/A. There is no set discount. Rehrig's pricing is volume-tiered based ceiling pricing that leaves the opportunity for municipalities to receive more competitive pricing on larger strategic opportunities.
55	Describe any quantity or volume discounts or rebate programs that you offer.	Pricing is volume-tiered pricing with pricing being "discounted" based on volume. Also, each tiered price is "ceiling pricing".
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	N/A. Our pricing includes a pricing tab for spare parts, components and accessories.

57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All of our Sourcewell pricing is exclusive of freight and applicable sales tax. Freight cost can vary depending on which Rehrig location the product(s) are produced and shipped from. Spare parts components for our products are available and listed on our proposal and are exclusive of freight and applicable sales tax. For our Vision Technology products, Rehrig has submitted pricing for such items as hardware installation, training, set up, and warranty calls.	*
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Rehrig Pacific Company makes great efforts to assure that our products are received by our customers in a safe, secure, professional, and timely manner. As we do with all our customers, Rehrig will negotiate the most competitive freight rates for the Sourcewell members. Rehrig Pacific Company works directly with 3rd party logistics companies where our annual volume and long-standing relationships provide Rehrig with very competitive freight rates. Once a customer requests a quotation for our products, Rehrig Pacific's Logistics Manager solicits freight quotes from our list of Rehrig-qualified freight carriers. Based on the quotes received, and considering their availability and price, Rehrig then determines which freight carrier will be chosen. Freight charges are always included in our quotations and will appear on the Sourcewell member's invoices.	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Rehrig uses the same process for Alaska, Hawaii and offshore locations as we use in the contiguous 48 states. The freight carrier base we utilize is also the same. Our freight quotations to these locations include all applicable taxes and tariffs. Our shipments to Hawaii are loaded directly onto the shipping container in which we load. For Alaska, the process is different. Rehrig loads our product onto 53' dry vans and the goods are then delivered to the Port of Seattle and trans-loaded onto an intermodal or ocean container and then a barge for their destination. Here they are then trans-loaded into dry-van trailers for final mile delivery. The freight rate Rehrig quotes include all of these services.	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	As part of our Services product offerings, Rehrig Pacific offers the Assembly & Distribution of our roll-out carts to the Sourcewell member's residences. What is unique to Rehrig is that we perform this service internally using company-employed personnel and equipment to offload, assemble and deliver our residential roll-out carts to the individual residences city-wide. Having this service integrated into our offerings eliminates any setbacks or delays by any sub-contracted 3rd party Assembly & Distribution company. Rehrig is the only roll-out cart manufacturer who offers and manages this service in-house.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	The nature of our business is to offer the Municipality the most competitive pricing at the time. Each individual opportunity is viewed based on timing, size and scope. Pricing will vary from opportunity to opportunity because of this. Rehrig Pacific' commitment will be that we offer the same pricing we would offer them under any other cooperative purchasing agreement.



**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	Rehrig Pacific sales representatives who are working with Sourcewell members who wish to purchase off of the Sourcewell contract will provide a quotation with Sourcewell pricing documented on the quotation. These quotations are stored in Salesforce under the account (Sourcewell member city) and can be made available to Sourcewell upon request. All invoicing for subsequent orders from Sourcewell members will be coded as Sourcewell sales and will be recorded and made available quarterly for Sourcewell.
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Rehrig Pacific Company will agree to pay Sourcewell a two percent (2%) administrative fee on all sales (less freight and applicable taxes) completed and signed through the Sourcewell/Rehrig contract. Administrative fee to be paid quarterly or as frequently as Sourcewell prefers.

**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response*
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>Rehrig Pacific Company is proposing the industry's most complete menu of plastic containers routinely used within the Solid Waste &amp; Recycling Industry today. In addition, Rehrig Pacific Company is proposing vertically integrated Technology and Service Solutions which were developed to bring visibility to Solid Waste &amp; Recycling collection operations, helping them to gain efficiencies and drive out cost.</p> <p><b>Recycling Bins</b></p> <p>Our vast menu of products include various sizes of curbside recycling bins used in manual recycling collection programs. These products include 14 and 18-gallon curbside recycling bins, 25 and 32-gallon Round curbside recycling bins, a 4-gallon Office Paper recycling bin, a 6-gallon Apartment recycling bin and a 2-gallon Food Waste collection bin.</p> <p><b>Residential Roll-Out Carts for Recycling, Solid Waste, Yard Waste/Organics Collection</b></p> <p>Our complete line of residential collection containers used in semi-automated and fully-automated collection programs include the commonly preferred sizes of 35-gallon, 65-gallon and 95-gallon roll-out carts. In addition, Rehrig also offers a 18-gallon (65-liter), a 20-gallon (80-liter) and a 100-liter container for Organics collection. Lastly, Rehrig Pacific offers a patented IGBC certified Bear Resistant roll-out cart in 35, 65 and 95-gallon sizes. Rehrig also offers various accessories and styles of gravity locks designed for programs who experience high scavenging rates or simply want to protect the waste stream inside the container. Rehrig's roll-out carts have been the choice of some of the Solid Waste Industry's more elite collection programs including the city of Los Angeles, the city of Seattle, the city of Edmonton, the city of San Diego, and the city of Toronto.</p> <p><b>Commercial Containers &amp; Public Litter Containers</b></p> <p>Rehrig Pacific also offers a line of plastic commercial containers used in the collection of commercial waste and recycling. Our Public Litter Containers (PLC's) are also offered and are used for the collection of waste in city parks and downtown areas.</p> <p><b>Services</b></p> <p>Rehrig Pacific Company, under our Field Service Group, offers services related to the Solid Waste Industry. These services are performed internally by Rehrig Pacific employees and include Assembly &amp; Distribution, Container Management, Cart Reclamation/Removal, RFID Retrofitting Services, Route Auditing, Yard Cleanups, Mailers and Mobile Washing.</p> <p><b>Software Technology</b></p> <p>Rehrig's proprietary Vision software platform includes several applications to track assets in real time using RFID and GPS. Our Vision technology provides multi-level visibility that helps reduce operating costs, increase sales, and preserve capital. Applications include Work Order + Inventory, Service Verification, and Industrial Container Tracking.</p> <p><b>Material Buy Back</b></p> <p>Rehrig Pacific Company provides a buy back program where Rehrig Pacific Company will repurchase Rehrig's containers that have reached the end of their useful life. The repurchase will be at the current rate of scrap high density polyethylene (HDPE) at the time of sale multiplied by the number of pounds of material retrieved from each container minus freight.</p>
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>In addition to our core plastic container products, Rehrig Pacific offers ancillary products and services related to the Solid Waste &amp; Recycling industry. These products can be categorized as Technology and Services Offerings and are included in our proposed pricing.</p>

**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
66	Residential-sized refuse and recycling containers, collection bins, dumpsters, and carts of principally non-metallic composition	<input checked="" type="radio"/> Yes <input type="radio"/> No	Rehrig has proposed all of these products.
67	Commercial and institutional-sized refuse and recycling containers, collection bins, dumpsters, and carts of principally non-metallic composition	<input checked="" type="radio"/> Yes <input type="radio"/> No	Rehrig Pacific Company does offer commercial size plastic commercial containers (dumpsters).
68	Lift and tipping solutions for stationary carts and dumpsters	<input type="radio"/> Yes <input checked="" type="radio"/> No	
69	Technology solutions related to the management of, or planning for, collection of refuse and recycling materials from containers of the type described in RFP Section 1. a - b.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Rehrig Pacific is proposing our proprietary Vision Software Solution. Literature attached.

