

# Ashland County

March 5, 2026

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## REQUEST FOR PROPOSALS

FOR



## RECYCLING DROP-OFF SERVICES

**Ashland County Commissioners**

(Approved for Distribution and Advertisement on 3/5/2026)

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Attachment A	Contractor Information Sheet
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# I. INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR PROPOSALS (RFP)

## A. Receipt and Opening of Responses

The Ashland County Commissioners, acting in its capacity as the Board of the Ashland County Solid Waste Management District (Board), issued a Requests for Proposals (RFP) from any interested party (referred to herein as the “Contractor”) for the provision of recycling drop-off services in Ashland County (County). Forms containing the full specifications and criteria for selection may be picked up at the Ashland County Commissioners’ Office, 110 Cottage St., 2<sup>nd</sup> Floor, Ashland, Ohio, 44805 or on the Ashland County Web Page: <https://www.ashlandcountyoh.us>

All information must be appropriately, completely and permanently filled in. The following is the timeline for this RFP process:

<b>RFP Published:</b>	March 5, 2026
<b>Deadline for Questions:</b>	April 9, 2026, 4:00 PM
<b>Proposals Due:</b>	April 30, 2026, 3:00 PM
<b>Contract Award:</b>	May 2026
<b>Contract Start:</b>	July 1, 2026
<b>Contract Period:</b>	July 1, 2026 to June 30, 2029

The public acceptance of proposals is for informational purposes only and is not to be construed as an acceptance or rejection of any response that is submitted. This is a request for proposals and the Commissioners reserve the right to negotiate terms and prices with offerors who submit proposals.

The proposal must be submitted in two separately sealed envelopes labeled “STATEMENT OF QUALIFICATIONS AND EXPERIENCE” and “PRICE QUOTATION”. Both envelopes will then be placed into a third envelope labeled “RECYCLING DROP OFF SERVICES.” The proposal package will be submitted to:

**Ashland County Commissioners’ Office**  
110 Cottage Street, 2<sup>nd</sup> Floor  
Ashland, Ohio 44805

## B. Preparation of Responses

Proposals must address all requirements in the Statement of Qualifications. The successful Contractor will be required to comply with all requirements of the Contract, regardless of whether the Contractor had actual knowledge of the requirements and regardless of any statement or omissions made by the Contractor which might indicate a contrary intention. All price quotations submitted in response to the RFP must be provided on the attached price quotation form

(Attachment B1 (Mandatory) and B2 (Optional)). All blank spaces on the price quotation form must be completed in full, with ink or typewritten.

The Board may consider informal any response not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any or all proposals. Any proposal may be withdrawn prior to the opening of the responses. Without limitation, the Board reserves the right to reject:

- Any proposal in which the Contractor takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to the standards, specifications, and requirements specified in the RFP; or submits prices that the Board considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority.
- Any proposal that the County contracting authority has determined fails to meet the factors and criteria the contracting authority develops pursuant to R.C. 307.862(A)(1), in whole or in part including the criteria listed in this RFP.

The Board may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding the proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Any proposal received after time and date set for the opening as determined by the Board shall not be considered.

Questions regarding the RFP shall be submitted to the District Coordinator, James A. Skora, via email at [jskora@ashlandcounty.org](mailto:jskora@ashlandcounty.org) by the deadline listed in this RFP. All Contractor questions will be answered via an Addendum that will be sent to all Contractors who have requested the RFP documents.

The Contractor must respond to all specifications and requirements contained in this document in the Contractor's STATEMENT OF QUALIFICATIONS AND EXPERIENCE package.

### **C. General Scope of Work**

The Scope of Work under the Contract shall consist of the items contained in the Contract Documents and reasonably implicit therein, including all incidentals necessary to fully complete said work in accordance with the Contract Documents, including the Scope of Work listed in Section III and IV. The objectives of the Contract shall be to offer the residents of the Board the following:

1. Quality recycling services;
2. Timely, clean, and efficient pick-up;
3. Competitive prices;

4. Compliance with the Ohio Revised Code (ORC) 3734 and the Ashland County Solid Waste Management District's 2025-2040 Solid Waste Management Plan Update;
5. Accurate and timely reporting of tonnage recycled; and
6. Accountable and reliable services.

The Contractor will provide the following services (base program (mandatory), optional program):

1. Collection and hauling of Recyclable Materials from county recycling drop-off sites (Board-owned Containers) per prescribed collection frequency Monday through Friday in Attachment H.
2. Processing of Recyclable Materials collected and transported.
3. Reporting to Board on totals collected and recycled on a monthly basis. Reports will be generated electronically in Microsoft Excel and e-mailed to the Board.
4. Removal of all Recyclable Materials from location including any Recyclable Materials around the Containers or that fell off of the Containers during collection activities. Non-Recyclable Materials are not included in this requirement. Failure to do so will result in a \$100 assessment by the Board to the Contractor for each occurrence.
5. Proper placement of recycling Containers in their original positions.
6. Conduct Board requested maintenance and or equipment/parts replacement per the pricing in Attachment B1 and B2.

#### **D. Conditions**

Each Contractor shall become familiar with the conditions relating to the scope of services and restrictions regarding the execution of the Scope of Work in the Contract. All proposing parties shall thoroughly examine and be familiar with the specifications.

The Contractor shall make its own determination as to the conditions that exist throughout the county and shall complete the Scope of Work in and under conditions they actually encounter without extra cost to the Board.

The Contractor's attention is directed to the fact that all applicable federal laws, state laws, municipal ordinances, Board Rules, and the rules and regulations of all authorities having jurisdiction over the work to be performed, shall apply to the Contract throughout, and are incorporated into the Contract as if fully written therein. In performing the Scope of Work, Contractor shall comply with the Board's solid waste management plan approved by Ohio EPA. The Board does not assume any responsibility or liability resulting from the Contractor's failure to be acquainted with the amount or nature of the work required to complete the Contract in conformity with all requirements of the Contract.

#### **E. Name, Address and Legal Status of Proposing Parties**

Contractor's proposal must be properly signed in ink and the address of the proposing party given. The legal status of the proposing party, whether corporate, joint partnership, or individual, shall also be stated in the response (Attachment A).

Responses by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign the proposal) and attested by the secretary or assistant secretary of the corporation. The corporate address and state of incorporation must be provided. Each corporate Contractor must also submit evidence of good standing in the Contractor's state of incorporation and that the Contractor is qualified to conduct business in the State of Ohio, or that the Contractor will take all necessary steps to qualify to conduct business in the State of Ohio if the corporation is awarded the Contract. Failure to submit evidence of qualification to conduct business within the State of Ohio within fourteen (14) days after issuance of the Notice of Award shall terminate the award.

Proposals by a partnership or an individual will be required to state in the proposal the names of all persons interested therein. Proper evidence of the authority of the partner who signs the proposal must accompany the submission. The official address of the partnership must be shown below the signature. The place of residence of an individual Contractor, or the office address, with county and state and telephone number, must be given after his signature.

If the proposing party is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the proposal.

Anyone signing a proposal as an agent of another or others must submit with the proposal legal evidence of his or her authority to do so.

#### **F. Information Required to be Submitted in the Statement of Qualifications and Experience**

The Contractor will be required to provide all of the following information in the Statement of Qualifications and Experience portion of the submitted proposal:

1. An itemized list of the Contractor's equipment available for use on the Contract.
2. A copy of the Contractor's latest available financial statement (or its parent corporation if individual subsidiary or division financial statements are not prepared and generally available) certified by a highly-experienced and reputable firm of independent certified public accountants.

3. Evidence the Contractor is in good standing in the State of Ohio, and in the case of corporation, organized under the laws of any other state, evidence the Contractor is licensed to do business in the State of Ohio or a sworn statement that will take all necessary action to become so licensed if its proposal is accepted;
4. Evidence in form and substance satisfactory to the Board that the Contractor and its principals have at least 3 years' experience in the collection of Recyclable Materials in the format requested in this RFP. In addition, the Contractor must demonstrate that it has the experience to properly recycle residential single-stream recycling materials. This evidence and demonstration will be presented for at least three City/Village/Township/solid waste districts that the Contractor is currently under Contract.
5. The Contractor must submit at least three references as a part of demonstrating compliance with this section. The reference information must contain the contact, phone, address, City/Village/Township/solid waste district, type of program/services provided, number of routes, number of recycling drop-off centers serviced each month, number of recycling transfer stations serviced each month and any other pertinent information that demonstrates the necessary experience to perform satisfactorily under this Contract.
6. Evidence in form and substance satisfactory to the Board that the Contractor has the capacity to accommodate the additional anticipated volume for a minimum of three (3) years at the Material Recovery Facility (MRF) indicated in the proposal.
7. In the event the Board shall require additional certified supporting data regarding the qualifications of the bidder, in order to determine whether the Contractor is qualified, the Contractor may be required to furnish any or all of the following information:
  - Evidence the Contractor is capable of commencing performance as required in the Contract Documents.
  - Evidence in form and substance, satisfactory to the Board, the Contractor possesses sufficient experience in managerial and financial capabilities to perform all phases of the work called for in the Contract Documents.
  - Such additional information as will satisfy the Board that the Contractor is adequately prepared to fulfill the Contract.

- The Contractor may satisfy any or all of the experience and qualification requirements of this paragraph by submitting the experience qualifications of a parent organization and subsidiaries of the parent.
8. Submission of unit prices for all requested price sections on the price quotation form (Attachment B1 and B2). Attachment B1 is mandatory and B2 is optional.
  9. Submission of all required information, certifications, and form as required by the specification contained therein.

The Board may conduct any investigation deemed necessary to assist in the evaluation of any proposal and to establish the qualifications and financial ability of any Contractor to perform the obligations of the Contract.

#### **G. Information Required to be Submitted in the Price Quotation**

Proposals must include price quotations on the base amount and optional services, in order to be deemed responsive in Attachment B1. Attachment B2 price quotations are optional. The Board will award the best proposal of services (Attachment B1 or B2) that is in its best interest. The Board encourages completion of Attachment B2 pricing.

#### **H. Disqualification of Proposals**

Any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Contractor and the rejection of the proposal:

1. Evidence of collusion among Contractors.
2. Lack of competency as revealed by financial statements, experience or equipment statements as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default on any previous municipal contract for failure to perform.
5. Non-responsive proposal.
6. Price quotation considerably and inexplicably lower than the median of other quotations received.

**I. Term of Contract**

The Board is requesting proposals based on a three-year contract period. The contract will begin on July 1, 2026 and end on June 30, 2029. All servicing of Containers at each site will commence on Wednesday July 1, 2026 per the prescribed frequencies, by site, as covered in this RFP (Attachment H).

Optional extensions of up to 2, one-year periods (July 1, 2029 – June 30, 2030 and July 1, 2030 – June 30, 2031) may be negotiated prior to the end of the initial three-year contract. The Board reserves the exclusive right to accept or reject any extension years.

