

**AGENDA**  
**EXECUTIVE COMMITTEE MEETING**  
of the  
**WASTE REDUCTION DISTRICT of MONROE COUNTY**  
Conference Room 100B – 501 N. Morton St., Bloomington, Indiana

Meeting Connection via Microsoft Teams

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWVtMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWVtMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

Meeting ID: 259 149 698 97; Passcode: 7XhBiX; Phone Call (audio only): +1 872-242-9432,,160387601#

**Monday June 3, 2024            4:30 p.m.**

	Page
1. Executive Committee Attendance Roll Call** .....	N/A
2. Approval of Executive Committee Meeting Minutes – April 1, 2024** .....	2
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6. All Other Items Deemed Appropriate For Executive Committee Discussion.....	N/A

MINUTES

**Executive Committee Meeting**  
of the  
Waste Reduction District of Monroe County

Monday April 1, 2024 4:30 p.m.

North Showers Building Room 100B, 501 N. Morton St, Bloomington, Indiana 47404

Meeting Connection via Microsoft Teams

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWMTMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWMTMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

Meeting ID: 259 149 698 97                      Passcode: 7XhBiX

Members Present:

In Person: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary

Virtual: None

Members Absent: None

Staff Present:

In Person: Tom McGlasson Jr., Executive Director

Virtual: Cathy Martin, Controller

CAC Present:

In Person: Bill Goins, member

Virtual: None

Legal Counsel Present: None

McKim called the meeting order at 4:32 p.m.

**Approval of Executive Committee Executive Session Minutes – March 4, 2024**

Githens motioned to approve the minutes with provided corrections; Piedmont-Smith seconded. Verbal vote was unanimous; motion passed.

**Review of Board of Directors Meeting Minutes – March 14, 2024**

Piedmont-Smith asked to confirm CAC Chair Austin’s attendance. Goins stated he did not believe Austin was in attendance. McGlasson stated he will confirm before minutes are distributed in the Board meeting packet.

**Resolution 2024-02 Monroe County Landfill Financial Assurance**

McGlasson referred to the memo in the meeting packet and noted that the amount has decreased from last year. This resolution authorizes staff to request from the Monroe County Council that Monroe County, Indiana make this required demonstration on the District’s behalf, as has been done in previous years.

**Resolution 2024-03 Declaration of Surplus Property**

McGlasson referred to the memo in the meeting packet stating that staff has identified the listed vehicles and equipment as not being needed any longer and is requesting that the Board declare them surplus property so that it can be provided to another County or City agency, sold, or scrapped.

Discussion ensued concerning the items listed for surplus declaration.

**All Other Items Deemed Appropriate For Executive Committee Discussion**

McGlasson provided updates on the installation of the new accounting software and recycling collection for solar eclipse events. He advised that due to the purchase of the accounting software and expenses related to rebranding, staff will need to make requests later this year to transfer funds between categories and possibly additional appropriations.

McGlasson referred to previously expressed interest in touring the landfill and noted that the Shilo Road reforestation project tree planting is scheduled for April 18<sup>th</sup> and he thought would be a good opportunity for Board and CAC members to tour the facility. He will send out an email to schedule this.

McGlasson stated he is working on the RFP documents for the recycling, disposal and transportation services and hopes to have a legal review done so that they can be provided to the Board for review at the May meeting.

Meeting adjourned at 4:48 p.m.

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Signed – Executive Committee Member  
Meeting Minutes of April 1, 2024

Minutes

Waste Reduction District of Monroe County

**Board of Directors**

Thursday April 11, 2024 4:00 p.m.

Nat U. Hill Meeting Room, Monroe County Courthouse

Meeting Connection via Microsoft Teams

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NDVmZmZmNmEtZGQxZi00Njg4LThiZGYtNTc4NDk5MmlzOTE5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDVmZmZmNmEtZGQxZi00Njg4LThiZGYtNTc4NDk5MmlzOTE5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

Meeting ID: 241 991 848 721 Passcode: TnMCjx

Community Access Television Services (CATS) provide a public access recording of this meeting in its entirety that is free to view online at [www.catstv.net](http://www.catstv.net)

*The following minutes reference the meeting packet for this date, including department reports and resolutions.*

Members Present:

In Person: Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary; Lee Jones, Director; Dan Swafford, Director; Kerry Thomson, Director

Virtually: None

Members Absent: Geoff McKim, Chairperson; Julie Thomas, Director

Staff Present:

In-Person: Thomas McGlasson Jr, Executive Director

Virtually: Cathy Martin, Controller; Joey Long, Operations Director; Lee Paulsen, Compliance and Landfill Director

Legal Counsel Present: None

CAC Present:

In Person: Bill Goins, Member

Virtually: None

Piedmont-Smith called the meeting to order at 4:02 p.m.

**Executive Committee Meeting Minutes – March 4, 2024**

No comments or questions.

**Board of Directors Meeting Minutes – March 14, 2024**

Githens motioned to approve; Jones seconded. Verbal vote was unanimous; motion passed.

## **Controller's Report**

### **a. Cash Flows**

Martin provided updated cash flow balances as presented in the meeting packet.

### **b. Payroll and Claims**

Martin presented payroll and claims for approval as presented in the meeting packet in the amount of \$170,702.39.

Piedmont-Smith noted the payment to 1 Sustainable Joe and asked how many complexes were currently participating in the composting pilot project. McGlasson stated that the payment is a contractual mid-point payment, and advised that currently the original two (2) complexes are the only participants, but two (2) more are planned to start this month. 1 Sustainable Joe plans to present a report to the Board at the May meeting.

Githens motioned to approve payroll and claims as presented; Jones seconded. Verbal vote was unanimous; motion passed.

McGlasson provided an update on the transition to the new accounting software, and advised the Board that the next time claims are submitted to them for review the reports from the new software will look different than they are used to.

### **Resolution 2024-02 Monroe County Landfill Financial Assurance**

McGlasson stated this is an annual requirement and explained how Monroe County has historically demonstrated financial assurance on the District's behalf. The amount required has decreased from 2023, and this resolution authorizes staff to request from the Monroe County Council that the County again make this demonstration on behalf of the District for 2024.

Githens motioned to approve Resolution 2024-02; Jones seconded. Verbal vote was unanimous; motion passed.

### **Resolution 2024-03 Declaration of Surplus Property**

McGlasson advised that staff has identified some additional vehicles and pieces of equipment are no longer serviceable to the District due to condition or becoming obsolete. He reviewed the asset items listed in the resolution, not that they are all fully depreciated and have no net asset value.

Githens motioned to approve Resolution 2024-03; Jones seconded. Verbal vote was unanimous; motion passed.

### **CAC Report**

McGlasson advised that CAC Chair Austin and Vice-Chair Wynia were not able to attend the meeting, but offered to address any questions at next month's meeting.

**Department Reports**

McGlasson referred to his report included in the packet and highlighted items from that report.

Piedmont-Smith asked about HB1329 and if the language on septic and on-site sewage systems is applicable to more than one (1) county. McGlasson stated he would need to review the language in the bill to answer that.