**Table 15: Industry Specific Questions**

Line Item	Question	Response *
70	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Sales growth within the Municipal sector, and specifically those sales made through the Sourcwell contract is how we will measure success. As previously stated, Rehrig's intentions are to use the Sourcwell agreement in every municipal opportunity we encounter. Our strategy is to continue to be our customer's expert on containers and technology so when the time comes for them to purchase our various offerings, the municipalities will be more motivated to utilize the Sourcwell contract, avoid the RFP process, and receive Rehrig's unique value-added products and ancillary services. All Sourcwell sales will be tracked by individual sales representatives and by region.
71	Describe your organization's approach to the collection, storage, usage, ownership, and rights of customer data that is gathered in the normal course of business.	Data that is required to service a customer is regularly collected by Rehrig Pacific solely for the purpose of executing the business relationship that Rehrig has with that customer. Collected data is retained only for the useful life of the data; extraneous data elements that may be collected during the course of the business relationship that are not necessary for Rehrig to provide services or products is regularly purged from our systems.
72	Explain your organization's approach to data protection and access.	Rehrig Pacific maintains a comprehensive security program in accordance with the NIST Cybersecurity Framework v1.1, which includes published policies on data classification and protection, system access, network security, etc. In support of that program, audits are regularly performed and appropriate security controls have been put in place to log data access, ensure that all access to data is allowed only for employees with a legitimate need to access said data, and otherwise ensure the confidentiality, integrity and availability of all business data.
73	Describe how your offering encourages increased participation in recycling and diversion programs.	Municipalities have been converting their collection operations from manual collection to semi and fully-automated collection since the late 1970's. Plastic roll-out carts have been the essential component to this conversion. Data shows that collection operations have seen an increase in participation and diversion after implementing an automated collection program. Containerizing a collection program is more efficient and more cost effective. Automated collection using plastic roll-out carts is also safer and reduces the number of workman's compensation claims. Our Vision Technology Solution has several applications that municipal collection operations are installing to gain efficiencies in the collection of solid waste, recycling and organics waste.
74	Identify if your offered technology solutions are available through mobile device applications and with what operating systems they are compatible.	Rehrig's Vision Technology is available through mobile device applications using Apple (ios) and Android operating systems.
75	Describe any design and manufacturing processes or materials utilized that contribute to product attributes such as longevity, ease of use, safety, or reduced life cycle costs.	Rehrig Pacific Company is an injection-molder and uses the injection-molding process to manufacture almost all of our products. Five of the six (6) leading manufacturers of roll-out carts use the injection-molding process. You will hear equally compelling rationale behind the injection-molding versus rotational molding processes. In the end, the quality of a roll-out cart is not so much about the manufacturing process but rather more centered around three crucial components; 1) product design, 2) material quality, and 3) manufacturing. For example, a roll-out cart vendor can have a well designed roll-out cart but if there is sub-par material being used, or if there isn't enough of the required UV Stabilizer being used, the cart will fail. Same thing is true for manufacturing, regardless if its a rotationally-molded cart or an injection-molded cart. If the production of the cart is jeopardized in any way, (run too quickly, not cooled long enough, the mold is not filled completely, etc.) the product will fail. That being said there are some important inherent advantages to injection molding. As an injection molder, our molds are designed to include varying geometry in the container's design. Simply, an injection cart mold can have several different wall thicknesses throughout its design. Conversely, a rotationally molded roll-out cart can only have one (or the same) wall thickness throughout the cart. Having the ability to incorporate greater or thicker wall stock in areas of the roll-out cart that sustains greater abuse from the lifting equipment is crucial to the longevity of the cart. The Rehrig cart for example, has greater wall thickness in the bottom and gripping areas by the grab-bar and by the handles where the lids are attached. The rotational molded process only allows for ONE wall thickness, meaning they cannot "beef up" their roll-out cart in places where the roll-out cart experiences the most wear and tear. Injection molders can incorporate more PCR and more types of PCR into their products versus a rotational molder. A rotational molder uses a powder form of resin, making it difficult at best, to incorporate various types of PCR. Lastly, injection molders can produce roll-out carts faster compared to rotational molders. This is crucial to consider when municipalities are looking to purchase large quantities of roll-out carts in a short period of time.

**Table 16: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 76. NOTICE:** To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
	N/A	

**Documents****Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
  2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
  3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
  4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- [Financial Strength and Stability](#) - Financial Strength and Stability.zip - Tuesday March 02, 2021 11:23:20
  - [Marketing Plan/Samples](#) - Marketing Plan.pdf - Monday March 08, 2021 16:29:34
  - [WMBE/MBE/SBE or Related Certificates](#) - WMBE MBE SBE.zip - Thursday March 11, 2021 17:42:30
  - [Warranty Information](#) - Warranty Information (2).zip - Tuesday March 09, 2021 21:28:05
  - [Pricing](#) - Sourcewell RFP Pricing 4-15-21.zip - Tuesday April 06, 2021 15:30:12
  - [Upload Additional Document](#) - Company & Product Overview Slide Deck.zip - Thursday March 11, 2021 18:39:23



## Proposer's Affidavit

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or

3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jack Weber, National Account Manager- Municipal Sector, Rehrig Pacific Company

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☐ Yes ☒ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Plastic_Refuse_Recycling_Containers_RFP_041521 Wed March 17 2021 03:40 PM	<input checked="" type="checkbox"/>	1
Addendum_3_Plastic_Refuse_Recycling_Containers_RFP_041521 Mon March 8 2021 09:41 AM	<input checked="" type="checkbox"/>	1
Addendum_2_Plastic_Refuse_Recycling_Containers_RFP_041521 Fri March 5 2021 04:19 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Plastic_Refuse_Recycling_Containers_RFP_041521 Mon March 1 2021 04:31 PM	<input checked="" type="checkbox"/>	1



## Residential Curbside Recycling Cart Grant Program Request For Proposals

The Recycling Partnership is a national nonprofit transforming recycling across America. Improved recycling creates jobs, protects the environment, and empowers communities. For more information regarding our programs, staff, and funders, visit: [www.recyclingpartnership.org](http://www.recyclingpartnership.org).