**J. Basis for Award**

This RFP process is being conducted solely for the convenience of the Board and the general benefit of the County’s residents and businesses. The Board shall award the Contract to the party whose proposal is determined to be the most advantageous to the County by the Board, in the exercise of the Board’s sole and absolute discretion. In determining which proposal is most advantageous to the Board, the Board may consider any and all relevant criteria, regardless of whether one or more such criteria are specified in this RFP. The criteria that may be considered by the Board in determining which proposal is most advantageous for the Board included, but are not limited to, the following:

**Highest Criteria for Proposal Selection**

Criteria	Qualifications-Based Determination	Quantitative-Based Determination
Experience in the collection of residential Recyclable Materials	X	
The Contractor’s past performance and/or service reputation and service capability	X	
Quality of the Contractor’s staff or services	X	
The price quotations submitted by the Contractor		X
Total long-term cost to the Board		X
The ability of the Contractor to provide the services requested in the time frame established in this RFP	X	
The Contractor’s financial strength and stability	X	X
Standing to conduct business in the State of Ohio	X	

## Other Criteria for Proposal Selection

Criteria	Qualifications-Based Determination	Quantitative-Based Determination
The Contractor's equipment available for use in performing the obligations of the Contract	X	
Business references pertaining to the provision of residential Recyclable Materials collection services for cities, villages, and townships and solid waste districts	X	
Evidence of the Contractor's ability, as well as the ability of the Material Recovery Facility specified by Contractor in the proposal, to handle the anticipated volume of residential Recyclable Materials indicated by the Board in the RFP	X	
Residents' and other customers' satisfaction with the Contractor's services;	X	
The extent to which the Contractor's staff or services meet the Board's needs	X	
Any other relevant criteria listed elsewhere in this RFP or that the Board may become aware of through any other source	X	X

The Board reserves the right to reject any and all proposals, to waive any irregularities or informalities, and to negotiate final terms and conditions of the Contract, including but not limited to, the Contract price with the Contractor that is selected by the Board to receive the Contract.

The Contractor must maintain its proposal and price quotations from the due date until final contract adoption. This should be 61 days or less (April 30, 2026 to July 1, 2026). The effective date of service will begin on July 1, 2026.

## II. GENERAL INFORMATION

### A. Locations of Recycling Drop-Off Centers

Refer to Attachment H, which includes the locations for each Recycling Drop-Off Center along with the estimated number of Containers and estimated service frequency for each center. Attachment I contain the historical metrics from June 2021 to December 31, 2025.

### B. Hours of Operation of Recycling Drop-Off Sites

Each drop-off location shall be open 24 hours per day and 7 days per week where residents and small businesses may deliver acceptable Recyclable Materials. The Board has established a frequency of collection for each drop-off site as depicted in Attachment H. The frequency of collection is based on the current operational

protocols. The Contractor is free to propose a different daily schedule for best routing and efficiency purposes as long as sites are ready for and cleaned up after weekends and have the same frequency of collection each week.

The Contractor will be responsible for maintaining the drop-off area including:

1. Removal of all recyclables from location including those Recyclable Materials around the Containers or that fall off of the Containers during collection activities; failure to do so will result in a \$100 assessment to the Contractor for each occurrence.
2. Proper placement of recycling Containers in their original positions.
3. Notifying the Board of any unusual circumstances, missed pick-ups and trash contamination outside of Containers, damage to Containers.

If the Board determines that Contractor's failure to remove materials from a drop-off location warrants a \$100 assessment, the Board shall notify Contractor of the assessment and the reasons therefor and may impose the assessment by invoicing the Contractor or as an offset against the Board's payments to the Contractor.

**C. Recyclable Material Tonnage and Frequency of Collection/Transportation of Recycling Drop-Off Sites**

The Board estimates the number of required Recycling Drop-Off locations, as hereinafter defined:

- ✓ 15 locations (See Attachment H)

The Contractor agrees the Board may increase, decrease, or delete the estimated numbers of recycling drop-off locations and Containers to be serviced and/or the frequency of service after execution of a Contract. Compensation for added sites or increased frequency of collection shall be accounted for in the final contract between the contractor and the Board.

Historical tons collected for the past 4 plus years is included in Attachment I. The Board makes no guarantees of recyclable tonnages for the recycling drop-off program operation.

#### **D. Holidays**

The following shall be holidays for purposes of the Contract:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Contractor will observe all of the above-mentioned holidays by suspension of collection service on the holiday, but in no way does this relieve the Contractor of his obligation to provide collection service per the prescribed frequency list in this document (Attachment H).

The Contractor should also have a plan for the period after the Christmas holidays to address the large increase in Recyclable Materials during this period. Please provide a plan for how to handle this increase at the holidays so there is not an increase of open dumping around the Containers.

#### **E. Office**

The Contractor shall maintain an office or such other facilities for the purposes of periodic communication in the region but not necessarily in Ashland County. It shall be equipped with sufficient telephones and shall have a responsible person in charge from 8:00 a.m. to 4:30 p.m. on regular collection days.

The District is managed and operated with a part time District Coordinator that maintains office hours twice a week. Because of this, communications are very important to address issues and to deal with the public. Communications with the District Coordinator shall be via office phone, email and or by cell phone. For immediate and important issues, cell phone contact is preferred.

#### **F. Material Recovery Facility**

All Recyclable Materials collected and transported by Contractor shall be delivered to a legitimate recycling facility (Ohio regulatory term) also known as a Materials Recovery Facility selected by the Contractor.

The Contractor must identify on the Price Quotation Form (Attachment B1 and B2) the Material Recovery Facility(s) to which the Contractor will deliver all Recyclable Materials collected and transported under this Contract for processing. If the location of the Materials Recovery Facility(s) will change during the term of the Contract, the Contractor must so indicate on the Price Quotation Form (Attachment B1 and B2). The Contractor will state the period of time the specified Material Recovery Facility(s) will be used and guarantee same to the Board. The cost for processing shall be included as part of the monthly price or Lift price specified on the Price Quotation Form (Attachment B1 and B2). If the Contractor plans to utilize

a recycling transfer station as an intermediate staging point, this must also be indicated on the Price Quotation Forms (Attachment B1 and B2). If the Contractor will utilize a secondary processor or end user, especially for the option program, these facility(s) must also be listed on the Price Quotation Forms (Attachment B1 and B2).

#### **G. Hauling**

All Recyclable Materials hauled by the Contractor shall be so contained, tied or closed, that leaking, spilling or blowing are prevented.

#### **H. Collection and Hauling Equipment**

The Contractor shall provide an adequate number of vehicles for regular collection services. All vehicles shall be kept in good repair, appearance, and in sanitary condition at all times. Each vehicle shall have clearly visible on each side, the identity and telephone number of the Contractor.

#### **I. Damage to Containers by Contractor**

Damages to the Containers caused by the Contractor during the course of collection during the contract term must be repaired at the Contractor's expense. Damage is defined as, but not limited to, dents, punctures, and bent structural members during the placement, removal, transportation and/or unloading of Containers. If the Contractor fails to repair the damage, the Board may repair the damage and bill the Contractor for the actual cost of repairs or offset the Board's cost of such repairs from any amounts the Board may owe to the Contractor.

Damage caused by acts of god and users of the program are the responsibility of the Board. Repairs from these situations may be repaired by the Contractor per the unit costs on the Price Quotation Forms (Attachment B1 and B2) or other negotiated costs between the Board and the Contractor. Repairs may also be conducted by the Board independent from the Contractor's unit costs on the Price Quotation Forms (Attachment B1 and B2).

#### **J. Additional Service**

The Contractor will respond to additional calls for Lifts outside of the regularly scheduled frequency developed in Attachment D for the recycling drop-off centers within 1 business day. Additional services costs shall be compensated to the Contractor based on the price established in this RFP (Price Quotation Forms Attachment B1 and B2).

## **K. Complaints**

All complaints shall be made directly to the Board (District Coordinator is designated to receive all complaints) and will be relayed back to the Contractor and shall be given prompt and courteous attention. In the case of alleged missed scheduled collections, the Board and Contractor shall investigate and if such allegations are verified, shall arrange for the collection of Recyclable Materials not collected within 24 hours after the complaint is received.

Complaints made to the driver while servicing the Containers shall be directed to the Board. The driver shall in no way engage with the users, provide advice and or recommendations or site program requirements or rules. All complaints and or questions on the program shall be directed to the Board.

## **L. Communications**

The District is managed and operated with a part time District Coordinator that maintains office hours twice a week. Because of this, communications are very important to address issues and to deal with the public. Communications with the District Coordinator shall be via office phone, email and or by cell phone. For immediate and important issues, cell phone contact is preferred.

The Contractor shall communicate to the Board via the District Coordinator for any and all of the following circumstances:

- Missed or late pick-ups
- Change of collections days because of missed pick-ups
- Trash and or open dumping observed (non-recyclables) at any of the sites while being serviced
- Recyclables debris outside of Containers at any of the sites while being serviced
- Container damages cause by Contractor
- Container damages not caused by Contractor
- Missing side doors
- Missing Container lids
- Missing Container signs
- Excessive contamination observed while servicing Containers
- Access issues at sites
- Any other abnormal situations

### III. SCOPE OF SERVICES – BASE PROGRAM

The Contractor must provide a price to operate the Ashland County Recycling Drop-Off program as a single stream collection on the Price Quotation Form (Attachment B1) to be determined as a responsive proposal.

#### A. Service Provided

The recycling drop-off service will consist of the Contractor collecting, hauling and processing Recyclable Materials from Board provided stationary Containers listed as Plastic/Glass/Metal (PGM) and Cardboard/Paper (CP) located in Ashland County per the list of required locations (Attachment H). All Recyclable Materials from the Containers will be collected by one truck as a single stream even though there are PGM and CP Containers at each site. The frequency of collection is stated in Attachment H. Pictures of the current Containers are included in Attachment L. This is the current operational process.

The recycling drop-offs will accept the following materials:

- ✓ Plastic Food, Beverage and Household Cleaner Containers (#1 - #2), (#3-#7 plastics are optional and must be identified by the Contractor as being acceptable or not acceptable in their response)
- ✓ Aluminum, Bi-Metal, Ferrous and Non-Ferrous Food, Beverage and Household Cleaner Containers
- ✓ Newspaper, Mixed Paper, Cardboard, Paper Board, Junk Mail, Office Paper, Magazines, Phone Books
- ✓ Other recyclables identified by the Contractor as acceptable on a sustainable basis for the contract period

The Contractor will provide the required services and associated Lifts during reasonable hours (6:00 a.m. – 9:00 p.m.). The Contractor will ensure that the Containers are evenly spaced with at least 3 feet of distance between Containers for side door access after emptying and that the lids are closed before leaving the site.

The Contractor shall provide prices for a three-year term. Optional extension term periods will be negotiated prior to the end of the initial three-year term. The Board reserves the exclusive right to accept or reject any options.

#### Board Maintenance Obligations

The maintenance of the Containers would include ensuring the Containers are functional with their door systems, graphics are readable and in good condition and the structural integrity of the Containers is maintained. Minor rust will be painted periodically.

## **Contractor Maintenance Obligations**

The Contractor's maintenance obligations include replacing lids and doors as requested by the Board and per the pricing in Attachment B1. Contractor shall also repair any damage caused by the Contractor (including damage to the Container structure, signs, lids, and doors due to improper dumping operations) at no charge, except normal wear from the truck forks in the pockets.

## **Recyclable Materials Containers**

The Board-provided drop-off Containers meet the following specifications:

- 8 cubic yard front-load Containers with side door access for residents

The Contractor will provide the required services and associated Lifts during reasonable hours (6:00 a.m. – 9:00 p.m.) per the prescribed frequency of collection included in Attachment H. The Contractor will ensure that the Containers are evenly spaced with at least 3 feet of distance between Containers for side door access after emptying and that the lids are closed before leaving the site.

## **Quarterly Visual Audits**

The Contractor is required to conduct visual audits of the Containers for capacity estimates. This information helps the District understand the capacity utilization of each Container over time. Adjustments to frequency of collection and or number of Containers needed at each site will be based on the visual capacity audits.