Long reported that two (2) trees fell at the Oard Road site this morning impacting the trading post, fence and lot. As of 3:30pm, everything has been cleared away, no significant damage was observed, and the site will be open tomorrow. The District is partnering with Wonderlab to collect and recycle solar eclipse glasses, Materials for the Arts is collecting materials for gardening projects, and the Household Hazardous Waste staff is learning new shipping and packaging requirements.

Paulsen reported that the leachate treatment plant NPDES permit renewal was approved and is effective May 1<sup>st</sup>. Recent rain may delay the tree planting scheduled for April 18<sup>th</sup> as part of the Shilo Road property reforestation project. He is continuing to attempt to identify and connect with entities that would advise the District on solar panel options at the landfill.

Githens asked about the increase in environmental compliance cases and why that may have occurred. Paulsen stated that the better weather allowed staff to get more done and also increased Adopt-A-Road activity.

McGlasson stated that the Executive Committee expressed an interest in touring the landfill property and an email was sent to the Board and CAC to schedule a tour on April 18<sup>th</sup> in conjunction with the tree planting. With the weather creating some uncertainty with that schedule, he will continue to work to coordinate a tour in conjunction with that. He advised that staff is always willing to work with Board and CAC members to schedule visits to any District facility at their convenience.

**Public Comment**

None.

**Comments from Directors**

Githens stated she is thankful the District is collecting solar eclipse glasses. Piedmont-Smith noted that City Hall is also collecting them

Piedmont-Smith adjourned the meeting at 4:32 p.m.

Signed – Board Member

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BOD Meeting Minutes of April 11, 2024



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## MEMORANDUM

**TO:** WRDMC Executive Committee  
**DATE:** May 31, 2024  
**FROM:** Tom McGlasson Jr., Executive Director  
**SUBJECT:** Resolution 2024-04 To Amend the District Approved Vendor List

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The Environmental Compliance Department, in working with the County Attorney's Office on enforcement of Chapter 360 of the Monroe County Code, has begun receiving court orders to remediate violations of the Monroe County Code in cases where the property owner and/or resident have failed to correct violations in a reasonable amount of time. These court orders allow for the District to place a lien on the property in question to recoup any costs associated with the court ordered remediation.

Due to limitations of staffing, time, and equipment to safely and adequately complete the court ordered remediation in a reasonable amount of time, the District has inquired with local businesses who perform this type of work. Two (2) entities have expressed interest in working with the District to perform the court ordered remediations:

- Bloomington Junk Service
- Fire Dawgs

Additionally, Bluestone Tree is being added to the District's Approved Vendor List.

Resolution 2024-04 does not include the removal of any vendors from the District's Approved Vendor list.

## Resolution 2024 - 04

### **Waste Reduction District of Monroe County To Amend the District Approved Vendor List**

**WHEREAS**, the Waste Reduction District of Monroe County (District) Board of Directors schedules one (1) regular Board meeting per calendar month; and

**WHEREAS**, some claims, including payroll and claims submitted by suppliers of goods and services to the District must be paid at intervals that are less than thirty (30) days; and

**WHEREAS**, I.C. 13-21-3-10(c) provides a process for the approval of certain claims without a meeting of the Board of Directors.

**NOW, THEREFORE**, the District Board of Directors hereby resolves:

1. Pursuant to IC 13-21-3-10(c) and as strictly set forth herein, the District Controller is authorized to pay, without prior approval of the Board of Directors, the following claims:
  - a. Payroll
  - b. The State solid waste management fees imposed by I.C. 13-20-22-1.
  - c. Claims of those vendors identified in the list of approved vendors, attached hereto and incorporated as if fully set forth and marked as Exhibit A. This list may be amended by the Board of Directors as necessary for the administration of the District.

Provided, however, except for those claims authorized and allowed by Resolution 2023-15, the Chairperson of the District Board of Directors or the Chairperson's designee from the membership of the Board of Directors must approve said claims in writing before the same are paid by the Controller.

2. Further, all such claims as approved by this Resolution shall be reviewed and ratified by the Board of Directors at its next regular or special meeting. The District Controller will immediately seek to recover any payments made pursuant to this Resolution if that claim is not subsequently approved by the District Board of Directors.
3. To amend the list of approved vendors with the addition of new vendors and the deletion of old vendors as described in Exhibit A attached hereto and by reference incorporated herein.



# Resolution 2024 - 04

## Waste Reduction District of Monroe County

### To Amend the District Approved Vendor List

So voted on this 13<sup>th</sup> day of June, 2024, by the Board of Directors of the Waste Reduction District of Monroe County.

AYE

NAY

\_\_\_\_\_  
Geoff McKim, Chairperson

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Geoff McKim, Chairperson

\_\_\_\_\_  
Isabel Piedmont-Smith, Vice-Chairperson

\_\_\_\_\_  
Isabel Piedmont-Smith, Vice-Chairperson

\_\_\_\_\_  
Penny Githens, Secretary

\_\_\_\_\_  
Penny Githens, Secretary

\_\_\_\_\_  
Julie Thomas, Director

\_\_\_\_\_  
Julie Thomas, Director

\_\_\_\_\_  
Lee Jones, Director

\_\_\_\_\_  
Lee Jones, Director

\_\_\_\_\_  
Dan Swafford, Director

\_\_\_\_\_  
Dan Swafford, Director

\_\_\_\_\_  
Kerry Thomson, Director

\_\_\_\_\_  
Kerry Thomson, Director

Attest:

\_\_\_\_\_  
Tom McGlasson Jr., Executive Director

Resolution 2024-04 Exhibit A  
 Waste Reduction District of Monroe County  
 Approved Vendor List  
 Amended and Approved June 13, 2024