### Introduction

The purpose of the Residential Curbside Recycling Cart Grant Program is to advance recycling in communities across the United States by offering financial and technical assistance to support the implementation of cart-based curbside recycling. This Request For Proposals (RFP) offers communities the chance to apply for grant funding to support the acquisition of recycling carts with the goal of bringing high quality cart-based curbside recycling service to households across the United States. The Recycling Partnership seeks to expand access to cart based recycling collection by converting bin or bag-based curbside recycling collection programs to cart-based collection, or by supporting the implementation of new curbside recycling programs using cart-based collection.

### Grant Program Summary

This grant program summary is provided to help potential applicants gain a quick understanding of this grant program and its broad requirements. Specific program parameters and requirements are explained again in greater detail throughout the body of the RFP document, and applicants should ***carefully read this entire document prior to submitting a proposal.***

**Eligibility:** Grant funding is available to support publicly sponsored curbside recycling programs. The applicant must be a local government, solid waste authority, or federally recognized tribe. Funding is only available to communities seeking to implement cart-based curbside recycling programs. Grant funding is not available to replace existing carts, to support the purchase of carts for waste or organics collection, or to support the collection of recyclables from businesses, schools, or institutions. The grant program offers funding to support the purchase of recycling carts and to implement recycling education and outreach efforts. Grants are not available for education and outreach alone.

**Cart and Collection Frequency Requirements:** In order to qualify for grant funding, a community must be seeking to purchase carts that are at least 60+ gallons in volume and must collect curbside recyclables on a weekly or every-other-week basis. If planning to collect every-other-week, then a community must be seeking to purchase carts that are at least 90+ gallons in volume. Carts purchased with Recycling Partnership grant funding must contain a minimum of five percent (5%) residential post-consumer plastic content and should be embedded with a Radio Frequency Identification (RFID) tag.

**Education and Outreach Assistance:** The Recycling Partnership has developed a tested and proven approach to supporting education and outreach in communities that are implementing cart-based recycling. Grantees must agree to use select elements of The Partnership's campaign materials and must also partner with The Partnership to deploy an outreach campaign during the months prior to the rollout of carts. Required education and outreach activities include a direct-to-resident information card informing citizens about the



availability/impending distribution of recycling carts, a kit of information delivered with the cart, and the use of oops tags or other anti-contamination strategies to reinforce correct recycling behavior after carts have been delivered. Grant funding at the level of \$1 per household is provided to support the implementation of these items.

**Funding Availability:** Grant funding is available for recycling carts and for public education and outreach. This grant program allows communities to consider different implementation strategies, from providing every household in the jurisdiction with a cart at once, to implementing cart-based collection in phases, or even allowing citizens to opt-in or opt-out out of recycling service. The level of funding available to support the procurement of recycling carts varies based on the implementation strategy selected by the community. The amount of grant funding available for the various strategies is different based on the relative effectiveness of the different strategies when it comes to engaging recycling behavior in the widest number of citizens and diverting recyclable materials from disposal on a community-wide scale. The following table provides a summary of the funding options and grant availability:

Curbside Recycling Cart Implementation Strategy	Per-Cart Grant Funding	Cart Funding Cap	Education and Outreach Funding Cap	Maximum Possible Grant Funding Available
Strategy 1: Universal	\$15	\$750,000	\$75,000	\$825,000
Strategy 2: Phased-in	\$12	\$600,000	\$50,000	\$650,000
Strategy 3: Opt-out	\$10	\$500,000	\$50,000	\$550,000
Strategy 4: Partial	\$8	\$400,000	\$50,000	\$450,000
Strategy 5: Opt-in	\$5	\$250,000	\$50,000	\$300,000

**Data and Reporting Requirements:** The Partnership's work is data driven, and applicant must agree to implement a system for tracking waste and recycling data and to report monthly and annual Municipal Solid Waste (MSW) and recycling tonnage data to The Partnership for the periods before, during and after cart implementation.

**Grant Making Process:** Applications for Residential Curbside Recycling Cart Grants will be accepted on an ongoing basis, and there is no due-date for proposals. When evaluating applications, The Partnership considers how thoroughly an applicant has responded to the required application elements, the potential for a grant project to divert recyclable materials from disposal, the number of households impacted by the project, and which cart implementation strategy the community is pursuing. The Partnership commits to a speedy review of all applications received and will seek to notify applicants of a grant making decision within roughly 90 days of the receipt of a complete application. Grant winners will be asked to enter into a grant contract agreement with The Partnership. Grant contract terms will typically last for at least one year if not longer, and grant proceeds are paid on a reimbursement basis, meaning that grantees must make the initial purchases of grant-related materials and then work with The Partnership to request a reimbursement of funds from grant proceeds.

This concludes the grant program summary. The more detailed Request For Proposals begins on the next page.

## Residential Curbside Recycling Cart Grant Program Request For Proposals

### **Submitting an Application for Grant Funding**

Applicants must submit proposals using the [proposal application form](#). No other application format will be accepted. The required proposal format is explained in detail later in this document. Proposals will be accepted on an on-going basis. Any community with questions related to this grant program or that is interested in submitting an application is strongly encouraged to contact Vincent Leray at [vlaray@recyclingpartnership.org](mailto:vlaray@recyclingpartnership.org) prior to submitting a Residential Curbside Recycling Cart Grant proposal.

### **Residential Curbside Recycling Grant Program Conditions and Requirements**

The following information outlines the requirements and limitations of this grant program. Applicant must meet all requirements in order to be eligible to apply for grant funding.

#### ***General Eligibility –***

- a. To be eligible for funding an applicant must be a local government entity (e.g. a municipality, county, parish, etc.) or a public solid waste authority/district or a federally recognized tribal government that is geographically located within the territories of the United States of America. There is no minimum community size requirement.
- b. Funding is only available for communities seeking financial assistance to acquire recycling carts for residential curbside recycling programs. Grant funding is not available to replace existing recycling carts. Grant funding is not available to support the purchase of carts for waste or organics recycling collection. Grant funding is not available for commercial, institutional, school, college or university campus recycling programs.
- c. Funding from this grant program is provided for carts and for recycling education and outreach. To be eligible for funding for education, an applicant must also be seeking funding for recycling carts. Applicants cannot apply for education grants alone. For more information on the amount of funding available through this grant program please see the section below titled “Funding Availability and Use of Grant Funds.” For more information on education and outreach requirements please see the “Education and Outreach” section below.