The visual audits determine how full the Containers are by the following criteria:

- Full = 1
- $\frac{3}{4}$  Full = .75
- $\frac{1}{2}$  Full = .5
- $\frac{1}{4}$  Full or less = .25

Audits conducted quarterly must be conducted per the prescribed schedule:

- 1 audit during the period January through March (not during New Years Day week)
- 1 audit during the period April – June (not during Memorial Day week)
- 1 audit during the period July – September (not during 4<sup>th</sup> of July week)
- 1 audit during the period October – December (not during Christmas week)

Attachment K contains the Audit Report Form to be used by the Contractor. The form shall be completed and emailed to the District Coordinator each quarter.

#### **IV. SCOPE OF SERVICES – OPTIONAL PROGRAM**

The Contractor is encouraged to provide a price to operate the Ashland County Recycling Drop-Off program as a dual stream collection. The District is very interested in the best and most cost-effective operation of the Recycling Drop-Off Services. If the Contractor believes, based on their operations, that collecting cardboard and paper separately from plastic, glass and metal, is more advantages to their pricing, then please complete this Optional Program. The District will choose the best Contractor with the best overall cost. Attachment B2 includes the price quotation options for this Optional Program.

##### **A. Service Provided for Optional Program**

The recycling drop-off service will consist of the Contractor collecting, hauling and processing Recyclable Materials from Board provided stationary Plastic/Glass/Metal (PGM) and Cardboard/Paper (CP) Commingled Recyclable Materials drop-off Containers shall be collected separately. Each site has a combination of PGM and CP Containers located in Ashland County per the list of locations detailed in this RFP. Pictures of the current Containers are included in Attachment L. This is the not the current operational process.

The PGM recycling drop-offs will accept the following materials:

- ✓ Plastic Food, Beverage and Household Cleaner Containers (#1 - #2), (#3-#7 plastics are optional and must be identified by the Contractor as being acceptable or not acceptable in their response)
- ✓ Aluminum, Bi-Metal, Ferrous and Non-Ferrous Food, Beverage and Household Cleaner Containers
- ✓ Glass Food, Beverage and Household Cleaner Bottles, Jars and Containers

The CP recycling drop-offs will accept the following materials:

- ✓ Newspaper, Mixed Paper, Cardboard, Paper Board, Junk Mail, Office Paper, Magazines, Phone Books

##### **Board Maintenance Obligations**

The maintenance of the Containers would include ensuring the Containers are functional with their door systems, graphics are readable and in good condition and the structural integrity of the Containers is maintained. Minor rust will be painted periodically.

## **Contractor Maintenance Obligations**

The Contractor's maintenance obligations include replacing lids and doors as requested by the Board and per the pricing in Attachment B2. Contractor shall also repair any damage caused by the Contractor (including damage to the Container structure, signs, lids, and doors due to improper dumping operations) at no charge, except normal wear from the truck forks in the pockets.

## **Recyclable Materials Containers**

The Board-provided drop-off Containers meet the following specifications:

- 8 cubic yard front-load Containers with side door access for residents

The Contractor will provide the required services and associated Lifts during reasonable hours (6:00 a.m. – 9:00 p.m.) per the prescribed frequency of collection included in Attachment H. The Contractor will ensure that the Containers are evenly spaced with at least 3 feet of distance between Containers for side door access after emptying and that the lids are closed before leaving the site.

## **Quarterly Visual Audits**

The Contractor is required to conduct visual audits of the Containers for capacity estimates. This information helps the District understand the capacity utilization of each Container over time. Adjustments to frequency of collection and or number of Containers needed at each site will be based on the visual capacity audits.

The visual audits determine how full the Containers are by the following criteria:

- Full = 1
- $\frac{3}{4}$  Full = .75
- $\frac{1}{2}$  Full = .5
- $\frac{1}{4}$  Full or less = .25

Audits conducted quarterly must be conducted per the prescribed schedule:

- 1 audit during the period January through March (not during New Years Day week)
- 1 audit during the period April – June (not during Memorial Day week)
- 1 audit during the period July – September (not during 4<sup>th</sup> of July week)
- 1 audit during the period October – December (not during Christmas week)

Attachment K contains the Audit Report Form to be used by the Contractor. The form shall be completed and emailed to the District Coordinator each quarter.

## V. CONTRACT ITEMS

### A. Definitions

<u>CP</u>	Cardboard and paper acceptable Recyclable Materials.
<u>Commingled</u>	Refers to Recyclable Materials collected curbside in which materials are not separated by category or classification.
<u>Container</u>	The term for the 8 cubic yard front-load Containers or other sized Containers for the recycling drop-off centers that will be serviced or “Lifted” per the Contract Documents.
<u>Contract Documents or Contract</u>	The Request for Proposals, Instructions for Responding to the Request for Proposals, Contractor’s proposal (Statement of Qualifications and Experience and Price Quotation), general specifications, the Contract, performance bond, non-collusion affidavit, personal property affidavit and any addenda or changes to the foregoing documents agreed to by the Board and the Contractor.
<u>Contractor</u>	The person, corporation or partnership submitting a response to this Request for Proposals and, if awarded the Contract, performing recycling collection and processing under a Contract with the Board.
<u>Dual-Stream</u>	Where PGM acceptable recyclable materials and CP Recyclable Materials are collected separately in different collection trucks at each recycle drop-off site.
<u>Full Time Recycling Drop Off</u>	Recycling drop-off center open at least 40 hours per week.
<u>Material Recovery Facility</u>	Means either of the following: (a) A facility that accepts mixed residential MSW for the purposes of separating Recyclable Materials prior to land disposal, and has an overall recovery rate of 15%; or (b) A facility that accepts only source-separated residential Recyclable Materials for the purposes of further separation and preparation for the commodity markets, and complies with the definition of “legitimate recycling facility” set forth in Ohio Administrative Code Rule 3745-27-01(L)(2).

<u>MSW</u>	Shall have the same meaning as the definition of “solid waste” set forth in Section 3734.01(E) of the Ohio Revised Code.
<u>Part Time Recycling Drop Off</u>	Recycling drop-off center open less than 40 hours per week but is open to the public at a minimum of at least one day per month during regularly scheduled times.
<u>PGM</u>	Plastic, glass and metals acceptable Recyclable Materials.
<u>Lift</u>	The service or emptying of a single Container at a single site on a single occasion. Example: A site with 4 Containers serviced at a frequency of twice per week would have eight (8) “Lifts” per week. Each site will have all Containers serviced per the prescribed schedule in this RFP.
<u>Rural Area</u>	Any municipality or township less than 5,000 in population.
<u>Recyclable Materials</u>	Corrugated cardboard, magazines, phone books, newspaper, and office paper. Plastic milk Containers and plastic bottles and Containers that have the numbers 1-2 (3-7 optional) stamped on them. Aluminum, bi-metal and steel cans. Plastic Containers used for motor oil, antifreeze, pesticides, or herbicides are excluded.
<u>Regular Collection Days</u>	The day or days that a particular site is scheduled for service.
<u>RFP</u>	Request for Proposal document and all attachments.
<u>Rural Area</u>	Any municipality or township less than 5,000 in population.
<u>Scope of Work</u>	The work under the Contract shall consist of the items contained in the Contract Documents and reasonably implicit therein, including all the supervision, materials, equipment, labor and all other items necessary to complete said work in accordance with the Contract Documents.
<u>Single-Stream</u>	Where all acceptable recyclable materials are mixed together in a collection truck from the PGM and CP Containers at each recycle drop-off site.
<u>Urban Area</u>	Any municipality or township equal to or greater than 5,000 in population.

**B. Compliance with Laws**

The Contractor shall conduct operations under this Contract in compliance with all applicable laws.

**C. Effective Date**

This Contract shall be effective on July 1, 2026 and end on June 30, 2029. All recycle sites shall be serviced under this contract starting Wednesday July 1, 2026 per the prescribed frequency of collection in this RFP.

**D. Nondiscrimination**

Pursuant to R.C. 125.111, and as further consideration for the attached Agreement, (hereinafter referred to as "Contractor") agrees that, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor or subcontractor, by reason of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Revised Code, national origin, or ancestry, shall discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates, and no contractor, subcontractor, or person acting on behalf of any contractor or subcontractor, in any manner, shall discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Revised Code, national origin, or ancestry.

**E. Indemnification**

The Contractor shall save, indemnify and hold the Board, its employees, agents, officers and consultants (each an indemnitee) harmless from and against any and all liabilities, claims, demands, causes of action, penalties, judgments, forfeitures, liens, suits, costs and expenses whatsoever (including those arising out of death, injury to persons, or damage to or destruction of property), and the cost and expenses incident thereto (including reasonable attorneys' fees), which any indemnitee may hereafter incur, become responsible for, or pay out for or resulting from the performance of the Contract, provided that any such claim, damage, loss, or expense:

- (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including any resulting loss of use; and
- (b) is caused in whole or in part by any intentional, reckless or negligent act or omission of the contractor, anyone directly or indirectly employed by the

contractor, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.

**F. Environmental Indemnification**

The Contractor shall save, indemnify and hold the Board, its employees, agents, officers and consultants (each an indemnitee) harmless from and against any and all liabilities, claims, demands, causes of action, penalties, judgments, forfeitures, liens, suits, costs and expenses whatsoever (including those arising out of death, injury to persons, or damage to or destruction of property), and the cost and expenses incident thereto (including reasonable attorneys' fees), which any indemnitee may hereafter incur, become responsible for, or pay out for or resulting from contamination of or adverse effects on the environment, or any violation of governmental laws, regulations, or orders, in each case, to the extent caused by the Operator(s)' negligent, reckless, or willful misconduct relating to the Interim Services. Any indemnitee shall promptly notify the Contractor of any assertion of any claim against it for which it is entitled to be indemnified, shall give the Contractor the opportunity to defend such claim and shall not settle such claim without the approval of the Contractor. This section shall survive expiration or earlier termination of this Contract.

**G. Insurance**

For the purpose of the Contract, the Contractor shall carry. The following types of insurance in at least the limits specified below:

<u>Coverage</u>	<u>Limits of Liability</u>
Workmen's Compensation	Statutory
Bodily injury Liability except Automobile	\$1,000,000 each occurrence
Property Damage Liability Except Automobile	\$1,000,000 each aggregate
Automobile Bodily Injury Liability	\$500,000 each occurrence
Excess Umbrella Liability	\$500,000 each aggregate
	\$1,000,000 each person
	\$1,000,000 each occurrence
	\$5,000,000 each occurrence

Contractor shall name the Board, Ashland County, and the Ashland County Solid Waste District as additional insureds on its policy. At the Board's request, proof of such insurance coverage shall be provided.

## **H. Bond/Affidavit**

### Performance Bond

- a. Within ten (10) days after receiving the Notice of Award, the Contractor will be required to furnish a payment and performance bond meeting the requirements of Section 153.54 of the Ohio Revised Code with a corporate surety satisfactory to the Board as security for the performance of this Contract. This bond must be in the amount of one hundred percent (100%) of the amount of the Contract for the first year and one hundred percent (100%) of each subsequent year of the Contract prior to the anniversary date of the Contract, including any renewal terms.
- b. Premium for the bond(s) described above shall be paid by the Contractor. A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond.
- c. The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Ohio.

