

# Ashland County

April 9, 2026

---

## ADDENDUM #1

### REQUEST FOR PROPOSALS FOR REYCLING DROP-OFF SERVICES

The following are clarifications to the Request for Proposals (RFP) for the Recycling Drop-Off Services previously released on March 5, 2026. This Addendum #1 is hereby incorporated into the RFP Documents. Any and all contrary or substitute statements, representations, or declarations encompassed within the previously issued RFP Documents are hereby superseded by this Addendum #1. Any and all clarifications contained herein constitute supplemental information to be considered in addition to any previous information contained in the RFP Documents. This Addendum is released in the same manner as the RFP documents and available on the Ashland County Commissioner's web site:

[www.ashlandcountyoh.us](http://www.ashlandcountyoh.us)

#### Answers to bidder questions:

**Question/Comment #1:** Is there a public "opening" time/date/location, and is it the same as the proposal due time? (Receipt & Opening of Responses, TOC p.4)

**Answer:** Per the schedule published in the RFP advertisement:

<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

Because this is an RFP, there is not an official opening of Proposals. Proposals will be reviewed after the due date.

**Question/Comment #2:** Confirm the correct attachment/section for the baseline schedule used to define "additional calls for lifts" (the document cites Attachment D, which appears incorrect). (Additional Service, TOC p.14)

**Answer:** The Contractor will respond to additional calls for Lifts outside of the regularly scheduled frequency developed in Attachment H 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).

**Question/Comment #3:** Confirm whether “PLG” is a typo for “PGM” and confirm container counts/types at that site. (Attachment H; Definitions, TOC p.22)

**Answer:** The PLG reference is a typo, should be PGM.

**Question/Comment #4:** What constitutes an “occurrence,” what documentation is required (photos, notice), and is there any dispute/cure process before assessment/offset? (Hours of Operation, TOC p.11)

**Answer:** An occurrence related to the \$100.00 assessment for non-performance is defined as a known occurrence (either through photo documentation from our site hosts and or through visual inspection by the District and or others).

The Contractor can dispute the evidence collected and discuss with the District for resolution.

**Question/Comment #5:** For post execution changes (added sites/containers/frequency), which unit prices apply to each scenario, and how are changes approved/scheduled? (Tonnage/Frequency, TOC p.12; Price Forms Attachments)

**Answer:** Pricing options in Attachments B1 and B2 address most scenarios for adding sites and or containers. The implied reverse credits for removal of sites and containers is assumed.

**Question/Comment #6:** If award/adoption is delayed, will the Board require prices to remain firm beyond the “should be 61 days or less” statement? (Basis for Award, TOC p.10)

**Answer:** Although the Board does not anticipate any delays, if there is one, the Board may ask for updated pricing if needed.

**Question/Comment #7:** How many originals/copies are required and is an electronic copy required? (Not clearly stated in TOC sections)

**Answer:** 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, 2nd Floor  
Ashland, Ohio 44805

**Question/Comment #8:** Is an audit required or is a CPA review/compilation acceptable? (Qualifications/Experience, TOC p.7)

**Answer: 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.

**Question/Comment #9:** Define the excluded “holiday week” boundaries and any submission deadlines within each quarter. (Quarterly Visual Audits, TOC p.16 and p.18)

**Answer:** 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 4th of July week)
- 1 audit during the period October – December (not during Christmas week)

The schedule above was designed to audit normal recyclables generation that is not effected by holiday periods.

**Question/Comment #10:** Confirm the exact EIA series and averaging method for the “prior three-month period” and the July 1, 2026 baseline. (Fuel Adjustments, TOC p.27)

**Answer:** 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).

The procedure stated above requires the contractor to utilize the web site reference and specific region and diesel prices to calculate the average cost per gallon of diesel fuel and then compare to the Contract Start Date price. See below:

### **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**

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

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.

The District has created a spreadsheet that calculates the above data. This spreadsheet can be shared with the Contractor who is awarded the Contract if requested.

**Question/Comment #11:** Can the District please confirm the current monthly cost of these services?

**Answer:** The current monthly charge is \$13,476.40 plus fuel sure charge (\$203.15). This includes all required services plus the payoff of the recycling containers. The recycling containers will be paid off by June 30, 2026.

**Question/Comment #12:** Is the current pricing based on a per lift per container price or should the cost be entered on the bid forms as one monthly price for all sites?

**Answer:** All price quotations must be submitted to be considered responsive to the scope of work for the base program and 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 in Attachment B1 and B2. 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.