Under select conditions non-profit entities or businesses that do not meet the above general eligibility requirements may still be considered for grant funding to support the purchase of curbside recycling carts. Such entities are encouraged to contact Vincent Leray at [vlaray@recyclingpartnership.org](mailto:vlaray@recyclingpartnership.org) to explore funding options.

***Collection Frequency Requirements*** - The applicant must provide or intend to provide curbside recycling collection on a weekly or every-other-week basis. A community that plans to collect curbside recycling two (2) times per month, monthly, or on any other frequency is not eligible.

***Cart Size and Cart-Related Requirements*** – The following cart requirements must be met:

- a. Communities offering weekly collection of recyclables are required to provide residents with a cart that is at least 60+ gallons in volume.
- b. Communities offering every other week collection of recyclables are required to provide residents with a cart that is at least 90+ gallons in volume.
- c. Exceptions to Size Requirements: Communities may offer accommodations to households with residents who are not physically able to move standard sized recycling carts to the designated area for collection. In



such cases, smaller carts may be acceptable provided that the community has established clear eligibility criteria for who may recycle using smaller carts and under what conditions.

- d. Recycling carts purchased with Residential Curbside Recycling Cart Grant funding must be manufactured with a minimum of five percent (5%) residential post-consumer recycled plastic content based on the weight of the entire mass of the body, lid and wheels. To qualify as residential post-consumer content, the reclaimed plastic must have been generated by a household and collected for recycling by a curbside or drop-off recycling program. This recycled content requirement cannot be met through the use of post-industrial plastics or plastic sourced from end-of-life carts or bins. The purpose of this requirement is to generate demand for plastics collected by residential recycling programs in the United States, and this requirement has been developed in cooperation with the Association of Plastics Recyclers and a consortium of recycling cart manufacturers. It is understood by The Recycling Partnership that the majority of the primary manufacturers of residential recycling carts serving the North American marketplace can meet this requirement without any impact on cart price, performance or warranty.
- e. Radio Frequency Identification (RFID) tags must be embedded in carts at the time of manufacturing. A successful applicant is not required to purchase RFID reading equipment or to use an RFID tracking or data management system.
- f. The recycling carts must be clearly labelled in a manner to indicate that they are for the collection of recyclables and must be distinct in appearance from carts used for waste collection.
- g. The applicant must provide carts at no cost to residents other than standard solid waste or recycling service taxes or fees. Communities that require residents to purchase carts are not eligible for a grant under this program.

**Education and Outreach** - The Partnership has developed education and outreach campaign materials to support the roll out of carts in its partner communities. An applicant must agree to use select elements of The Partnership's campaign materials and supporting graphics and must also partner with The Partnership to deploy an outreach campaign during the months prior to the rollout of carts. Key components of The Partnership's approach to education and outreach include a direct-to-resident information card informing citizens about the availability/impending distribution of recycling carts, a kit of information delivered with the cart, and the use of oops tags or other anti-contamination strategies to reinforce correct recycling behavior after carts have been delivered. More information about this requirement is provided in the "Education and Outreach Plan" section of the Required Proposal Format. If your community needs only educational resources, or if your community would like additional information on communications best management practices or educational resources provided by The Partnership, please visit the [Resources](#) section of our website or contact Heath Nettles, Director of Communications, at [hnettl@recyclingpartnership.org](mailto:hnettl@recyclingpartnership.org).

**Participation in Municipal Measurement Program** - To be eligible to apply for a Residential Curbside Recycling Cart Grant from The Recycling Partnership, a potential applicant must establish an account with the Municipal Measurement Program (MMP) prior to submitting an application for funding. The MMP is an assessment and planning tool that delivers insights and actionable recommendations to public recycling programs. Applicants that are awarded grant funding will also be required to complete the "About Your Municipality" and "Curbside Assessment" sections of the MMP before a grant contract is finalized. Grantees are further strongly encouraged to maintain active reporting in the MMP system during the grant contract period and must commit to reporting in the MMP system for five (5) years afterwards.

Reporting in the MMP system is free, and reporting involves entering annual tonnage data and answering questions about waste and recycling programs and services through a web-based analytical tool. For more



information about the Municipal Measurement Program please visit this web site: <https://recyclesearch.com/profile/mmp>, and to create an MMP account click [here](#).

**Measurement Plan** - An applicant must agree to implement a system for tracking waste and recycling data and to report monthly Municipal Solid Waste (MSW) and recycling tonnage data to The Partnership for the periods before, during and after cart implementation.

**Funding Recognition** - An applicant must be willing to use The Partnership logo on education materials that have been funded with grant proceeds and to make mutually-agreeable acknowledgments indicating the project was partially funded by a grant from The Partnership. An example of logo usage is available upon request.

**Technical Assistance** - An applicant must be willing work with The Partnership to receive technical support and assistance to ensure adoption of best management practices for its public curbside recycling program. For more information regarding these practices, visit our [Guide To Implementing A Cart-Based Recycling Program](#).

### **Funding Availability and Use of Grant Funds**

Grant funding is available through the Residential Curbside Recycling Cart Grant Program to support the purchase of recycling carts and materials for public education and outreach. To be eligible for funding for education, an applicant must also be seeking funding for recycling carts. The level of funding available to support the procurement of recycling carts varies based on the implementation strategy selected by the community. Grant funding for carts must be used to secure recycling carts to implement a new cart-based curbside recycling collection program, to expand access to cart-based recycling within a community, or to transition from an open bin or bag-based curbside recycling collection system to a cart-based collection system.

Grant funds cannot be used for staff costs, land or building purchases, truck procurement, MRF upgrades, or for purposes other than cart procurement and for recycling education and outreach. Funding cannot be used for commercial, institutional, school or organic food scrap collection programs. If your community has critical need for funding for other infrastructure besides recycling carts to enable the implementation of cart-based curbside recycling then please contact Vincent Leray at [vlaray@recyclingpartnership.org](mailto:vlaray@recyclingpartnership.org) to discuss further.

**Funding for Cart Implementation Strategies** - This grant program allows for communities to use a variety of approaches to implement curbside recycling with carts. The amount of funding available for the various strategies is based on the relative effectiveness of the strategy when it comes to engaging recycling behavior in the widest number of citizens and diverting recyclable materials from disposal on a community-wide scale. The Recycling Partnership's goal and preference is that every household that is eligible for curbside recycling services should automatically be provided a cart for recycling, making access to recycling collection as easy as access as to waste collection. The availability of funding for strategies that do not immediately accomplish the goal of providing a cart to every household is an acknowledgement of the challenges that communities face when making decisions about the provision of curbside recycling services. As applicants engage with The Partnership about the implementation of the strategies below, The Partnership may seek to explore with the applicant community whether an option that would provide carts to more households is achievable. When submitting an application for funding, the applicant must indicate which strategy they intend to adopt as part of their application.