**ACTIVE VENDORS**

A & A QUICK PUMP	CENTERPOINT ENERGY	GEO TECH ENVIRONMENT
ABRACADABRA GRAPHICS	CENTRAL SECURITY & COMMUNICATIONS	GLASCO UV
AECOM	CINTAS	GLOBAL EQUIPMENT
AFLAC	CIRCULAR INDIANA	GLOBAL LIFE
AISWMD	CITY OF BLOOMINGTON UTILITIES	GRAYBAR
AMERIGAS	COLUMBUS INDUSTRIAL ELECTRIC	GREATER BLOOMINGTON CHAMBER OF COMMERCE
ARTISTIC MEDIA PARTNERS (WHCC)	COMCAST BUSINESS	HARRIS COMPUTERS
AT & T – COURTHOUSE	COMCAST CABLE	HERITAGE-CRYSTAL CLEAN
B-TECH FIRE & SECURITY	CORE & MAIN	HERITAGE ENVIRONMENTAL SVCS.
B&H ELECTRICAL AND SUPPLY, INC.	COUNTY READY MIX	HOBBS EQUIPMENT
BANK OF NEW YORK	CROWN LIFT TRUCKS	HOOSIER RECREATION WORKSHOP
BANK OF NEW YORK MELLON	CUMMINS CROSSPOINT	HOOSIER TRANSFER STATION
BARROW, ERNIE	CURIE ENVIRONMENTAL SERVICES, LLC	HYLANT GROUP
BARRY COMPANY	CYNTOX BIOHAZARD SOLUTIONS	IDEM -STATE OF IND DEPT OF ENVIORMENTAL MANAGEMENT
BAUGH FINE PRINT	DEQ ELECTRICAL & MECHANICAL	INDIANA DEPT. OF REVENUE (SPECIAL TAX DIVISION)
BLAND HEAVY WRECKER	DELUXE	INDIANA DEPARTMENT OF WORKFORCE DEV
BLOOMINGTON JUNK SERVICE	DEPARTMENT OF NATURAL RESOURCES	INDIANA HHW TASK FORCE, INC.
BLOOMINGTON PAINT & WALLPAPER	DUKE ENERGY	INDIANA STATE CENTRAL COLLECTION UNIT
BLUE BENEFITS CONSULTING	EEAI (ENVIROMENT EDUCATION OF IND)	INDUSTRIAL ENVIROMENTAL MONITORING
BLUE FOX HEATING & COOLING	EFFECTV	INSCCU-ASEF
BLUESTONE TREE	ELECTRONIC RECYCLERS INT'L	INTERNAL REVENUE SERVICE
BREEDEN CLEANING SERVICE	ELLETTSVILLE UTILITES	INTERSTATE BATTERIES
BRUCE GARAGE DOORS / HOME IMPROVEMENT	ENGRAVING & STAMP CENTER	INVESCO INVESTMENT
BYNUM FANYO UTILITIES, INC.	EVERSIDE HEALTH CARE	I.U. HEALTH
C & S, INC.	FINANCIAL SOLUTIONS GROUP	J & J CONCRETE CONSTRUCTION PRODUCTS
CALGON CARBON CORP.	FIRE DAWGS	J. R. DAVIS VENDING
CANON	FLEENER LAWN & LANDSCAPING	
CARMIN PARKER	GATEHOUSE MEDIA INDIANA HOLDINGS, INC.	
CASSADY ELECTRIC		

Resolution 2024-04 Exhibit A  
 Waste Reduction District of Monroe County  
 Approved Vendor List  
 Amended and Approved June 13, 2024

J & S LOCKSMITH	NALCO COMPANY	SIHO INSURANCE SERVICES
JOHN HANCOCK	NAPA AUTO PARTS	SOLSBERRY PRESS
JOHN NAYLOR TRUCKING	NUGENESIS, INC.	SOUTH CENTRAL INDIANA REMC
K & S HAULING	NUMEDIA MARKETING	SPECTRUM VOIP
K & S ROLLOFFS	OMNISITE	STAR MEDIA
KLEINDORFER HARDWARE	OTTO'S PARKING MARKINGS	STAPLES
KOORSEN FIRE PROTECTION	P C MAX	STATION 43 DESIGN
LAMBERT CONSULTING	POMP'S TIRE	STERNBERG, INC.
LIBERTY TIRE & RECYCLING	PPLSI	STEVE'S WELDING
LIGHTING RESOURCES	PRODUCTION HOUSE	SUBURBAN PRODUCTS
LINCOLN NATIONAL LIFE	PROLIFT INDUSTRIAL	TREASURER OF STATE
LOW ASSOCIATES	QUEST DIAGNOSTICS	U S POSTMASTER
LOWE'S	REGIONAL SERVICES, INC.	UNITED STATES TREASURY
MAC CORPORATION	REPUBLIC SERVICES	USA BLUE BOOK
MANN PLUMBING	ROTO-ROOTER PLUMBERS	VALUE FENCE
MONROE COUNTY CLERK	ROUNDSTONE NATIVE SEED	VERIZON WIRELESS
MONROE COUNTY FAIR ASSOCIATION	SAFEGUARD BUSINESS	W W GRAINGER
MONROE COUNTY TREASURER	SAMS CLUB	WASHINGTON TOWNSHIP WATER
MULLER WELDING CO., INC.	SCOTTS TERMITE & PEST CONTROL	WASTE REDUCTION DISTRICT OF MONROE COUNTY
N ANDERSON EXCAVATING & LAWN CARE	SHOE CARNIVAL, INC.	WASTE ZERO



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## MEMORANDUM

**TO:** WRDMC Executive Committee

**DATE:** May 31, 2024

**FROM:** Tom McGlasson Jr., Executive Director

**SUBJECT:** Draft Request for Proposal for Recycling Processing, MSW Disposal, and Material Hauling Services

As requested by the Board at the April Board meeting, staff has drafted a Request for Proposal (RFP) for Recycling Processing, MSW Disposal, and Material Hauling Services. The included draft RFP has been reviewed by legal counsel.

The RFP is for services currently covered by an agreement with Republic Services entered into effective May 1, 2020. The initial term of this agreement was for three (3) years, with up to three (3) one (1) year renewal terms. We are currently in the second renewal term.

The agreement calls for either party to provide one hundred and twenty (120) days written notice to terminate the agreement. During any renewal term this notice may be provided at any time and must specify the date of termination.

Conversely, the District does have the option to engage with Republic Services to negotiate an extension to the current agreement if it so chooses.

When considering if the District should issue this, or a similar, RFP, the Board should take into account the following:

1. The third renewal term of the existing agreement will expire on May 1, 2026. The District will either have to negotiate an extension to this agreement, or issues an RFP for these services in late 2025 or early 2026.
2. The District could provide the one hundred and twenty (120) day notice to Republic Services at the time the RFP is issued and move forward with the responses received and the vendor(s) selected based on those responses.
3. Issuing the RFP does not obligate the District to accept any responses, nor enter into any agreement with a responding vendor. The District could choose to reject all responses received if it is determined that none of them improve the District's position with regard to the existing agreement.
  - a. However, Republic Services is also free to provide the one hundred and twenty (120) notice to the District at any time, and may choose to do so in response to the RFP being issued. This means the District would have to move forward with the responses received and any resulting contract(s).



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## REQUEST FOR PROPOSAL

for

### Recycling Processing, MSW Disposal, and Material Hauling Services

**Issued:** MMM DD, YYYY

**Proposals Due:** MMM DD, YYYY

**Contact Person:** Tom McGlasson Jr., Executive Director  
Waste Reduction District of Monroe County  
3400 S. Walnut Street  
Bloomington, IN 47401  
[tmcglass@mcswmd.org](mailto:tmcglass@mcswmd.org)  
812-349-2869 (phone)  
812-349-2872 (fax)

## PUBLIC NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given pursuant to I.C. 5-3-1 that the Waste Reduction District of Monroe County is requesting proposals from interested and qualified entities for the following services:

### RECYCLING PROCESSING, MSW DISPOSAL, AND MATERIAL HAULING SERVICES

All sealed proposals will be received by the Waste Reduction District of Monroe County at 3400 S. Walnut Street, Bloomington, Indiana 47401, **at or before 4:00 p.m. (local time) on XXXday, MMM DD, YYYY**. Any proposal received after this designated time will not be considered.

Proposals need not include all requested services to be considered, provided that the Waste Reduction District of Monroe County is able to contract with a vendor or vendors to secure all requested services.