## **I. Power of Attorney**

Attorneys-in-fact who sign bid bonds or Contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

## **J. Basis and Method of Payment**

The Contractor will invoice the Board on a monthly basis for collecting Recyclable Materials at all drop-off sites for the month per the quoted rates. Payment will be made upon satisfaction of all requirements of this Contract including a completed Attachment C "Monthly Reporting Form".

## **K. Transferability of Contract**

No assignment of the Contract or any right accruing under this Contract shall be made in whole or in part by the Contractor without consent of the Board, which consent shall not be unreasonably withheld; in the event of any assignment, the assignee shall assume the liability of the Contract.

## **L. Subcontracting**

The Board prohibits the use of subcontractors for the removal of Recyclable Materials without prior written request. The Contractor may request exception to this section when it becomes necessary to complete collection/transportation due to unusual circumstances.

## **M. Ownership**

Title to commingled Recyclable Materials shall pass to the Contractor when placed in Contractor's collection vehicle or removed by Contractor from a Container, whichever last occurs. The Board owns all current Containers in the recycling drop-off program (effective June 30, 2026).

## **N. Notification**

The Contractor shall notify the Board in writing immediately for any of the following items:

- ✓ Notice of violation at the designated MRF(s) chosen to comply with this Contract;
- ✓ Notice of violation against the Contractor and or its subcontractors;
- ✓ Service disruption in any form for recycling pick-up and or recycling processing;
- ✓ Schedule changes in Lifts or days of collections;
- ✓ Labor contract expirations/strikes that will affect the service of this Contract; and
- ✓ Contractor's non-performance with any part of this Contract.

The Contractor shall give 120 days' notice in writing to the Board for any of the following items:

- ✓ Contractor's intent not to fulfill this Contract in its entirety

## **O. Reporting**

The Contractor shall provide monthly reports for all Recyclable Materials tons collected and the number of Lifts conducted. The reports shall accompany the monthly service invoices to the Board. The following criteria must be followed:

- ✓ The Contractor shall be responsible for the cost inherent in documenting and reporting all Recyclable Material pickups by number and frequency within the Board and shall report such results to the Board on a monthly basis.
- ✓ The Contractor is to provide monthly reports to the Board listing tonnage of Recyclable Materials removed from its waste stream per the attached report. This information shall be in sufficient detail as to enable the Board to determine compliance with Ohio EPA solid waste volume reduction guidelines. Certification of recycled tonnage is the responsibility of the Contractor. The report will be submitted per the attached form.

- ✓ The Contractor shall provide in the proposal their detailed methodology for determining tons and Lifts on a monthly basis. This methodology shall ensure that no double counting of data with other contractor customers.
- ✓ The Contractor will provide the Board with a routing schedule when signing the Contract, which outlines the frequency and routing of pickups, so the Board can address any concerns raised by the pickup locations. The Contractor will provide a new routing schedule anytime significant changes are made to the schedule.

**P. Performance**

The work shall be accomplished in such a manner so as not to create any nuisance. If at any time the Contractor fails to maintain the regular collection day (as detailed in the routing schedule that is submitted by Contractor at Contract signing), the Contractor shall notify the Board as to the reason and the anticipated length of such delay. If at any time, the Contractor fails to maintain the regular collection schedule for a period of one (1) day, the Board may, at its sole discretion, provide for the collection of such Recyclable Materials as it may determine. The Contractor shall reimburse the Board for the cost of such collection upon demand. The Contractor shall, upon request from the Board, immediately resolve any and all complaints. In the event of a difference of opinion as to the validity of any complaint, the determination of the Board shall be final.

If the Contractor fails to perform any material terms, conditions or provisions of the Contract, the Board shall provide notice to the Contractor describing such failure and giving the Contractor ten (10) days to cure the failure and provide the Board with written confirmation of the Contractor's cure and actions taken by the Contractor to prevent a recurrence of such failure. If the Contractor fails to cure within ten (10) days, then the Board reserves the right to terminate the Contract and hold the Contractor and its surety liable for any and all damages that the Board may suffer by virtue of the termination of said Contract.

The Contractor shall, before submitting a proposal, be familiar with present practices of residential MSW collection and recycling in the Ashland County Solid Waste Management District. It is the express purpose of the Board not to have any of the current recycling collection practices diminished as a result of the Board's Contract. The present recycling collection practices generally observed at this time can be expected to be the same as those to be observed throughout the term. Spills, during the haul, are detrimental to the public health and therefore will not be permitted or tolerated.

**Q. Performance Assurance**

The Contractor shall immediately report to the Board any notice or order from any government agency or court or any event, circumstance or condition which may

adversely affect the ability of the Contractor to fulfill its obligations hereunder. If upon the receipt of such report or upon the Board's own determination that any such notice, order, event, circumstance or condition adversely affects the ability of the Contractor to fulfill its obligations hereunder, the Board shall have the right to demand adequate assurance from the Contractor that the Contractor is able to fulfill its obligations. Upon receipt by the Contractor of any such demand, the Contractor shall, within ten (10) days of such demand, submit to the Board a written response to the demand. In the event the Board does not agree that the Contractor's response provides adequate assurance of future performance to the Board and its residents, the Board may in the exercise of its sole discretion seek substitute or additional sources for the provision of recycling drop-off services provided by the Contractor, declare the Contractor is in default of its obligations under the Contract, or take such other action the Board deems necessary to assure the recycling drop off services to be provided herein are available to the Board and its residents.

## **R. Court and Law**

The Ashland County Court of Common Pleas shall be the exclusive jurisdiction for any action of proceedings concerning any agreement or performance under the Contract Documents or in connection with the Contract. In any such action or proceeding the Contract Documents shall be construed in accordance with the laws of the State of Ohio which shall govern to the exclusion of the law of any other forum.

## **S. Fuel Adjustments**

In order to neutralize fuel cost impacts so neither the Board nor the Contractor is unfairly impacted by future changes in the price of diesel fuel, the Contractor's monthly bid price (Attachment B1 and B2) shall automatically adjust during the term of the contract (including any renewal terms).

The Contractor's monthly bid price (separate fuel adjustment line item on invoice) will be increased or decreased on a quarterly basis (July 1, October 1, January 1, and April 1), after the initial date of the Contract, based on the percentage change in the average cost of diesel fuel per gallon, as determined by the weekly on Highway Retail Diesel Fuel Price, All Types, for the Midwest Region, as maintained by the Energy Information Administration of the United States Department of Energy ("EIA"). This information can be obtained through EIA's Motor Fuels Price Hotline (202) 586-6966, or from EIA's web page, at: <http://www.eia.gov/petroleum/gasdiesel/>.

The percent of change for a gallon of diesel fuel during the prior three (3) month period will be compared to the base price per gallon, which shall be the July 1, 2026 average cost of diesel fuel from the above source, which shall then be applied to the percentage of the Contractor's monthly price quote or Lift quote for that year

that is attributed to fuel (as specified on the Contractor's Price Quotation Forms (Attachments B1 and B2).

### **Assumptions – Recycling Drop-Off Services**

- ✓ Established base price for diesel fuel on July 1, 2026 is \$2.85 per gallon
- ✓ 2026 Monthly price quote for recycle services: \$11,500.00
- ✓ Percent of monthly price quote that is diesel fuel related: 20% or \$2,300.00
- ✓ Bid price that is not diesel fuel related: \$9,200.00
- ✓ Percent change in diesel fuel for previous three-month period: \$2.85 per gallon to \$3.13 per gallon or an increase of 10%

### **New Bid Price Calculation**

$$\$2,300.00 \times 1.10 = \$230.00$$

$$\text{Monthly price quote adjustment: } \$11,500.00 + \$230.00 = \$11,730.00.$$

Likewise, if during the same period the percentage change in the average cost of diesel fuel had decreased from \$2.85 per gallon to \$2.56 per gallon, then the monthly price quote adjustment would have decreased from \$11,500 to \$11,270.

**ATTACHMENT A  
RECYCLING DROP-OFF SERVICES  
CONTRACTOR INFORMATION SHEET**

**Local Service Center/Office Information:**

Name of Company: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Corporate/Headquarters Information:**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
President: \_\_\_\_\_  
Controller: \_\_\_\_\_

Business Type: Corporation: \_\_\_\_\_ Limited Liability Company: \_\_\_\_\_  
Joint Venture: \_\_\_\_\_ Other: \_\_\_\_\_  
Publicly Held Company: \_\_\_\_\_ Privately Held Company: \_\_\_\_\_

Partnership: \_\_\_\_\_ List all Partners/Individuals with >10%  
Interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If awarded this Contract, is the local office or corporate headquarters responsible and liable for the Contract? \_\_\_\_\_

Signed by Corporate Officer or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B1  
RECYCLING DROP-OFF SERVICES – BASE PROGRAM**

**PRICE QUOTATION FORM**

All price quotations must be submitted to be considered responsive to the scope of work for the base program. All prices shall include local and state fees, labor, transportation, recyclable materials processing, overhead, insurance, fuel, performance bond and all other costs associated with performing the service.

All recycling drop-off price quotations shall be based on a **monthly** cost as indicated below. The percent bid for fuel column includes the estimated percentage of the Monthly Price Quotation that is attributed to the cost of fuel for providing the requested services.

**3-Year Contract Term Price Quote**

Contract Type	Description	Monthly Price Quotation	% of Price Quote for Fuel
		Front-Load 8 Cubic Yard Containers	
Base Monthly	Front-Load Single-Stream, Board-Provided Containers per Prescribed RFP Frequency of Collection	\$	%
Material Recovery Facility Used for Processing:			

Description	Price Quotation
Additional One Time Lift Per Container at Any Site	\$
Ongoing Additional Lift Per Container at Any Site	\$
Additional Monthly Price for New or Existing Site by Container Placed	\$
Reduced Monthly Cost by Container if Removed at Any Site	\$
Provide New 8 CY Container (Same Paint and Design)	\$
Replace One Top Lid (Each Container has Two)	\$
Replace One Side Door (Each Container has Two)	\$
Replace Container Floor	\$
Replace Container Pocket	\$
Replace Container Bumper	\$
Repainting of Entire Existing Container	\$

**ATTACHMENT B2  
RECYCLING DROP-OFF SERVICES – OPTIONAL PROGRAM**

**PRICE QUOTATION FORM**

All price quotations may be submitted to the scope of work for the optional program. All prices shall include local and state fees, labor, transportation, recyclable materials processing, overhead, insurance, fuel, performance bond and all other costs associated with performing the service.

All recycling drop-off price quotations shall be based on a **monthly** cost as indicated below. The percent bid for fuel column includes the estimated percentage of the Monthly Price Quotation that is attributed to the cost of fuel for providing the requested services.

**3-Year Contract Term Price Quote**

Contract Type	Description	Monthly Price Quotation	% of Price Quote for Fuel
		Front-Load 8 Cubic Yard Containers	
Base Monthly	Front-Load Dual-Stream, Board-Provided Containers per Prescribed RFP Frequency of Collection	\$	%
Material Recovery Facility Used for Processing:			

Description	Price Quotation
Additional One Time Lift Per Container at Any Site	\$
Ongoing Additional Lift Per Container at Any Site	\$
Additional Monthly Price for New or Existing Site by Container Placed	\$
Reduced Monthly Cost by Container if Removed at Any Site	\$
Provide New 8 CY Container (Same Paint and Design)	\$
Replace One Top Lid (Each Container has Two)	\$
Replace One Side Door (Each Container has Two)	\$
Replace Container Floor	\$
Replace Container Pocket	\$
Replace Container Bumper	\$
Repainting of Entire Existing Container	\$

**ATTACHMENT C  
RECYCLING DROP-OFF SERVICES  
MONTHLY REPORT**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

1. Please provide the volume of Recycled Materials collected and processed from the Board for the reporting period.

Location	# of Lifts	Total Tons Collected	
<b>Totals for Reporting Period</b>			

**ATTACHMENT D  
NON-COLLUSION AFFIDAVIT**

**STATE OF OHIO**

**COUNTY OF \_\_\_\_\_ } ss:**

RFP Identification: Collection, Transportation and Delivery for processing of Recyclable Materials.