- **Strategy 1: Universal / Automatic Distribution of Carts** – communities that intend to automatically provide a recycling cart to every residential household that is eligible for garbage service have access to grant funding at the level of \$15.00 per cart up to \$750,000.

- Strategy 2: Phased in Transition to Universal Distribution of Carts – communities that intend to automatically provide a recycling cart to every residential household that is eligible for garbage service by distributing carts to regions or zones of the community in phases until all eligible households in the applicant’s jurisdiction have received a recycling cart have access to grant funding at the level of \$12.00 per cart up to \$600,000.

In order to qualify for this level of cart funding, a community must have a plan to complete the distribution of carts to the entire community so that curbside recycling is universally available within four (4) years. Cart distribution in this scenario must take place in phases or route by route until the entire community has been carted. Please include a brief description of the plan to distribute carts as part of the application.

- Strategy 3: Opt-out Distribution of Carts - communities that intend to distribute recycling carts to every residential household that has not specifically opted to forgo receiving a recycling cart through a pre-determined process have access to grant funding at the level of \$10.00 per cart up to \$500,000.
- Strategy 4: Partial Distribution of Carts in Zones or Districts - communities that intend to distribute recycling carts automatically to every residential household that is eligible for garbage service in a predetermined portion or district of their community without a plan to distribute carts to the remainder of the community have access to grant funding at the level of \$8.00 per cart up to \$400,000.

In order to qualify for this level of cart funding, a community must describe in their application the strategy / approach for selecting which portion of their community will be offered the opportunity to recycle with carts and must ensure that the strategy adopted does not disproportionately disenfranchise or discriminate against community populations on the basis color or of socioeconomic status. After successful implementation of a grant project receiving funding of this strategy, communities will be eligible to reapply one time for a future grant with the maximum value of any future grant for carts capped at \$200,000.

- Strategy 5: Opt-in Distribution of Carts - communities that intend to distribute recycling carts only to those residential households that have acted to opt-in or otherwise subscribe for curbside recycling service have access to grant funding at the level of \$5.00 per cart up to \$250,000.

In order to qualify for this level of cart funding, a community must agree to widely promote the option to opt-in to receive a recycling cart, and the applicant must also agree to implement a system to track which households have opted-in so that the community may later decide to distribute carts to the households that had not previously opted-in without the need to conduct a community audit to determine which households have been assigned carts. The community must ensure that the strategy adopted does not disproportionately disenfranchise or discriminate against community populations on the basis color or of socioeconomic status. Communities awarded a grant for funding of an opt-in strategy will not be eligible to reapply future grants to support the purchase of additional recycling carts.

***Funding for Recycling Education and Outreach*** – This grant program offers access to funding and technical assistance to support recycling education and outreach activities. Funding to support community outreach expenditures is offered at the level of \$1.00 for each household that is served by the curbside recycling program, with different maximum funding levels available depending on which of the above described strategies a community chooses when implementing recycling with carts.

- Successful applicants seeking grant funding for Strategy 1 as listed above will also be eligible to receive funding for education and outreach at a rate of \$1.00 per household up to \$75,000.

- Successful applicants seeking grant funding for Strategies 2 through 5 as listed above will also be eligible to receive funding for education and outreach at a rate of \$1.00 per household up to \$50,000. In addition, communities choosing to pursue these implementation strategies will also be subject to additional conditions as explained in Education and Outreach Plan section of the Required Proposal Format.

As an example of how education and outreach grant funding works, a community with a curbside recycling program that serves 15,000 households is eligible to receive \$1 per household to support recycling education and outreach activities, or a total grant of \$15,000.

#### ***Summary of Funding Options and Maximum Grants Available***

Implementation Strategy	Per-Cart Grant Funding	Cart Funding Cap	Education and Outreach Funding Cap	Maximum Possible Grant Funding Available
Strategy 1: Universal	\$15	\$750,000	\$75,000	\$825,000
Strategy 2: Phased-in	\$12	\$600,000	\$50,000	\$650,000
Strategy 3: Opt-out	\$10	\$500,000	\$50,000	\$550,000
Strategy 4: Partial	\$8	\$400,000	\$50,000	\$450,000
Strategy 5: Opt-in	\$5	\$250,000	\$50,000	\$300,000

***Community Funding / Cash Match*** - There is no requirement that communities provide a minimum cash match in order to secure grant funding under the Residential Curbside Recycling Cart Grant Program. The Partnership acknowledges that the cost to implement recycling with carts is substantially greater than the funding that this grant program provides, and any expenditures beyond the grant amount will be the responsibility of the applicant. Communities shall indicate their anticipated financial contribution to the cost of implementing the project by completing the budget section of the application form.

Applicants are encouraged to seek grant funding to support the implementation of recycling with carts from other sources including state operated recycling grant programs. To the extent allowable by other grant programs, applicants are encouraged to use funding from The Partnership's Residential Curbside Recycling Cart Grant Program to help them satisfy matching requirements in order to secure additional grant funding from other sources.

#### **In-kind Assistance to Grantees**

In addition to grant funding, The Recycling Partnership offers substantial non-cash assistance to successful grant applicants including Partnership staff time and in-kind services with an estimated combined value of \$125,000. In-kind resources made available to grantees include:

- Access to Recycling Partnership outreach campaign materials, artwork, and images for deployment in grantee communities; and
- Dedicated support and technical assistance from Partnership staff for recycling program development and implementation.

#### **Grant Application Process and Proposal Submittal**

There is no due date for grant applications. Applications will be accepted on an ongoing basis for as long as funding is available. Applicants are strongly encouraged to submit applications at least ninety (90) days prior to intended project implementation, though it is preferred that interested communities apply at least six (6) months prior to intended implementation of recycling with carts.



A proposal for grant funding including the application form and the required letters of support must be submitted via email to Vincent Leray at [vlaray@recyclingpartnership.org](mailto:vlaray@recyclingpartnership.org). Each applicant will be notified by The Partnership upon the receipt of their proposal. Applicants may include an optional cover letter with their application should they wish to provide The Partnership with additional information or to address issues not raised in the application form.

### **Grant Review and Selection Process**

The Partnership intends to award funding for Residential Curbside Recycling Cart Grants on a rolling basis. Each application received by The Partnership will be reviewed and applicants will be notified by The Partnership within forty-five (45) days following the end of the month in which an application is received whether its application is denied or subject to further review ("Second Round Review"). While the initial review is taking place, The Partnership may contact applicants in order to request follow-up information and/or seek clarifications. Within ninety (90) days following the end of the month in which an application is received by The Partnership, each application that has transitioned to Second Round Review will be further assessed and applicants will be notified by The Partnership whether the application was denied or has been approved to receive grant funding.