Sealed proposals will be opened and read aloud, in the order received, at the Waste Reduction District of Monroe County Board of Directors meeting on **XXXday, MMM DD, YYYY at 4:00 p.m. (local time)** in the Nat U. Hill Meeting Room, on the third floor of the Monroe County Courthouse, 100 W. Kirkwood Avenue, Bloomington, Indiana 47404. This meeting is also available for viewing online via Microsoft Teams. Information regarding the Board of Directors virtual meetings is located in the calendar on the Waste Reduction District of Monroe County website at this location: <https://wastereductiondistrict.com/calendar>.

Request for Proposal documents may be obtained from the following location: <https://wastereductiondistrict.com/public-records>; or by submitting a written request to:

Tom McGlasson Jr., Executive Director  
Waste Reduction District of Monroe County  
3400 S. Walnut Street  
Bloomington, IN 47401  
[tmcglass@mcswmd.org](mailto:tmcglass@mcswmd.org)

Sealed proposals shall be submitted and clearly labeled with **Recycling Processing, MSW Disposal, and Material Hauling Services**. No electronic or facsimile submittals will be accepted. Proposals must be delivered to the Waste Reduction District of Monroe County, 3400 S. Walnut Street, Bloomington, Indiana 47401 no later than **4:00 p.m. (local time) XXXday, MMM DD, YYYY**. Proposals received after this date and time will not be considered.

All proposals must be valid for a period of at least ninety (90) days from the date of opening.

**Right to Reject Bids:** The Waste Reduction District of Monroe County reserves the right to accept or reject any and all bids and to waive any irregularities in any proposal.

## 1. INTRODUCTION

The Waste Reduction District of Monroe County (District) is located in Monroe County, Indiana and serves a population of approximately 140,000. The programs of the District include; public education and outreach, household hazardous waste disposal, household municipal solid waste disposal, recycling, environmental safety and compliance, and closed landfill monitoring and maintenance.

Public notice has been given as required by I.C. 5-22-9-3, 5-3-1, and 5-22-6, that the Waste Reduction District of Monroe County is requesting written proposals, in accordance with I.C. 5-22-9, from interested parties (Proposers) for the processing of recyclable commodities, municipal solid waste (MSW) disposal, and transportation of material that is collected / generated by the District's five (5) collection center locations. These locations are:

<b><u>Facility Name &amp; Location</u></b>	<b><u>Hours of Operation</u></b>
Main Recycling Center 3400 S. Walnut Street Bloomington, IN 47401	Tuesday through Saturday 7:30 a.m. to 5:30 p.m.
Ellettsville Recycling Center 6200 N. Matthews Drive Ellettsville, IN 47429	Monday, Wednesday, Friday, & Saturday 7:00 a.m. to 6:00 p.m.
Northeast Recycling Center 6015 E. State Road 45 Bloomington, IN 47408	Monday, Wednesday, Friday, & Saturday 7:00 a.m. to 6:00 p.m.
Westside Recycling Center 341 N. Oard Road Bloomington, IN 47404	Monday, Wednesday, Friday, & Saturday 7:00 a.m. to 6:00 p.m.
Southside Recycling Center 400 W. Dillman Road Bloomington, IN 47403	Monday, Wednesday, Friday, & Saturday 7:00 a.m. to 6:00 p.m.

The recyclable commodities are source separated at the collection facilities as follows:

- Cardboard – compacted in forty cubic yard (40yd<sup>3</sup>) roll-off containers.
- Plastic Containers #1 - #7 – compacted in forty cubic yard (40yd<sup>3</sup>) roll-off containers.
  - The District does not currently accept plastic bags, films, or expanded polystyrene.
- Mixed Paper – mixed paper includes all fiber materials except cardboard.
  - The Main Recycling Center – co-mingled and compacted in forty cubic yard (40yd<sup>3</sup>) roll-off containers.
  - Other four (4) recycling centers co-mingled in thirty cubic yard (30yd<sup>3</sup>) roll-off containers.
- Glass – clear and colored glass co-mingled in forty cubic yard (40yd<sup>3</sup>) roll-off containers.

- Metals – all metal materials are collected as described below and are to be hauled to either Bloomington Iron and Metal at 503 N. Rogers St., Bloomington, IN 47404 (Ellettsville, Northeast, and Westside recycling centers) or JB’s Salvage at 1803 Fountain Dr., Bloomington, IN 47404 (Main and Southside recycling centers) depending on the originating facility as indicated.
  - Aluminum – collected in thirty cubic yard (30yd<sup>3</sup>) and forty cubic yard (40yd<sup>3</sup>) roll-off containers.
  - Steel Cans – collected in thirty cubic yard (30yd<sup>3</sup>) and forty cubic yard (40yd<sup>3</sup>) roll-off containers.
  - Scrap Metal – collected in twenty cubic yard (20yd<sup>3</sup>), thirty cubic yard (30yd<sup>3</sup>), and forty cubic yard (40yd<sup>3</sup>) roll-off containers.

MSW is not accepted from the public at the Main Recycling Center, which only disposes of MSW generated on site, collected in a forty cubic yard (40yd<sup>3</sup>) roll-off container. The other four (4) facilities accept MSW from Monroe County residents as follows:

- Bagged household waste (Orange Bags) – compacted in forty cubic yard (40yd<sup>3</sup>) roll-off containers.
- Bulky Items – collected in thirty cubic yard (30yd<sup>3</sup>) and forty cubic yard (40yd<sup>3</sup>) roll-off containers.

## 2. Recyclable Commodity, MSW and Hauling Data

The following data is for the calendar year 2023, and is provided as an example of the tonnage of materials collected and hauling service needs of the District.

### 2.1. Cardboard

#### 2023 Monthly Cardboard Tonnage By Locations:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL CARDBOARD TONS
Jan	26.87	18.60	9.07	6.45	9.17	70.16
Feb	22.98	14.07	8.60	7.93	5.13	58.71
Mar	23.34	18.34	9.82	6.09	8.46	66.05
Apr	24.78	15.47	8.92	8.18	6.12	63.47
May	23.81	16.27	14.10	6.68	5.54	66.40
Jun	29.98	20.87	9.55	3.28	10.47	74.15
Jul	25.44	15.62	8.62	7.40	7.08	64.16
Aug	31.41	17.23	9.60	6.86	9.11	74.21
Sept	31.13	13.81	10.40	4.13	8.86	68.33
Oct	27.35	14.30	8.57	7.08	6.06	63.36
Nov	24.85	18.02	8.30	7.97	6.75	65.89
Dec	39.63	17.63	8.78	8.01	7.10	81.15
<b>TOTAL</b>	<b>331.57</b>	<b>200.23</b>	<b>114.33</b>	<b>80.06</b>	<b>89.85</b>	<b>816.04</b>



2023 Monthly Cardboard Hauls By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL CARDBOARD HAULS
Jan	9	4	2	2	3	20
Feb	8	4	2	2	2	18
Mar	9	5	2	2	3	21
Apr	8	4	2	3	2	19
May	8	4	3	2	2	19
Jun	9	5	3	1	3	21
Jul	8	4	2	2	2	18
Aug	11	5	2	2	3	23
Sept	9	4	2	1	3	19
Oct	9	4	3	2	2	20
Nov	8	5	2	2	2	19
Dec	9	4	2	2	2	19
<b>TOTAL</b>	<b>105</b>	<b>52</b>	<b>27</b>	<b>23</b>	<b>29</b>	<b>236</b>