CONTRACTOR \_\_\_\_\_  
(Name)

being first duly sworn, deposes and says that he/she is \_\_\_\_\_

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

the party making the foregoing RFP; that such RFP is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such RFP is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other Contractor to submit a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any Contractor or anyone else to submit a sham RFP, or that any one shall refrain from bidding; that said Contractor has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the RFP price of said Contractor or of any other Contractor, or to fix any overhead, profit, or cost element of such RFP price, or of that of any other Contractor, or to secure any advantage against the OWNER awarding the contract or anyone interested in the proposed contract; that all statements contained in such RFP are true; and, further, that said Contractor has not, directly or indirectly, submitted his/her RFP price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said Contractor in his/her general business.

Signed: \_\_\_\_\_

Sworn to before me and subscribed in my presence this/her \_\_\_\_ day of \_\_\_\_\_,  
2026

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Seal of Notary

**ATTACHMENT E  
PERSONAL PROPERTY TAXES AFFIDAVIT  
(ORC 5719.042)**

**STATE OF OHIO**

**COUNTY OF \_\_\_\_\_ } ss:**

The AFFIANT, being first duly sworn, states that he/she is the

\_\_\_\_\_  
(Title and Name of Company)

and that he/she or \_\_\_\_\_  
(Name of Company)

was:

(2) NOT CHARGED with any delinquent personal property taxes on the general tax list of personal property of \_\_\_\_\_, Ohio, at the time of submitting the bid for the Collection Services.

(OR)

(2) CHARGED with delinquent personal property taxes on the general tax list of personal property of \_\_\_\_\_, Ohio, at the time of submitting the bid for the Collection Services and attached hereto is a statement setting forth the amount of such due and unpaid delinquent taxes and any due unpaid penalties and interest thereon.

FURTHER AFFIANT saith naught:

COMPANY

AFFIANT AND TITLE

\_\_\_\_\_

Sworn to before me and subscribed in my presence this/her \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Seal of Notary

**ATTACHMENT F  
NONDISCRIMINATION**

**Ohio Revised Code Section 125.111**

Pursuant to R.C. 125.111, and as further consideration for the attached Agreement, \_\_\_\_\_ (hereinafter referred to as "Contractor") agrees that, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor or subcontractor, by reason of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Revised Code, national origin, or ancestry, shall discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates, and no contractor, subcontractor, or person acting on behalf of any contractor or subcontractor, in any manner, shall discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Revised Code, national origin, or ancestry.

Contractor certifies that it is in compliance with all applicable requirements of R.C. 125.111.

For public improvement contracts, pursuant to R.C. 153.59 and 153.60, any breach of the antidiscrimination provisions herein shall result in the following:

- 1) A forfeiture of twenty-five dollars for each person who is discriminated against or intimidated in violation of this contract, deducted from the amount payable to the contractor.
- 2) For a second or subsequent violation of the antidiscrimination terms of this contract, the contract shall be canceled or terminated and all money to become due hereunder may be forfeited.

---

Signature of Contractor's authorized representative

**ATTACHMENT G  
ASHLAND COUNTY GENERAL CONTRACT TERMS**

**STANDARD FORM OF AGREEMENT BETWEEN  
CONTRACTING AUTHORITY AND CONTRACTOR**

This Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (If date is not filled in, the last date set forth on the signature lines below shall be the date of the Agreement), by and between:

Ashland County Commissioners

(The **Contracting Authority**), and

(The **Contractor**).

**Type of service:** Recycling drop-off services

The **Contracting Authority** and the **Contractor** agree as follows:

**Article 1 Contract Documents**

The contract documents, which comprise the entire agreement between CONTRACTING AUTHORITY and the CONTRACTOR, consist of the following:

1. This Agreement
2. Request for Proposals, including any attachments and exhibits thereto.
3. Contractor Proposal, including any attachments and exhibits thereto.
4. Any Addendums issued to the RFP

**Article 2 Contracting Authority**

A "Contracting Authority" means:

- a. any board, department, commission, authority, trustee, official, administrator, agent, or individual which has authority to contract for or on behalf of the county or any agency, department, authority, commission, office, or board thereof.
- b. any board, department, commission, authority, trustee, official, administrator, agent, or individual which has authority to contract for or on behalf of the township or any agency, department, authority, commission, office, or board thereof.
- c. any board, department, commission, authority, trustee, official, administrator, agent, or individual which has authority to contract for or on behalf of the municipal corporation or any agency, department, authority, commission, office, or board thereof.

For this Agreement, the Contracting Authority is Ashland County Commissioners

**Article 3 Payment by Contracting Authorities**

Each Contracting Authority shall pay the Contractor in accordance with the Contract Documents. Each Contracting Authority shall be liable to pay for only its own purchases. A Contracting Authority shall not be liable to pay for purchases made by another Contracting Authority. In the event a Contracting Authority fails to pay the Contractor in accordance with the Contract Documents, all other Contracting Authorities shall not be liable for said nonpayment.

**Article 4 Performance by Contractor**

The Contractor shall provide all goods or perform all services in accordance with the contract documents and shall provide all equipment, motor vehicles, supplies, and materials necessary to perform such services.

**Article 5 Warranties and Representations**

In addition to any warranties, provided by law, the Contractor represents and warrants that the goods, equipment, materials, supplies, products and/or service, shall meet all conditions, requirements and specifications as provided for in the contract documents.

**Article 6 – OMITTED**

This Agreement is entered into as of the date first written above or, if blank, the latest date on the signature blanks below.

**CONTRACTING AUTHORITY  
Ashland County Commissioners**

BY \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

**CONTRACTOR**

BY \_\_\_\_\_

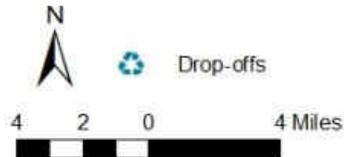
DATE \_\_\_\_\_

**ATTACHMENT H  
LOCATION OF DROP-OFF SITES AND SERVICE REQUIREMENTS**

Site	QN 8 CY	Frequency of Collection	Service Days
Ashland – Buehler’s Fresh Food Market 1055 Sugarbush Drive, Ashland, Ohio	8-CP 4-PGM	3/week	M, W, F
Ashland – Maintenance Facility 1270 Middle Rowsburg Rd, Ashland, Ohio	3-CP 2-PGM	3/week	M, W, F
Cinnamon Lake 1443 Laurel Drive, West Salem, Ohio	5-CP 2-PGM	1/week	M
Lake Township Garage 2499 CR 175, Loudonville, Ohio	1-CP 1-PLG	1/week	M
Loudonville Village Wally Road, North of Ballfields	2-CP 1-PGM	2/week	M, F
Mifflin Twp – Township Garage 16 Maine Street E (State Rte. 603), Mifflin	3-CP 2-PGM	1/week	W
Mohican Twp Garage 2008 SR 89, Jeromesville, Ohio	1-CP 1-PGM	1/week	M
Orange Township, Nankin 930 CR 801, Ashland, Ohio (SR 58 and CR 801)	2-CP 1-PGM	1/week	W
Perrysville Fire Department St. Rt. 39, Perrysville, Ohio	2-CP 2-PGM	2/week	M, F
Polk Village Sewer Plant Congress St, Polk, Ohio	1-CP 1-PGM	1/week	M
Rowsburg Community Center 199 US 250, Rowsburg, Ohio	1-CP 1-PGM	1/week	W
Savannah Village Ball Park 55 Bailey Street, Savannah, Ohio	2-CP 1-PGM	2/week	M, F
Sullivan Village Garage 245 Twp Rd 501, Sullivan, Ohio	1-CP 1-PGM	1/week	W
Troy Township 924 US Route 224, Nova, Ohio	1-CP 1-PGM	1/week	W
Vermillion Twp 1763 St. Rt. 60 S, Ashland, Ohio	3-CP 2-PGM	2/week	M, F

**CP** = Cardboard/Paper, **PGM** = Plastic, Glass, Metal

## Ashland County Solid Waste District Recycling Drop-Off Sites

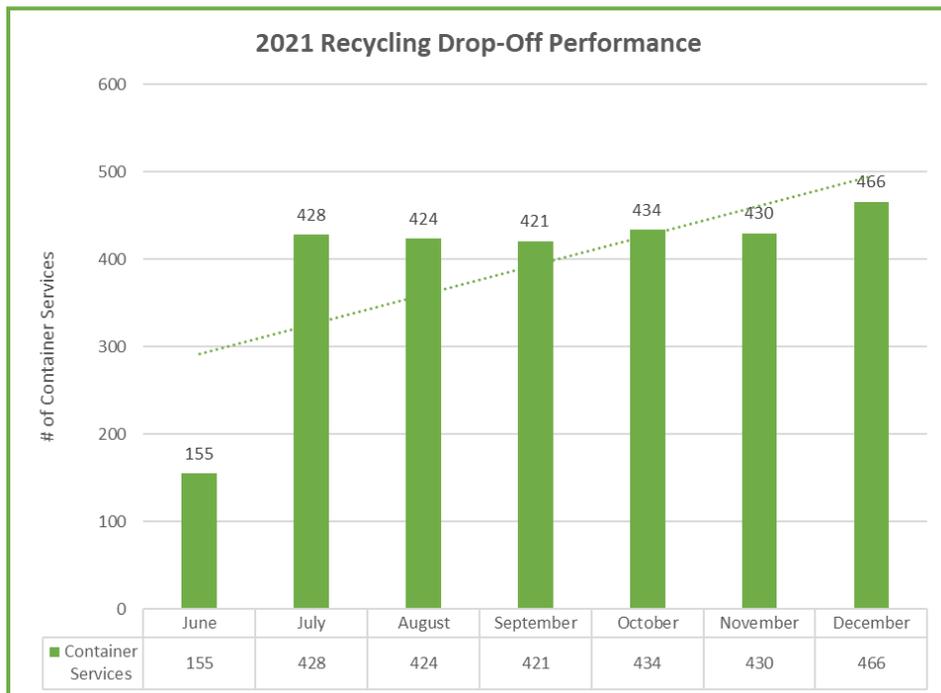
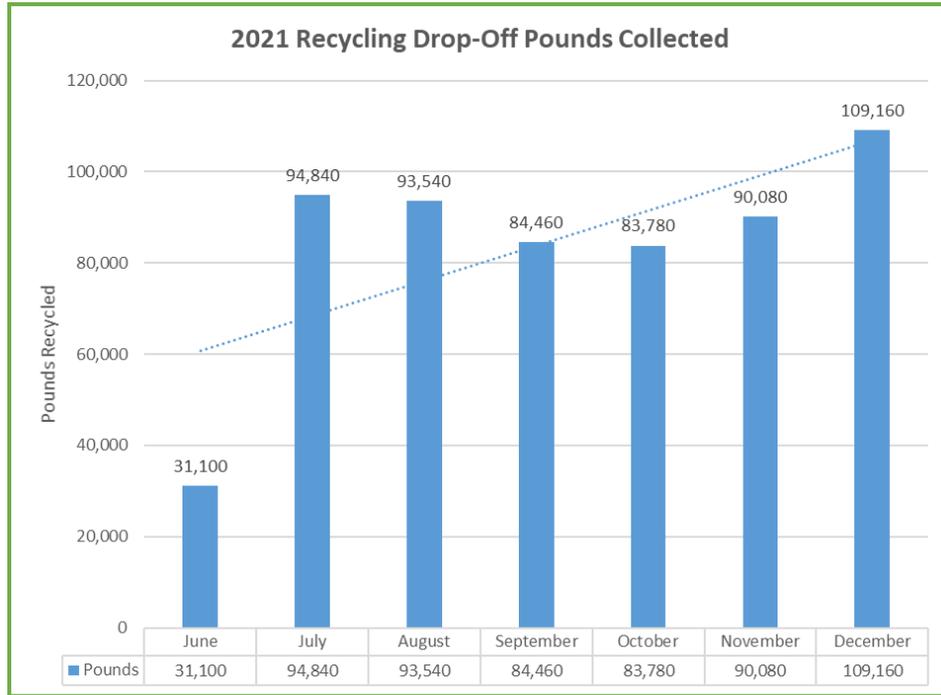