Applicants selected to receive grant funding will then receive an award letter and The Partnership will initiate the development of a grant agreement. Grant funds will be allocated by The Partnership to successful applicants as determined by The Partnership in its sole and absolute discretion. Final grant awards will be determined by The Partnership at its sole and absolute discretion.

As The Partnership evaluates applications, the key grant selection criteria will include:

- An assessment of the applicant's ability as demonstrated through their application to successfully implement the project including all of the required elements of this grant program;
- The anticipated new tonnage of recyclable materials that will be captured as a result of the proposed recycling program improvement;
- The number of households slated to receive the improved/expanded or new curbside recycling services and the overall strategy the community is choosing to adopt for the implementation of cart-based recycling; and
- An applicant's ability to leverage additional financial resources to support the project, including local, state, or other non-profit funding.

Application Revisions: The Partnership may work with an applicant to adjust and revise the project details before entering into a final grant agreement. Any changes to the project as described in the initial proposal must be jointly agreed upon by The Partnership and the applicant, and elements of the revised grant proposal will be incorporated into the grant agreement between The Partnership and the applicant.

### **Anticipated Grant Project Start Date and Grant Period**

Successful applicants will be required to enter into a grant contract agreement with The Recycling Partnership. Resultant grant contracts will generally have a term that is at least one year in length, with the actual term to be based on when cart-based recycling will be initiated. The goal is to have the contract term extend at least twelve (12) months beyond the date that cart-based recycling collection is implemented to accommodate a full year for measurement of project impacts. It is possible that applicants seeking funding for a phased-in transition to universal distribution of carts (Strategy 2) may be offered multi-year contract agreements. Adjustments may be made to actual project start dates and contract periods by mutual agreement between The Partnership and grant recipients. Each grantee must expend funds and submit a final report within the grant contract period.

unless the term of the grant is extended by written agreement of the grantee and The Partnership. Requests for contract extensions should be submitted by the grantee at least sixty (60) days prior to the grant contract end date.

### **Disbursement of Grant Funds**

Distribution of grant funds will be on a reimbursement basis, and payment of funds will take place within thirty (30) days of receiving a properly prepared invoice and required documentation of expenditure from a grantee. Unless otherwise agreed, total grant distributions from The Partnership will not exceed ninety percent (90%) of reimbursable costs until the submittal of a final project report by the grantee. The remaining ten percent (10%) of grant funding shall be paid upon final report submittal. Funds not expended by the end of the grant contract term will be forfeited and any unused funds must be returned to The Partnership. Any project related expenses made prior to the start of the grant period will not be reimbursed.

### **Required Proposal Format**

***Applicants must submit their proposal using the [proposal application form](#). No other application format will be accepted.***

The following information outlines the mandatory components of an application for grant funding. Please complete the proposal application form to answer the questions below; the form correlates to each of the following sections. ***The application form must be used; no other application format will be accepted. Incomplete applications may be denied.***

**Section 1. Letters of Support:** Each applicant is required to include at least three letters of support for its planned implementation of the grant project as follows:

- Letter of support from the highest elected/appointed official in the community (e.g. County Commissioner, Mayor, Executive Director, City Manager, etc.) - the purpose of requiring a letter from the highest elected or appointed official is to ensure that community leadership is aware of and supports the grant project.
- Letter of support from the Materials Recovery Facility (MRF) responsible for handling community recyclables - the purpose of the letter from the MRF operator is to ensure that the MRF has the capacity to receive the additional materials that might be generated as a result of the project. It is also hoped that engagement with the MRF will allow the community the opportunity to discuss acceptable materials and determine whether the MRF is willing to assist in measuring and reporting on program tonnage and contamination data.
- Letter of support from the state recycling office where the community is located - the purpose of requiring a letter from the state recycling office is to ensure that the community has a relationship with their state recycling officials. It is also hoped that contact with state officials will provide the community with the opportunity to determine whether state grant funding might be available to support the project.

All letters of support should be submitted with the proposal application as separate attachments. Applicants may also submit a cover letter with their application. Cover letters can be used to provide background information about the community and / or to address issues that are not raised in or addressed by the application form. Please indicate in Section 1 of the application form whether you will be submitting a cover letter with your application.

**Section 2. Key Contacts:** Each applicant is required to provide its key contacts, including:

- Project Director: Provide the name, phone number, email address, and mailing address of the Project Director that will oversee the grant including the roll out of the recycling carts. The project director should



be the main point of contact for the grant project and responsible for daily operations of the recycling program. Follow-up communication about the grant application will be directed to the Project Director unless otherwise established between The Partnership and the applicant.

- **Highest Elected Official:** Provide the name, phone number, email address and mailing address of the applicant's highest ranking official.
- **Material Processor:** Provide the name and location of the recycling processor that is anticipated to receive the recyclable materials generated as a result of the project along with contact information for the processor.
- **Hauler:** Provide the name of the hauler(s) utilized by the applicant if material is not collected by the applicant using public staff.

**Section 3. Municipal Measurement Program:** The Recycling Partnership requires that Residential Curbside Recycling Cart Grant applicants establish an account with the Municipal Measurement Program (MMP) prior to submitting an application for funding. More information about this requirement is provided in the section of this document titled "Residential Curbside Recycling Grant Program Conditions and Requirements." Applicants should indicate in Section 3 of the Application Form that they have established an MMP account and provide the name of the applicant's representative who created the account on behalf of the applicant. This individual is referred to in the MMP system as the "Municipal Representative."

**Section 4. Cart Implementation Strategy:** This section of the proposal should provide the background that reviewers need in order to understand an applicant's recycling program including information on current and planned recycling efforts. Information on the current curbside recycling program should be submitted in section 4.1, and information on the planned program after the distribution of recycling carts should be submitted in section 4.2. If there is not a current curbside recycling program, then leave section 4.1 blank. If the applicant represents multiple communities, each community included in the recycling program improvements should be listed. The information provided should include a brief description of current curbside collection system (section 4.1, if applicable) as well as a description of the planned implementation of curbside recycling using carts (section 4.2). As part of describing the current curbside recycling program, please use the classifications shown in Appendix A to describe how households currently gain access to recycling services. As part of describing the planned improvement, be sure to indicate which cart implementation strategy the community intends to pursue (see section titled "Funding for Cart Implementation Strategies" for a list of options). Applicants seeking funding for Strategy 2 (phased-in distribution) and Strategy 4 (partial distribution) will be required to provide additional information (see section titled "Funding for Cart Implementation Strategies" for more information). Each applicant with an existing curbside recycling program must provide the most recent full year of curbside recycling tonnage data and the number of households served by the program in section 4.1.