**2.2. Plastic Containers #1 - #7**2023 Monthly Plastics Tonnage By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL PLASTIC TONS
Jan	5.5	6.29	2.29	3.58	3.61	21.27
Feb	5.95	6.50	4.28	4.22	2.63	23.58
Mar	7.72	6.98	4.05	3.35	2.55	24.65
Apr	5.97	6.57	3.83	4.55	3.18	24.1
May	6.91	6.89	5.98	7.43	3.94	31.15
Jun	8.19	8.77	4.30	4.14	3.89	29.29
Jul	6.5	6.74	3.37	3.90	2.86	23.37
Aug	6.12	7.56	3.85	5.02	3.11	25.66
Sept	7.4	5.83	4.45	3.41	3.19	24.28
Oct	5.91	5.61	3.39	3.54	3.69	22.14
Nov	6.44	6.25	3.26	3.15	3.25	22.35
Dec	7	5.82	3.23	3.50	3.30	22.85
<b>TOTAL</b>	<b>79.61</b>	<b>79.81</b>	<b>46.28</b>	<b>49.79</b>	<b>39.2</b>	<b>294.69</b>

2023 Monthly Plastics Hauls By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL PLASTIC HAULS
Jan	4	4	1	2	3	14
Feb	4	4	2	2	2	14
Mar	5	5	2	2	2	16
Apr	4	4	2	3	2	15
May	3	4	3	3	3	16
Jun	5	5	3	2	3	18
Jul	4	4	2	2	2	14
Aug	4	5	2	3	3	17
Sept	5	4	2	2	2	15
Oct	4	4	3	2	3	16
Nov	4	4	2	2	2	14
Dec	2	2	2	2	2	10
<b>TOTAL</b>	<b>48</b>	<b>49</b>	<b>26</b>	<b>27</b>	<b>29</b>	<b>179</b>

**2.3. Mixed Paper**

During the calendar year 2023, newspaper was collected separately from other mixed paper commodities. At the Ellettsville, Northeast, Westside, and Southside recycling centers, newspaper was collected separately in thirty cubic yard (30yd<sup>3</sup>) roll-off containers, and non-newspaper mixed fiber commodities were co-mingled in thirty cubic yard (30yd<sup>3</sup>) roll-off containers. Currently, newspaper and all other mixed paper commodities are co-mingled in thirty cubic yard (30yd<sup>3</sup>) roll-off containers.

At the Main Recycling Center, newspaper was collected separately and compacted in a forty cubic yard (40yd<sup>3</sup>) roll-off container. Other mixed paper commodities were sorted into separate vendor defined categories and collected in gaylord boxes of varying sizes. The gaylord boxes were transported via fifty-three foot (53ft) semi-trailer. Currently, newspaper and all other mixed paper commodities are co-mingled and compacted in a forty cubic yard (40yd<sup>3</sup>) roll-off container.

Below is data from 2023 for the tonnage and associated hauls of mixed paper commodities collected as described above.

2023 Newspaper Tonnage By Location (Ellettsville, Northeast, Westside, Southside):

	<b>Ellettsville Recycling Center</b>	<b>Northeast Recycling Center</b>	<b>Westside Recycling Center</b>	<b>Southside Recycling Center</b>	<b>TOTAL NEWSPAPER HAULS</b>
<b>Jan</b>	0.88	1.03	0.00	1.45	<b>3.36</b>
<b>Feb</b>	1.67	1.00	1.96	0.00	<b>4.63</b>
<b>Mar</b>	0.84	1.00	0.00	1.35	<b>3.19</b>
<b>Apr</b>	1.55	2.38	2.12	0.00	<b>6.05</b>
<b>May</b>	1.54	0.94	0.00	1.97	<b>4.45</b>
<b>Jun</b>	1.10	1.03	2.19	0.00	<b>4.32</b>
<b>Jul</b>	1.91	1.26	0.00	1.29	<b>4.46</b>
<b>Aug</b>	1.46	2.18	0.00	1.28	<b>4.92</b>
<b>Sept</b>	1.03	0.97	1.95	0.00	<b>3.95</b>
<b>Oct</b>	1.21	1.00	0.00	1.02	<b>3.23</b>
<b>Nov</b>	0.89	2.03	1.85	1.05	<b>5.82</b>
<b>Dec</b>	1.18	1.26	0.00	0.00	<b>2.44</b>

2023 Newspaper Hauls By Location (Ellettsville, Northeast, Westside, Southside):

	<b>Ellettsville Recycling Center</b>	<b>Northeast Recycling Center</b>	<b>Westside Recycling Center</b>	<b>Southside Recycling Center</b>	<b>TOTAL NEWSPAPER HAULS</b>
<b>Jan</b>	1	1	0	1	<b>3</b>
<b>Feb</b>	2	1	1	0	<b>4</b>
<b>Mar</b>	1	1	0	1	<b>3</b>
<b>Apr</b>	1	2	1	0	<b>4</b>
<b>May</b>	1	1	0	1	<b>3</b>
<b>Jun</b>	1	1	1	0	<b>3</b>
<b>Jul</b>	2	1	0	1	<b>4</b>
<b>Aug</b>	1	2	0	1	<b>4</b>
<b>Sept</b>	1	1	1	0	<b>3</b>
<b>Oct</b>	1	1	0	1	<b>3</b>
<b>Nov</b>	1	2	1	1	<b>5</b>
<b>Dec</b>	1	1	0	0	<b>2</b>
<b>TOTAL</b>	<b>14</b>	<b>15</b>	<b>5</b>	<b>7</b>	<b>41</b>

2023 Mixed Paper Tonnage By Location (Ellettsville, Northeast, Westside, Southside):

	<b>Ellettsville Recycling Center</b>	<b>Northeast Recycling Center</b>	<b>Westside Recycling Center</b>	<b>Southside Recycling Center</b>	<b>TOTAL MIXED PAPER TONNAGE</b>
<b>Jan</b>	5.72	2.18	0	3.89	<b>11.79</b>
<b>Feb</b>	3.16	4.4	2.14	0	<b>9.70</b>
<b>Mar</b>	4.19	1.7	3.12	4.09	<b>13.10</b>
<b>Apr</b>	3.41	3.96	0	0	<b>7.37</b>
<b>May</b>	3.47	1.71	2.22	3.06	<b>10.46</b>
<b>Jun</b>	6.92	4.01	3.02	0	<b>13.95</b>
<b>Jul</b>	3.32	1.35	0	3.44	<b>8.11</b>
<b>Aug</b>	2.81	3.81	2.7	0	<b>9.32</b>
<b>Sept</b>	2.92	3.1	2.54	0	<b>8.56</b>
<b>Oct</b>	5.36	1.74	0	3.89	<b>10.99</b>
<b>Nov</b>	2.9	4.23	3.48	0	<b>10.61</b>
<b>Dec</b>	2.67	1.69	0	3.58	<b>7.94</b>
<b>TOTAL</b>	<b>46.85</b>	<b>33.88</b>	<b>19.22</b>	<b>21.95</b>	<b>121.90</b>