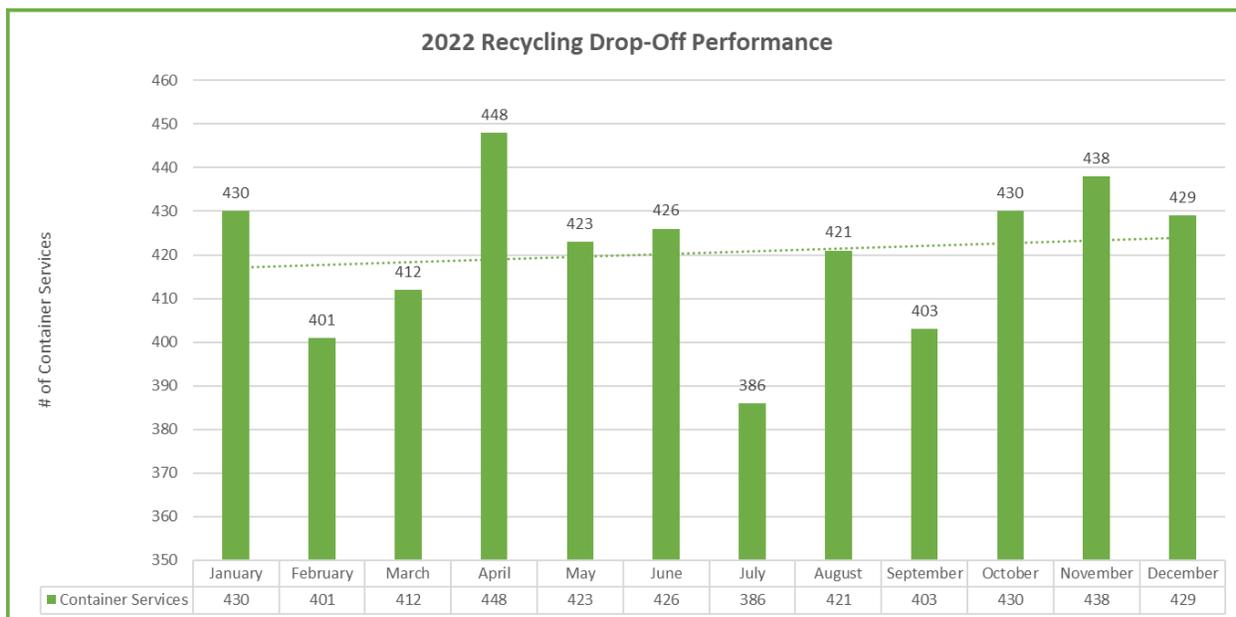
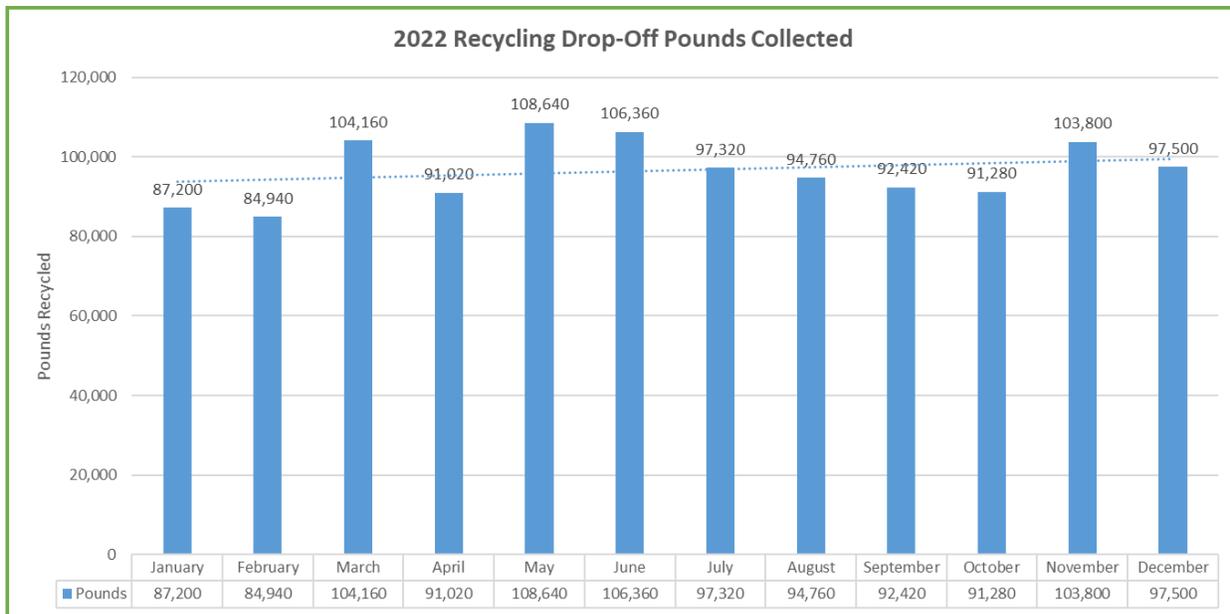
### Recycling Drop-Off Locations

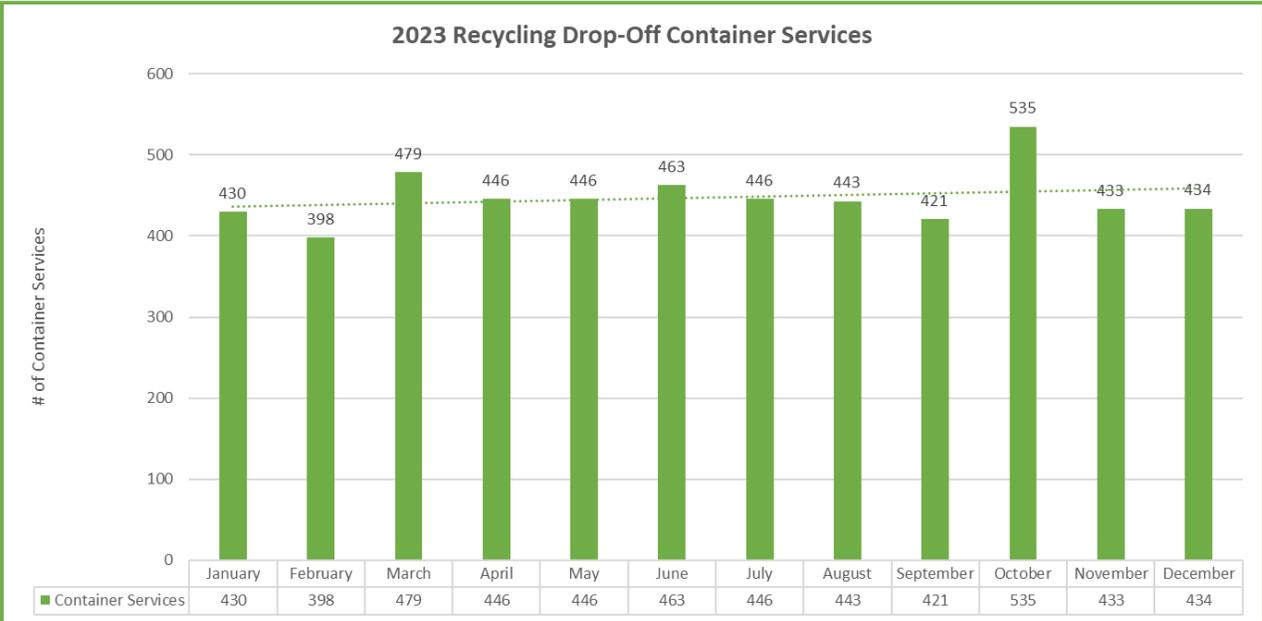
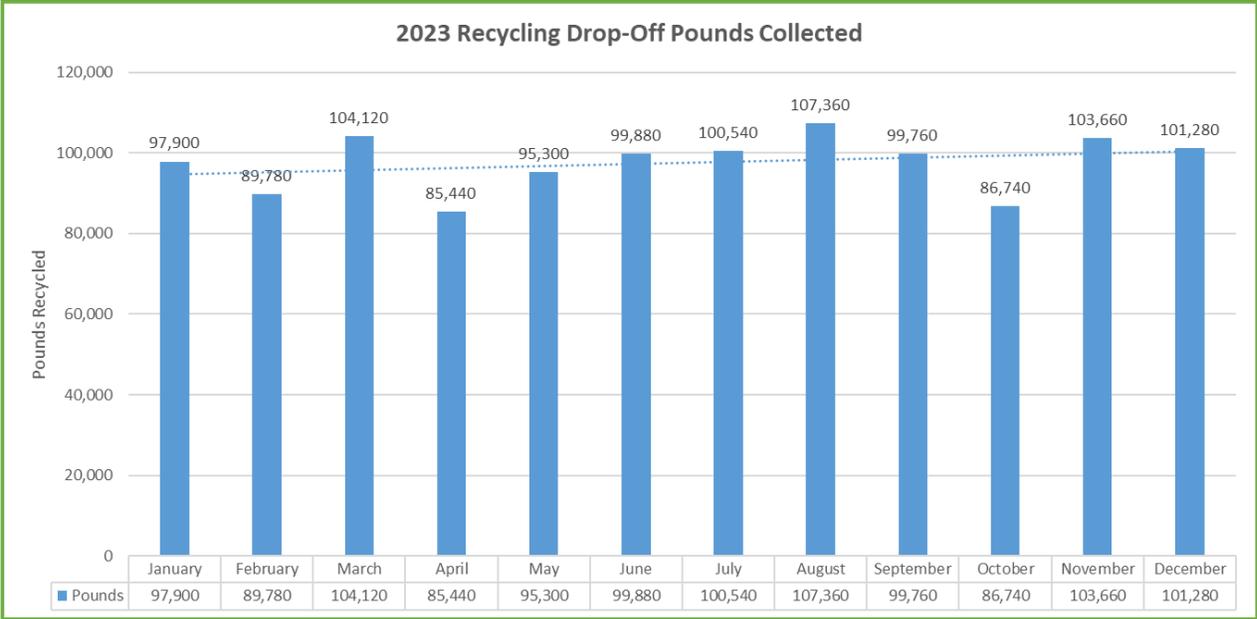
1. **Ashland County Maintenance Facility**  
1270 Middle Rowsburg Rd, Ashland
2. **Buehler's Fresh Food Market**  
1055 Sugarbush Dr, Ashland
3. **Ashland County-West Holmes Career Center**  
1763 St. Rte. 60 S, Ashland
4. **Cinnamon Lake**  
2188 Cinnamon Dr. E, West Salem
5. **Lake Township Garage**  
2499 CR 175, Loudonville
6. **Mifflin Township Garage**  
16 Maine St. E, Mifflin
7. **Mohican Township Garage**  
2008 St. Rte. 89, Jeromesville
8. **Orange Township Garage**  
930 CR 801, Nankin
9. **Perrysville Fire Department**  
181 E 3rd St, Perrysville
10. **Polk Village Sewer Plant**  
W Congress St, Polk
11. **Rowsburg Community Center**  
199 US 250, Polk
12. **Sullivan Township Garage**  
245 Twp Hwy 501, Sullivan
13. **Village of Loudonville**  
North of Ballfields, Wally Rd, Loudonville
14. **Troy Township Garage**  
924 US 224, Nova
15. **Savannah Village-Ballfields**  
55 Bailey St, Savannah