**Section 5. Cart Requirements:** Applicants are required to purchase recycling carts that include a minimum of five percent (5%) residential post-consumer plastics content based on the weight of the entire mass of the body, lid and wheels. More information about this requirement is provided in the section of this document titled Cart Size and Cart-Related Requirements. Applicants should indicate in Section 5 of the Application Form that they understand this requirement and intend to purchase carts that fulfill this requirement. Applicants are asked to indicate the intended manufacturer of recycling carts if known. Note that communities are free to select the cart manufacturer of their choice, and indication of a specific cart manufacturer in the application form does not obligate the community to purchase carts from the indicated manufacturer.

**Section 6. Education and Outreach Plan and Commitment to Best Practices:** Each applicant must include a brief description of the planned education and outreach program and should also acknowledge the applicant's commitment to best practice level education and outreach.

When planning for education and outreach, please consider that at a minimum The Partnership requires three (3) educational components be utilized in support of the implementation of cart-based recycling, including:

- A mailer/post card sent in advance to each household that will receive a cart informing residents that carts will be arriving;
- A kit of information (cart packet) delivered with the cart, which includes an acceptable materials postcard/magnet/sticker, an introductory card, service calendar, etc.; and
- "Oops" tags or other anti-contamination strategies to reinforce correct recycling behavior must be implemented into collection protocols immediately upon cart delivery.

As stipulated in the section titled "In-kind Assistance to Grantees," The Partnership will provide technical and design assistance to help develop and deploy these required educational components.

As applicants prepare their budget (see Section 7 below), they should consider that The Partnership requires that grant funds be used toward the procurement of the above key outreach components. Grantee expenditures at a minimum are likely to include printing and postage. To support an effective campaign, The Partnership further recommends that a successful grantee select at least one (1) additional awareness communication component, such as billboards, digital ads, festival/event kit, truck signage, etc., to complement the required outreach components.

Applicants seeking funding for cart implementation strategy 3 (opt-out) and strategy 5 (opt-in) will be subjected to additional education and outreach requirements as follows:

- Strategy 3: Opt-out Distribution of Carts – if a community is implementing cart-based recycling using an opt-out strategy then it is required that the community collaborate with The Partnership to implement a promotional strategy to actively encourage participation in the recycling program with the goal of minimizing the number of households that opt-out of receiving a recycling cart.
- Strategy 5: Opt-in Distribution of Carts – if a community is implementing cart-based recycling using an opt-in strategy then it is required that the community collaborate with The Partnership to implement a promotional strategy to actively encourage participation in the recycling program with the goal of maximizing the number of households that opt-in to receiving a recycling cart.

Finally, The Partnership requires each successful applicant to update its website(s) to communicate the basics of the cart roll out. The cost to procure these required education and outreach items will likely exceed The Partnership's education grant amount, and any necessary local funds should be considered in the applicant's budget.

**Section 7. Budget:** In this section of the application please provide information on how the public recycling program is / will be funded. Use the text boxes in the budget section to outline the current and proposed cost structure for recycling services and to describe project funding for cart purchase and deployment. Budget information should also be provided for projected recycling education and outreach expenditures. Be sure to include any anticipated funding that will come from sources other than local and/or Partnership grant funding. If the applicant anticipates making other investments that are needed to support the implementation of cart-based curbside recycling services such as the purchase of trucks or the construction or upgrading of a Materials

Recovery Facility, then please highlight the amount of funding allocated for these investments in the Project Budget table.

**Section 8. Timeline:** The Partnership seeks “shovel ready” projects that can be fully implemented within approximately eighteen (18) months of signing a grant agreement for a project. Please fill out the timeline in the application form by indicating the anticipated implementation dates for the key milestones listed, adding additional milestones as necessary. If a project includes a phased-in distribution of carts over a period of several years (cart implementation strategy 2), then longer time periods will be allowed for the project to be fully implemented. Applicants pursuing strategy 2 should complete the timeline in the application form with a focus on the activities that will take place during the first year of the project and submit a projected timeline for activities anticipated to occur in the subsequent years of the project as a separate attachment.

**Section 9. Measurement Activities and Planning:** The Partnership is grounded in measuring and reporting results. In support of this, applicants must indicate their willingness and ability to measure waste and recycling tonnages, curbside recycling program set-out rates, and contamination rates. Applicants are also asked to commit to long term reporting and to indicate their interest in participating in study activities. See below for more detail on measurement expectations.

- **Tonnage Data:** Successful applicants must be willing to provide monthly curbside recycling and waste collection program tonnage data for at least twelve (12) months after carts are fully delivered and should describe how this data will be collected. Recycling data must be specific to the curbside recycling program only, covering solely the specific households that receive curbside recycling collection (do not include separate drop-off or commercial recycling tonnage or any tonnage from a separate multi-family recycling program). In addition to providing data following the implementation of cart-based collection, applicants must also commit to providing twelve months of baseline waste and recycling collection data for the year prior to the program change (one year of monthly waste and recycling data). For applicants with current curbside recycling programs, tonnage data for collection prior to the implementation of cart-based recycling is particularly important.
- **Set-out and Participation Data:** Each proposal should demonstrate a commitment to measurement of program participation through the collection of set-out data including a description of how set-out data will be gathered. Applicants should also indicate whether they intend to adopt a system to measure participation utilizing the capabilities associated with RFID tags embedded in the recycling carts at the time of manufacture.
- **Contamination Data:** Applicants are asked to provide data about contamination rates before (if applicable) and after implementation of curbside recycling using carts. To support the commitment towards measuring contamination, the letter of support from the servicing MRF operator should indicate the MRF’s willingness to assist in measuring and reporting contamination data.
- **Long Term Reporting:** The Partnership seeks to track the long-term impacts of the work conducted with grantees by securing access to grantee recycling program metrics and data for five years following the project implementation. Grantees are asked to commit to reporting annually in the Municipal Measurement Program (MMP) System for five (5) years following the implementation of the grant project. Reporting in the MMP system is free and reporting involves entering annual tonnage data and answering questions about waste and recycling programs and services through a web-based analytical tool one time per year for the five years.
- **Optional Participation in Measurement Study:** Finally, The Partnership seeks community partners interested in the possibility of working jointly to conduct a study to examine and measure the impact of implementing recycling with carts through a before and after analysis of curbside waste and recycling composition. The Partnership is open to exploring the possibility of collaboration with communities to design and conduct

such a study, including potential cost-sharing. While not a factor in proposal review, applicants should indicate on the application form if this is something that the applicant community would like to explore further.