2023 Mixed Paper Hauls By Location (Ellettsville, Northeast, Westside, Southside):

	<b>Ellettsville Recycling Center</b>	<b>Northeast Recycling Center</b>	<b>Westside Recycling Center</b>	<b>Southside Recycling Center</b>	<b>TOTAL MIXED PAPER HAULS</b>
<b>Jan</b>	2	1	0	1	<b>4</b>
<b>Feb</b>	1	2	1	0	<b>4</b>
<b>Mar</b>	2	1	1	1	<b>5</b>
<b>Apr</b>	1	2	0	0	<b>3</b>
<b>May</b>	1	1	1	1	<b>4</b>
<b>Jun</b>	2	2	1	0	<b>5</b>
<b>Jul</b>	1	1	0	1	<b>3</b>
<b>Aug</b>	0	2	1	0	<b>3</b>
<b>Sept</b>	1	2	1	0	<b>4</b>
<b>Oct</b>	2	1	0	1	<b>4</b>
<b>Nov</b>	1	2	1	0	<b>4</b>
<b>Dec</b>	1	1	0	1	<b>3</b>
<b>TOTAL</b>	<b>15</b>	<b>18</b>	<b>7</b>	<b>6</b>	<b>46</b>

Main Recycling Center:

2023 Newspaper:

	Tonnage	Hauls
Jan	0.00	0
Feb	8.10	1
Mar	0.00	0
Apr	0.00	0
May	0.00	0
Jun	9.76	1
Jul	0.00	0
Aug	0.00	0
Sept	0.00	0
Oct	6.71	1
Nov	0.00	0
Dec	10.18	1
<b>TOTAL</b>	<b>34.75</b>	<b>4</b>

2023 Mixed Paper:

	Tonnage	Trailer Loads
Jan	8.98	1
Feb	0.00	0
Mar	10.80	1
Apr	10.94	1
May	11.57	1
Jun	0.00	0
Jul	11.12	1
Aug	10.10	1
Sept	0.00	0
Oct	11.66	1
Nov	0.00	0
Dec	9.83	1
<b>TOTAL</b>	<b>85.00</b>	<b>8</b>

**2.4. Glass**

2023 Monthly Glass Tonnage By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL GLASS TONS
Jan	11.68	14.87	9.81	5.36	5.55	<b>47.27</b>
Feb	13.31	0.00	4.59	5.27	5.60	<b>28.77</b>
Mar	12.87	13.23	7.85	3.94	5.65	<b>43.54</b>
Apr	13.17	5.98	8.28	4.05	0.00	<b>31.48</b>
May	11.55	5.34	7.33	5.94	4.83	<b>34.99</b>
Jun	14.01	7.50	3.98	0.00	5.38	<b>30.87</b>
Jul	12.64	7.02	4.48	0.00	3.94	<b>28.08</b>
Aug	12.53	13.35	9.11	10.32	6.86	<b>52.17</b>
Sept	6.15	6.57	4.46	0.00	4.55	<b>21.73</b>
Oct	7.23	0.00	3.50	4.79	0.00	<b>15.52</b>
Nov	13.91	6.86	6.00	5.36	5.28	<b>37.41</b>
Dec	15.05	6.64	4.91	1.00	5.02	<b>32.62</b>
<b>TOTAL</b>	<b>144.1</b>	<b>87.36</b>	<b>74.3</b>	<b>46.03</b>	<b>52.66</b>	<b>404.45</b>

## 2023 Monthly Glass Hauls By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL GLASS HAULS
Jan	2	2	2	1	1	8
Feb	2	0	1	1	1	5
Mar	2	1	2	1	1	7
Apr	2	1	2	1	0	6
May	2	1	2	1	1	7
Jun	2	1	1	0	1	5
Jul	2	1	1	0	1	5
Aug	2	2	2	2	1	9
Sept	1	1	1	0	1	4
Oct	1	0	1	1	0	3
Nov	2	1	1	1	1	6
Dec	2	1	1	0	1	5
<b>TOTAL</b>	<b>22</b>	<b>12</b>	<b>17</b>	<b>9</b>	<b>10</b>	<b>70</b>

## 2.5. Metals

## 2023 Monthly Metals Hauls by Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL BULKY ITEM HAULS
Jan	5	5	4	6	4	24
Feb	4	4	5	4	4	21
Mar	5	5	6	5	5	26
Apr	5	7	7	4	6	29
May	6	7	5	5	7	30
Jun	7	8	8	5	6	34
Jul	5	5	1	5	5	21
Aug	5	6	7	6	7	31
Sept	6	6	4	4	6	26
Oct	4	5	5	6	6	26
Nov	5	6	5	3	5	24
Dec	3	3	5	5	4	20
<b>TOTAL</b>	<b>60</b>	<b>67</b>	<b>62</b>	<b>58</b>	<b>65</b>	<b>312</b>

**2.6. MSW – Orange Bags**

2023 Monthly Orange Bag Tonnage By Location:

\* Includes Main Recycling Center self-generated MSW

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL ORANGE BAG TONNAGE
Jan	1.59	47.55	36.59	31.47	42.74	159.94
Feb	0.00	37.41	26.54	27.31	31.83	123.09
Mar	2.18	41.16	28.88	28.83	37.13	138.18
Apr	2.35	40.21	29.22	26.53	34.64	132.95
May	2.68	47.97	35.50	34.83	44.61	165.59
Jun	0.00	48.06	33.91	34.09	36.89	152.95
Jul	2.23	46.65	39.72	38.29	40.42	167.31
Aug	0.00	51.55	40.91	31.61	38.25	162.32
Sept	3.07	33.28	30.11	27.66	33.68	127.80
Oct	0.00	40.00	36.42	31.57	37.21	145.20
Nov	2.53	55.86	31.66	29.25	39.07	158.37
Dec	0.00	41.97	30.23	26.53	32.76	131.49
<b>TOTAL</b>	<b>16.63</b>	<b>531.67</b>	<b>399.69</b>	<b>367.97</b>	<b>449.23</b>	<b>1765.19</b>

2023 Monthly Orange Bag Hauls By Location:

\* Includes Main Recycling Center self-generated MSW

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL ORANGE BAG HAULS
Jan	1	9	8	9	9	36
Feb	0	9	8	8	8	33
Mar	1	10	9	9	9	38
Apr	1	8	8	8	8	33
May	1	9	9	9	10	38
Jun	0	9	8	9	9	35
Jul	1	8	9	9	8	35
Aug	0	10	10	9	9	38
Sept	1	7	8	9	8	33
Oct	0	8	9	10	9	36
Nov	1	10	8	8	8	35
Dec	0	8	8	8	8	32
<b>TOTAL</b>	<b>7</b>	<b>105</b>	<b>102</b>	<b>105</b>	<b>103</b>	<b>422</b>