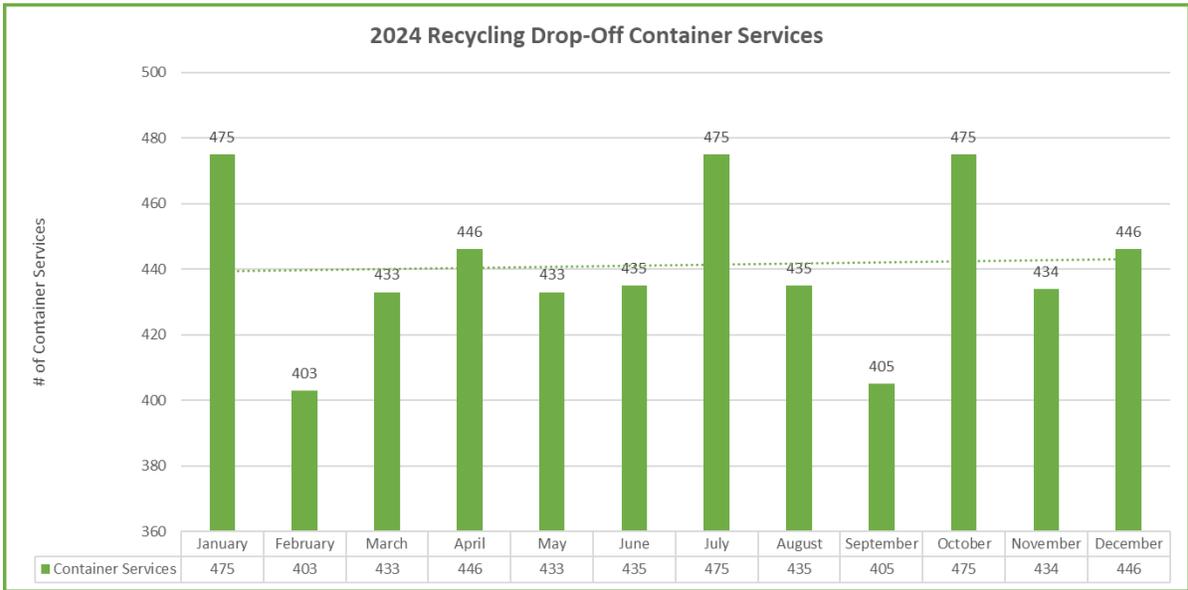
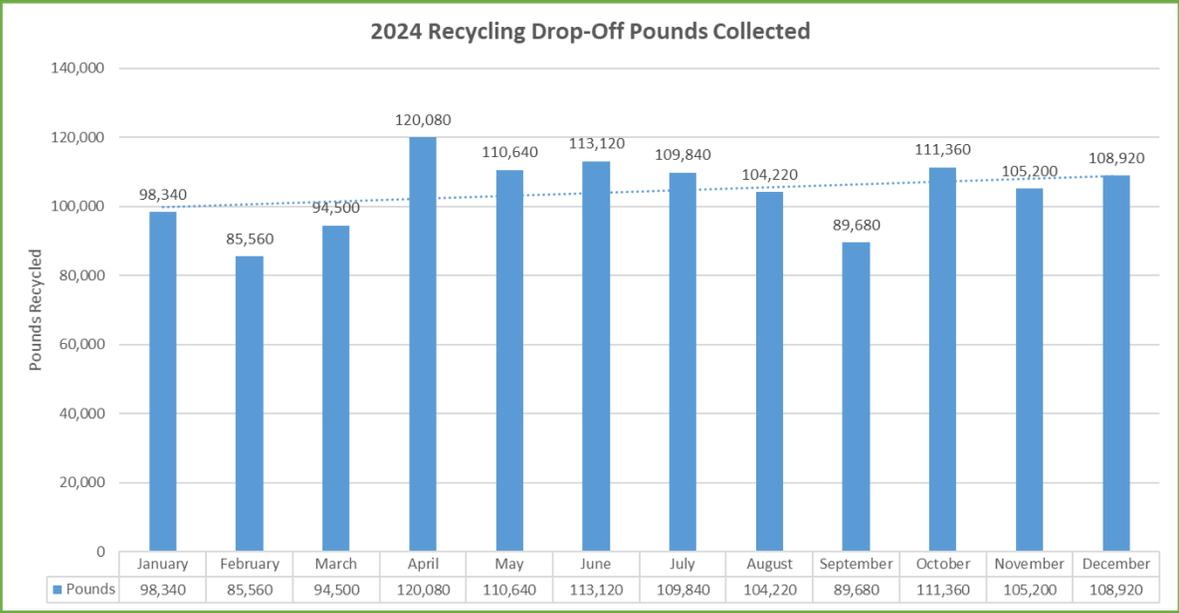


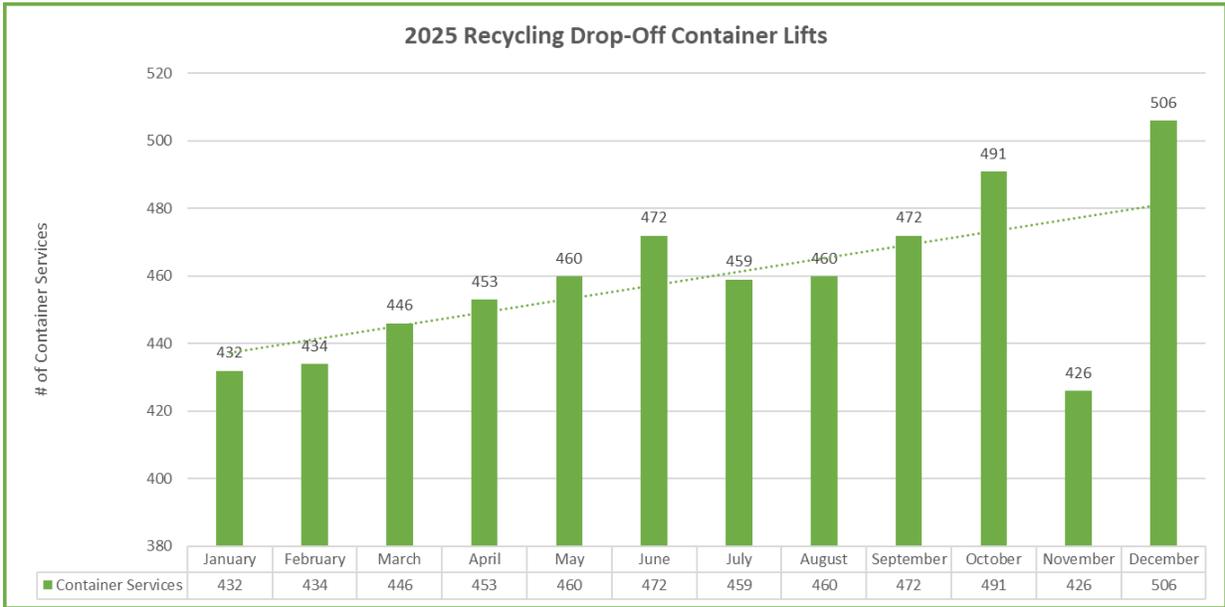
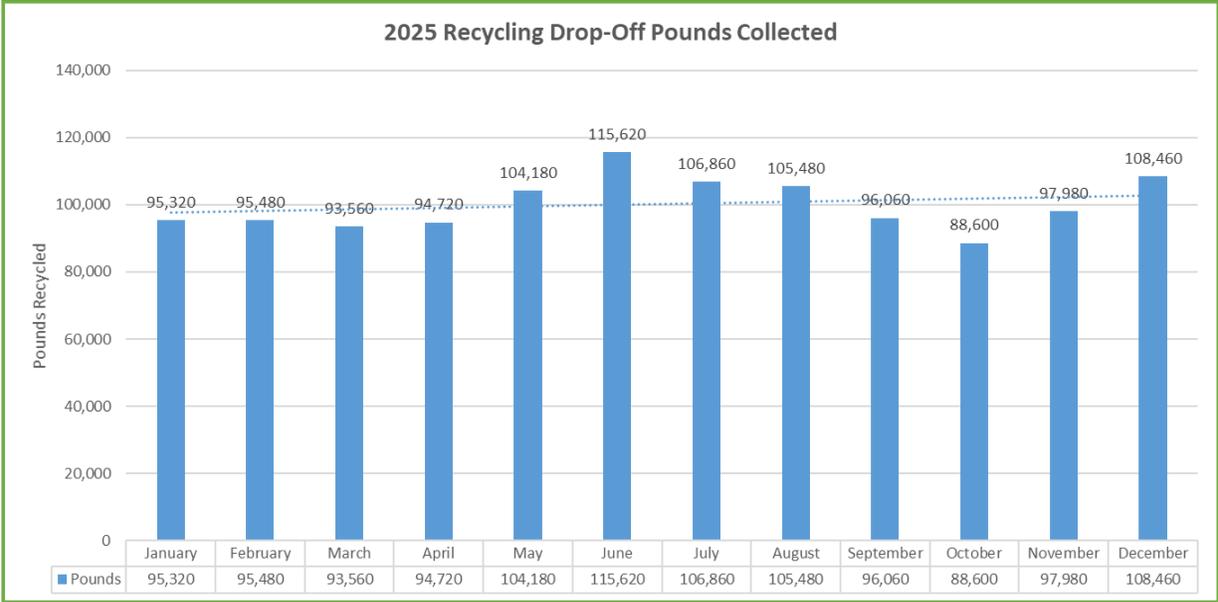
## ATTACHMENT I JUNE 2021 to DECEMBER 31, 2025 RECYCLING DROP-OFF METRICS











**2021-2025 Tons Collected**

<b>Month</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
January	0.00	43.60	48.95	49.17	47.66
February	0.00	42.47	44.89	42.78	47.74
March	0.00	52.08	52.06	47.25	46.78
April	0.00	45.51	42.72	60.04	47.36
May	0.00	54.32	47.65	55.32	52.09
June	15.55	53.18	49.94	56.56	57.81
July	47.42	48.66	50.27	54.92	53.43
August	46.77	47.38	53.68	52.11	52.74
September	42.23	46.21	49.88	44.84	48.03
October	41.89	45.64	43.37	55.68	44.30
November	45.04	51.90	51.83	52.60	48.99
December	54.58	48.75	50.64	54.46	54.23
<b>Totals</b>	<b>293.48</b>	<b>579.70</b>	<b>585.88</b>	<b>625.73</b>	<b>601.16</b>