**Section 10. Processing and Hauling Capacity:** The Partnership seeks proposals from applicants where the processing infrastructure is capable of receiving and successfully managing materials generated by the recycling program. Describe current MRF capacity and recent MRF investments, if applicable, for the facility serving the applicant community. The MRF's letter of support should explicitly acknowledge the capacity / ability to accept the materials anticipated to be generated by the grant project. If a contracted hauler is used to collect materials, please confirm that the hauler will be able to accommodate the switch to an automated or semi-automated cart-based collection system.

**Section 11. Growing Material Mix:** Utilizing the table in the application form the applicant should list the materials currently collected via the existing residential curbside recycling program (if applicable) and should also indicate any anticipated material expansion or changes (if any). Applicants should check off the materials currently accepted by the curbside recycling program (if any), materials intended to be added, and provide any additional information that is relevant.

**Section 12. Existing Partnerships:** Describe all partnerships that serve to advance waste reduction and recycling in the applicant community. Examples of partnerships could be with the processor (MRF Operator), the local solid waste authority, state recycling organization or office, and/or recycling companies that will materially contribute to project success. Detail any affiliations with a larger regional group(s) that could help to amplify grant funds from The Partnership in your community. If this is a joint application submitted by two or more government entities, detail the partnership envisioned between the entities.

**Section 13. Supportive Best Practices:** Each proposal must describe existing or planned supporting policies and/or best practices that serve to advance recycling in the applicant community. Examples include mandatory recycling, disposal bans, unit-based pricing for waste collection, etc.

## **Definitions**

**Bag (or Blue Bag):** Referring to containers used for bag-based curbside recycling collection. A Bag is a container made of flexible material, generally flexible plastic film, that is used by residents to collect and contain household recyclables and place materials at the street for curbside recycling collection service. A typical bag-based curbside recycling program requires residents to prepare materials for service by placing them in a translucent plastic bag that is blue in color (thus, these programs maybe known as Blue Bag recycling programs). Service of a Bag/Blue Bag is performed manually, requiring the collector to bend, pick up the bag, and carry it to the collection vehicle in order to perform recycling collection service. Processing of recyclables collected in a bag-based curbside recycling program requires that materials must be removed from the bag in order to be sorted into commodities.

**Bin (or Recycling Bin):** An open container, typically constructed of plastic and measuring 12 to 18 gallons in volume, that is used by residents to collect household recyclables and place materials at the street for curbside recycling collection service. Service of a Bin/Recycling Bin is performed manually, requiring the collector to bend, pick up the container, and carry it to the collection vehicle in order to perform recycling collection service.

**Cart:** Plastic recycling cart with wheels and lid. Also referred to as roll carts, barrels, or containers.

**Contamination:** Refers to material that residents include in their recycling collection that is not accepted or targeted by a curbside recycling program, thus ultimately ending up needing to be discarded by the materials processor.

**Participation Rate:** The number of homes that put recycling out to be collected at least once during a monthly period. This is analyzed by actually observing specific addresses over a month-long period and counting each time they recycle. To calculate this rate, take the number of addresses that have recycled at least once per month and divide that by the total addresses observed. For an observation of a two-week period, if one hundred (100) homes are observed and forty (40) recycle one week and forty (40) completely different homes recycle the next week, that is an eighty percent (80%) participation rate.

**Residential Post-Consumer Material:** A material that was purchased, consumed, and disposed of solely by a residential household in their role as end-user of a product or package which has been used for its intended purpose and subsequently collected for recycling by a curbside or drop-off recycling program.

**Set-Out Rate:** The number of homes with recycling placed curbside at any given route day relative to the number of homes on the route. This is calculated by counting the number of homes with recycling out and dividing that number by the total number of homes on a route. For example, if there are 100 homes on a route and 40 homes have recycling out, the set-out rate is forty percent (40%).

**Single-Family Residence:** Typically, this term is defined as a detached home or multi-dwelling property of up to four (4) units. However, it should be noted that some communities define a “single-family residence” to include multi-dwelling properties of up to a dozen (12) units. If this is the case for your community, please note whether or not these properties will be a part of the cart transition campaign and the number of units that will be impacted by the transition.

## **Appendix A - Classifications for Homes to Participate in Curbside Recycling Services**

In Section 4.1 of the application for grant funding, communities are asked to describe how residents become eligible to participate in curbside recycling services. The following descriptions describe the choices that applicants may select from when indicating how households within their community currently engage with curbside recycling services.

**Comprehensive/Automatic Service:** A comprehensive system where curbside recycling service is automatically provided to every single-family residence in the community and is paid for through general taxes or fees. In this system, participation by any household is voluntary, though it is not possible to opt-out or avoid payment of the fee or tax that funds the service. A cart is delivered to every home; the resident is assigned a recycling day and on which he or she has the opportunity to take the cart out at the curb for collection. The actual collection service may be conducted by public staff or through a private hauler contracted by the community, with the local government being billed for the recycling service and acting as a single-payer for service at all covered properties.

**Comprehensive Opt-In:** The curbside recycling service is available to every single-family residence in the community (thus paid for through general taxes or fees), but the resident must specifically contact the local government or private hauler to set up service and/or purchase a cart to start receiving the service. If a resident does not request the service, he or she still pays for the program through general taxes or fees. This can be provided through a public or private hauler.

**Public Opt-In:** A curbside recycling service established by a local government where residents must specifically contact their local government to set up service and receive a recycling cart. The resident then pays the local government directly for service through a publicly-established and administered fee or tax. Residents who do not contact the local government and opt-in do not receive recycling service and they do not have to pay the fees or taxes associated with the service.

**Public Opt-Out:** A curbside recycling service established by a local government that is available to every single-family residence in the community and is typically paid for through a utility-style fee. Each resident receives a recycling cart and collection service unless he or she contacts the local government and DECLINES service or cart and is therefore not subject to the fee.

**Subscription Service:** The approach is a free-market system, where haulers provide service to customers upon request, financing the service through direct charges to the customers. The sub-categories of subscription service include:

- **Private Opt-In:** Resident must specifically contact the private hauler to set up service and receive a recycling cart. The resident then pays the private hauler directly for service. Those residents that do not contact a private hauler do not receive recycling service or pay for the program through taxes or fees.
- **Universal Private Subscription:** Residents are automatically provided with a recycling cart without having to opt in or contact their garbage hauler to add the service. A local government may require garbage haulers to provide automatic recycling service as a condition of receiving a franchise or license. Subscribers may pay a separate fee for the automatic service or the recycling service may be embedded in an overall combined trash fee. Either way, residents must pay the hauler directly for the service and the pricing does not change whether or not they participate in the recycling program.