**2.7. MSW – Bulky Items**

2023 Monthly Bulky Item Tonnage By Location:

	<b>Ellettsville Recycling Center</b>	<b>Northeast Recycling Center</b>	<b>Westside Recycling Center</b>	<b>Southside Recycling Center</b>	<b>TOTAL BULKY ITEM TONNAGE</b>
<b>Jan</b>	11.03	5.84	4.00	3.74	<b>24.61</b>
<b>Feb</b>	7.49	1.22	3.81	5.33	<b>17.85</b>
<b>Mar</b>	5.03	6.17	5.44	4.65	<b>21.29</b>
<b>Apr</b>	18.01	5.66	7.39	6.28	<b>37.34</b>
<b>May</b>	14.35	3.51	7.43	5.21	<b>30.50</b>
<b>Jun</b>	14.91	9.89	5.72	6.70	<b>37.22</b>
<b>Jul</b>	13.22	10.81	7.13	11.45	<b>42.61</b>
<b>Aug</b>	12.25	1.30	6.43	5.29	<b>25.27</b>
<b>Sept</b>	17.61	7.84	4.98	5.18	<b>35.61</b>
<b>Oct</b>	10.62	7.93	4.27	4.52	<b>27.34</b>
<b>Nov</b>	5.38	2.30	4.21	4.82	<b>16.71</b>
<b>Dec</b>	9.29	3.80	3.95	3.06	<b>20.10</b>
<b>TOTAL</b>	<b>139.19</b>	<b>66.27</b>	<b>64.76</b>	<b>66.23</b>	<b>336.45</b>

2023 Monthly Bulky Item Hauls By Location:

	<b>Ellettsville Recycling Center</b>	<b>Northeast Recycling Center</b>	<b>Westside Recycling Center</b>	<b>Southside Recycling Center</b>	<b>TOTAL BULKY ITEM HAULS</b>
<b>Jan</b>	8	6	5	4	<b>23</b>
<b>Feb</b>	10	1	5	6	<b>22</b>
<b>Mar</b>	9	6	5	6	<b>26</b>
<b>Apr</b>	9	6	6	7	<b>28</b>
<b>May</b>	11	3	6	7	<b>27</b>
<b>Jun</b>	12	10	9	6	<b>37</b>
<b>Jul</b>	12	9	6	8	<b>35</b>
<b>Aug</b>	11	1	6	6	<b>24</b>
<b>Sept</b>	8	7	7	6	<b>28</b>
<b>Oct</b>	10	7	6	5	<b>28</b>
<b>Nov</b>	9	2	5	6	<b>22</b>
<b>Dec</b>	4	2	2	2	<b>10</b>
<b>TOTAL</b>	<b>113</b>	<b>60</b>	<b>68</b>	<b>69</b>	<b>310</b>



### 3. Instructions To Proposers

#### 3.1. Submission of Proposals

Sealed Proposals must be delivered to the District at the mailing address shown below. It is the Proposer's responsibility to ensure delivery of the proposal documents to the District before the submittal deadline. To confirm receipt of your submittal, please contact Tom McGlasson Jr at [tmcglass@mcswmd.org](mailto:tmcglass@mcswmd.org).

- 3.1.1. Submitted proposals shall include all of the properly executed and completed forms shown below, which are included in this proposal packet:
  - 3.1.1.1. Proposer Identification and Form of Business Entity (**Exhibit A**)
  - 3.1.1.2. Non-Collusion Affidavit (**Exhibit B**)
  - 3.1.1.3. E-Verify Employment Affidavit (**Exhibit C**)
  - 3.1.1.4. Equal Employment Opportunity / ADA Statement (**Exhibit D**)
- 3.1.2. Proposals **must** be ordered as follows:
  1. Proposer Identification and Form of Business Entity (Exhibit A)
  2. Statement of related experience (Section 6.1)
    - a. This statement must include the following:
      - i. Permit and license compliance demonstration (Section 4.1)
      - ii. Affirmation of the necessary personnel, vehicles, equipment, and inventory necessary to adequately perform the work included in the proposal (Section 4.4)
  3. Statement of recycling processing policies and procedures (Section 6.3)
  4. References (Section 6.2)
  5. List of receiving facilities (Sections 4.4, 5.3, 6.3, and 6.4)
  6. Scope of Work
    - a. Recycling Processing (Section 5.1)
    - b. MSW Disposal (Section 5.2)
    - c. Material Hauling (Section 5.3)
    - d. Roll Off Box Rental (Section 5.4)
    - e. Roll Off Box Storage (Section 5.5)
  7. Written reporting plan (Section 6.5)
  8. Non-Collusion Affidavit (Exhibit B)
  9. E-Verify Employment Affidavit (Exhibit C)
  10. Equal Employment Opportunity / ADA Statement (Exhibit D)
  11. Surety

Proposal submittals will be due to the address listed below no later **than 4:00 p.m. (local time) on xxxday, MMM DD, YYYY**. All duly received proposals will be opened and read aloud in the order received at the Waste Reduction District of Monroe County Board of Directors (Board) meeting beginning at 4:00 p.m. (local time) on **Thursday MMM DD, YYYY**

**Submit Proposals To:**

**Mailing Address:** Waste Reduction District of Monroe County  
 Attn: Tom McGlasson Jr., Executive Director  
 Recycling Processing, MSW Disposal, and Material Hauling  
 3400 S. Walnut St.  
 Bloomington, IN 47401

**Note:** Any deviation from these requirements may result in your proposal being considered non-responsive.

**3.2. Delivery of Proposal**

Each sealed Proposal must be received by 4:00 p.m. (local time) on **xxxday, MMM DD, YYYY**. Sealed proposals shall be identified with the title Recycling Processing, MSW Disposal, and Material Hauling Services and the Proposer's name. No electronic or facsimile proposals will be accepted.

The District's preferred delivery method is either the U.S. Postal Service or a private courier service such as Fed-Ex or United Parcel Service. However, if a bid is hand-delivered, it must be delivered to the District's Administration Office located at 3400 S. Walnut Street, Bloomington, IN 47401 between 8:00 a.m. and 4:00 p.m. (local time). Proposer shall be responsible for ensuring that hand-delivered proposals are submitted to the District staff member. The District shall not be responsible for submittals left unattended at the front desk, or given to an individual not employed with the District. All late proposals will be returned unopened.

**3.3. Inquiries**

The Proposer must examine the Request For Proposal (RFP) and seek clarification in writing via email if the Proposer does not understand any information or instructions.

Questions regarding the RFP must be submitted via email with the subject line: "RFP Inquiry". Inquiries must be submitted via email no later than 4:00 p.m. (local time), **xxxday, MMM DD, YYYY**. The District assumes no liability for assuring accurate, complete, or on-time email transmissions and receipts.

1. Reference to page number and section within this RFP relevant to the question(s) presented for clarification.
2. The District will respond to all inquiries within two (2) business days of the inquiry submittal deadline through an addendum, which will be available on the District website at: <https://wastereductiondistrict.com/public-records>.
3. Any ambiguities or inconsistencies shall be brought to the District's attention through written communication via email by **4:00 p.m. (local time), xxxday, MMM DD, YYYY**.