**ATTACHMENT J  
CURRENT ACCEPTABLE AND NON-ACCEPTABLE MATERIALS LIST**

**Recycling Drop-Off Program  
Acceptable and Non-Acceptable Materials**



**Plastic Bottles and Jugs  
EMPTY, CLEAN, DRY ONLY**

<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Cap/lid (On container only, never loose, no pumps)</li> <li>• Cleaner bottles (pump removed, normal cap ok)</li> <li>• Detergent/fabric softener bottles</li> <li>• Cooking oil bottles (i.e. olive oil)</li> <li>• Condiment bottles (i.e. ketchup)</li> <li>• Gallon water jugs</li> <li>• Juice jugs</li> <li>• Liquor bottle</li> <li>• Plastic milk jugs</li> <li>• Shampoo, conditioner, soap bottles (pump removed, normal cap ok)</li> <li>• Soda and water bottle</li> </ul>	<ul style="list-style-type: none"> <li>• Bubble wrap</li> <li>• Car seat</li> <li>• Compostable plastic containers and utensils</li> <li>• Diapers</li> <li>• Electronics</li> <li>• Garden hose</li> <li>• Loose caps/lids</li> <li>• Large, refillable 5-gallon water jugs</li> <li>• Peanut butter jars</li> <li>• Planters</li> <li>• Plastic clamshell container</li> <li>• Plastic cup (single-use or reusable)</li> <li>• Plastic cup lid (i.e. coffee cup lid)</li> <li>• Plastic film (anything flexible or crinkly noise)</li> <li>• Plastic folders and binders</li> <li>• Plastic grocery bag, bread bag, laundry bag</li> <li>• Plastic hanger</li> <li>• Plastic furniture</li> <li>• Plastic plate, bowl (single-use or reusable)</li> <li>• Plastic straw</li> <li>• Plastic to-go container (single-use or reusable)</li> <li>• Plastic utensils</li> <li>• Plastic &amp; Styrofoam egg carton</li> <li>• Plastic trash/recycle bag</li> <li>• Plastic stretch wrap (saran wrap)</li> <li>• Prescription bottles</li> <li>• Styrofoam items and peanuts</li> <li>• Reusable water bottles</li> <li>• Rubber</li> <li>• Shoes</li> <li>• Single-serve coffee pod</li> <li>• Soap and cleaner pumps</li> <li>• Tires</li> <li>• Toys</li> <li>• Yogurt, butter, sour cream tubs</li> <li>• Wrappers</li> </ul>

# Recycling Drop-Off Program

## Acceptable and Non-Acceptable Materials



### Paper

#### Yes

- Catalogs
- Cards with NO foil, texture, glitter, etc.
- CLEAN paper take-out bags (no grease, crumbs)
- Cup tray (i.e. Starbucks, McDonalds)
- Envelopes with window
- Envelopes without window
- Junk mail and flyers
- Magazines
- Manila envelopes
- Newspaper
- Newspaper inserts
- Notebook paper and paper cover (no metal wire)
- Packing paper
- Paper egg carton
- Paperback books (small amounts – rip book apart)
- Phonebook (small amounts – rip book apart)
- Postcards (natural fiber paper only – not waxy)
- Printer/office paper
- Wrapping paper with NO foil, texture, glitter, etc.

#### No

- Campaign signs
- Cards with glitter, sparkles, velvet, etc.
- Cartons (i.e. juice/milk/ice cream/broth)
- Cigarettes
- Compostable paper containers and utensils
- Dryer sheets
- Envelope with bubble wrap padding
- Hardback books
- Napkins
- Paper plates
- Paper cups
- Paper to-go container (i.e. Chinese food, Chipotle)
- Paper to-go bowls (i.e. soup)
- Paper straw
- Paper towels
- Popcorn bags
- Receipts
- Shredded paper
- Soiled/greasy paper take-out bags
- Tissues
- Toilet paper
- Wax/parchment paper
- Waxy postcards
- Waxy cartons (i.e. if scratched with fingernail and it comes off)
- Wrapping paper with glitter, sparkles, velvet, foil
- Wipes

# Recycling Drop-Off Program

## Acceptable and Non-Acceptable Materials



<b>Glass Bottles &amp; Jars</b> <b>EMPTY, CLEAN, DRY</b>	<b>Cardboard</b>	<b>Metal Cans</b> <b>EMPTY, CLEAN, DRY</b>
<p style="text-align: center;"><b>Yes</b></p> <ul style="list-style-type: none"> <li>• Beer bottle</li> <li>• Cap/lid (On container only, never loose, no pumps)</li> <li>• Glass soap/cleaner jar without pump Glass juice bottle</li> <li>• Glass soda bottle</li> <li>• Glass condiment bottle (i.e. soy sauce, vinegar)</li> <li>• Kombucha bottle</li> <li>• Liquor bottle</li> <li>• Mason jar</li> <li>• Milk jars</li> <li>• Salsa, pickle, condiment jar, etc.</li> <li>• Wine bottle</li> </ul> <p style="text-align: center;"><b>No</b></p> <ul style="list-style-type: none"> <li>• Broken glass of unacceptable</li> <li>Loose cap/lid</li> <li>• Drinking glasses</li> <li>• Electronics screens</li> <li>• Eyeglasses</li> <li>• Household items</li> <li>• Lightbulbs</li> <li>• Mirrors</li> <li>• Pottery/ceramics</li> <li>• Vase</li> <li>• Windows</li> </ul>	<p style="text-align: center;"><b>Yes</b></p> <ul style="list-style-type: none"> <li>• Brown boxes (flattened, no loose tape)</li> <li>• Back of note pad</li> <li>• Cardboard can with no metal (i.e. oats)</li> <li>• Clean pizza boxes (NO grease, cheese, crumbs)</li> <li>• Colored boxes (flattened, no loose tape)</li> <li>• Paper towel rolls</li> <li>• Snack/cereal boxes (flattened, no liner)</li> <li>• Shoeboxes (flattened)</li> <li>• Small pieces of cardboard, separated from plastic (i.e. toothbrush packaging)</li> <li>• Toilet paper rolls</li> </ul> <p style="text-align: center;"><b>No</b></p> <ul style="list-style-type: none"> <li>• Cardboard fruit crates</li> <li>• Cardboard can with metal (i.e. Pillsbury dough)</li> <li>• Food-soiled or greasy cardboard</li> <li>• No packing material with cardboard (Styrofoam, packing peanuts, plastic or bubble wrap)</li> </ul>	<p style="text-align: center;"><b>Yes</b></p> <ul style="list-style-type: none"> <li>• Aluminum can (i.e. beer, soda)</li> <li>• Metal can lid</li> <li>• Steel/tin can (i.e. soup, tuna, tomato paste)</li> </ul> <p style="text-align: center;"><b>No</b></p> <ul style="list-style-type: none"> <li>• Aerosol can</li> <li>• Appliances</li> <li>• Aluminum foil sheet</li> <li>• Aluminum baking tray/pie plate</li> <li>• Batteries</li> <li>• Binder clips</li> <li>• Bicycles</li> <li>• Christmas lights</li> <li>• Construction material</li> <li>• Electronics</li> <li>• Grill (grates or BBQ grills)</li> <li>• Paint can</li> <li>• Piping</li> <li>• Pots and pans</li> <li>• Propane/helium/oxygen tanks</li> <li>• Tools</li> <li>• Metallic wrappers</li> <li>• Needles, sharps, and razors</li> <li>• Motor oil can</li> <li>• Scrap metal</li> <li>• Utensils</li> <li>• Wire hangers</li> <li>• Wires, chains</li> </ul>

## ATTACHMENT K CAPACITY AUDIT FORM

Ashland County Recycling Drop-Off Program Audit: Week of _____						
Site	QN 8 CY	Frequency of Collection	Service Days	Monday	Wednesday	Friday
Ashland - Buehler's Fresh Food Market 1055 Sugarbush Drive, Ashland, Ohio	8-CP 4-PGM	3/week	<u>M,W,F</u>	CP1: CP2: CP3: CP4: CP5: CP6: CP7: CP8: PGM1: PGM2: PGM3: PGM4:	CP1: CP2: CP3: CP4: CP5: CP6: CP7: CP8: PGM1: PGM2: PGM3: PGM4:	CP1: CP2: CP3: CP4: CP5: CP6: CP7: CP8: PGM1: PGM2: PGM3: PGM4:
Ashland Maintenance Facility (Former Recycling Center Site) 1270 Middle <u>Row</u> sburg Rd, Ashland, Ohio	3-CP 2-PGM	3/week	<u>M,W,F</u>	CP1: CP2: CP3: PGM1: PGM2:	CP1: CP2: CP3: PGM1: PGM2:	CP1: CP2: CP3: PGM1: PGM2:
Cinnamon Lake 2188 Cinnamon Drive East, West Salem, Ohio	5-CP 2-PGM	1/week	M	CP1: CP2: CP3: CP4: CP5: PGM1: PGM2:		
Lake Township Garage 2499 CR 175, Loudonville, Ohio	1-CP 1-PGM	1/week	M	CP1: PGM1:		
Loudonville Village Wally Road, North of Ballfields	2-CP 1-PGM	2/week	<u>M,F</u>	CP1: CP2: PGM1:		CP1: CP2: PGM1:
Mifflin Twp - Township Garage 16 Maine Street E (State Rte. 603), Mifflin	3-CP 2-PGM	1/week	W		CP1: CP2: CP3: PGM1: PGM2:	

Ashland County Recycling Drop-Off Program Audit: Week of _____						
Site	QN 8 CY	Frequency of Collection	Service Days	Monday	Wednesday	Friday
Mohican Twp Garage 2008 SR 89, Jeromesville, Ohio	1-CP 1-PGM	1/week	M	CP1: PGM1:		
Orange Township, Nankin 930 CR 801, Ashland, Ohio (SR 58 and CR 801)	2-CP 1-PGM	1/week	W		CP1: CP2: PGM1:	
Perrysville Fire Department St. Rt. 39, Perrysville, Ohio	2-CP 2-PGM	2/week	<u>M,F</u>	CP1: CP2: PGM1: PGM2:		CP1: CP2: PGM1: PGM2:
Polk Village Sewer Plant Congress St, Polk, Ohio	1-CP 1-PGM	1/week	M	CP1: PGM1:		
Rowsburg Community Center 199 US 250, Rowsburg, Ohio	1-CP 1-PGM	1/week	W		CP1: PGM1:	
Savannah Village, Ball Park 55 Bailey Street, Savannah, Ohio	2-CP 1-PGM	2/week	<u>M,F</u>	CP1: CP2: PGM1:		CP1: CP2: PGM1:
Sullivan Village Garage 245 Twp Rd 501, Sullivan, Ohio	1-CP 1-PGM	1/week	W		CP1: PGM1:	
Troy Township 924 US Route 224, Nova, Ohio	1-CP 1-PGM	1/week	W		CP1: PGM1:	
Vermillion Twp- West Holmes Career Center 1763 St. Rt. 60 S, Ashland, Ohio	3-CP 2-PGM	2/week	M,F	CP1: CP2: CP3: PGM1: PGM2:		CP1: CP2: CP3: PGM1: PGM2:

**Legend:** Full = 1, 3/4 = .75, 1/2 = .5, 1/4 = .25 - CP = Cardboard/Paper, PGM – Plastic/Glass/Metal

**ATTACHMENT L  
PICTURES OF CURRENT RECYCLE CONTAINERS AND SIGNAGE**