**Submit inquiries to:**

Tom McGlasson Jr., Executive Director  
Waste Reduction District of Monroe County  
[tmcglass@mcswmd.org](mailto:tmcglass@mcswmd.org)

**3.4. Addenda**

If revisions become necessary, the District will provide written addenda, which will be posted on the website shown below. Any addenda issued by the District must be signed and submitted with the proposal. It is the responsibility of the Proposer to check to see whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Addenda shall be posted within two (2) business days of the inquiry submission deadline to the District's website at: <https://wastereductiondistrict.com/public-records>.

**3.5. Acceptance or Rejection**

Submission of any proposal indicates acceptance of the conditions and requirements contained in the RFP unless clearly and specifically noted otherwise in the submittal documents.

The District Board of Directors reserves the right to reject any or all proposals, in whole or in part, to waive any or all formalities, and to disregard all non-conforming, non-responsive, or conditional proposals.

**3.6. Award**

Once proposals are opened and evaluated, the District, through its Board of Directors, may award a contract to the vendor(s) who submits the proposal(s) judged by the District to be the lowest responsible and responsive proposal(s) that meets the specifications contained in this RFP. The award may be made at the next Board of Directors meeting, or a subsequent meeting. The Board of Directors meets on the second Thursday of each month at 4:00 p.m. in the Nat U. Hill Meeting Room on the third floor of the Monroe County Courthouse, 100 W. Kirkwood Ave., Bloomington, Indiana. Any meeting schedule changes will be noticed in accordance with IC 5-14-1.5-5, and updated on the District website at: <https://wastereductiondistrict.com/calendar>.

The District Board of Directors reserves the right to conduct discussions with responsible Proposer(s) and negotiate final contract conditions with the Proposer(s) who, in the sole discretion of the Board, has/have been determined to be the best able to perform the requested services in a manner most beneficial to the citizens of Monroe County, Indiana.

Any contract entered into shall be construed in accordance with and governed by the laws of the State of Indiana.

**3.7. Compliance**

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over this project or procurement shall apply to the project or purchase throughout. The Proposer warrants that its performance under this Contract or Award will

at all times comply with all local, state, and federal laws, codes, ordinances, rules, and regulations.

#### **4. General Requirements**

##### **4.1. Permits and Licenses**

Proposers shall demonstrate compliance with all applicable local, state and federal permitting and licensing requirements with regard to facilities and vehicles to be utilized in the performance of the work included in the proposal.

##### **4.2. Qualifications**

The Proposer shall be fully knowledgeable of all commodities to be recycled, MSW disposal, & transportation under this proposal through education and/or experience and other conditions and circumstances relating to the execution of the requested services. The Proposer shall also thoroughly examine and be familiar with the Instructions, General Requirements, Scope of Work, and Specifications herein.

##### **4.3. Personnel and Equipment**

The Proposer shall affirm that they have the necessary personnel, vehicles, equipment, and inventory necessary to adequately perform the work included in the proposal.

##### **4.4. Facilities**

The Proposer shall provide a list of all facilities anticipated to receive any materials included in the proposal, and where necessary, provide permit and/or registration numbers issued by the Indiana Department of Environmental Management (IDEM), or corresponding state regulatory agency if the facility is located outside the State of Indiana.

##### **4.5. Surety**

A Surety Bond duly executed by authorized officials of a surety authorized to do business in the State of Indiana or a certified check in an amount of \$10,000, must accompany each proposal.

##### **4.6. Proposal Term of Validity**

In order to allow for an adequate period of evaluation, Proposers may not withdraw their proposal within ninety (90) calendar days of the opening date. Withdrawal within that time frame or after its acceptance by the District shall constitute grounds allowing for the forfeiture of the Surety Bond to the District among other remedies available to it.

#### **5. Scope of Work**

##### **5.1. Recycling Processing**

Proposers shall provide the price they will pay, or charge they will assess, to the District for each separated recyclable commodity category identified in sections 2.1 through 2.4. Purchase price and/or assessed charge must be presented per pound and/or per ton.

Proposers must identify any differences in the specific commodities included in each category in the proposal from how they are defined in this RFP.

Proposers are encouraged to provide additional pricing information for further separated commodities (i.e. Plastics #1; Newspaper; Glass separated by color; etc.), if such additional separation impacts the price paid, or assessed, to the District.

## **5.2. MSW Disposal**

Proposers shall provide a cost per ton to dispose of MSW from the District's five (5) facilities, identified in Section 1, at a permitted solid waste disposal facility and/or processing facility.

## **5.3. Material Hauling**

Proposers shall provide a cost per roll off truck to haul from each location identified in Section 1, the recyclable commodities and MSW specified in this RFP to an appropriate facility for processing and/or disposal, to include returning the same, or similar roll off box, to the District facility of origin. Proposers shall identify the receiving facility(ies) for each recyclable commodity and MSW.

Additionally, Proposers shall provide a cost to deliver an empty roll off box to each location identified in Section 1, and a cost to retrieve said box (full or empty) and not return it to the site of origin.

Proposers must provide the days and hours of operation for hauling services and state the maximum amount of time, in hours, that would elapse between being notified of the need to have a roll off box hauled and the roll off box being collected from any District location.

## **5.4. Roll Off Box Rental**

The District owns an inventory of roll off boxes for the collection of recycling commodities and MSW at its facilities. However, from time to time, the District has a need to rent roll off boxes if its boxes are out of service for any reason. Proposers shall indicate if they have roll off boxes available for the District to rent as needed, and provide a cost to be assessed to the District for the rental of the following types of roll off boxes:

- 40yd<sup>3</sup> compactor roll off boxes
- 40 yd<sup>3</sup> open top roll off boxes
- 30 yd<sup>3</sup> open top roll off boxes
- 20 yd<sup>3</sup> open top roll off boxes

## **5.5. Roll Off Box Storage**

The District prefers that its inventory of roll off boxes be stored at the location of the proposer selected to perform material hauling services. Proposers must confirm their ability to store said roll off boxes and provide specify any costs or conditions to be imposed upon the District to do so.

## **5.6. Conditions**

The District recognizes that not all potential proposers have the same capabilities and ability to include all components of this RFP in a proposal submitted to the District. If any proposed pricing and/or services are dependent and/or contingent upon the inclusion of any other recycling processing, and/or MSW disposal, and or Material Hauling services, this must be explicitly stated in the proposal.

Additionally, if any pricing is dependent and/or contingent upon other components of the proposal, the proposer must provide alternative pricing that is not dependent and/or contingent on the other components.

## **6. Specifications**

### **6.1. Related Experience**

Proposers shall provide a statement regarding the Proposer's experience and capability for each component of this RFP included in the submitted proposal. This must include a complete listing of facilities, with contact information, which the proposer has delivered any of the recycling commodities or MSW included in this RFP during the previous five (5) years.

### **6.2. References**

Proposers shall provide a list of at least five (5) references from entities for which the proposer currently provides the same or similar services.

### **6.3. Recycling Processing Requirements**

The District expects all recyclable commodities collected at its locations identified in Section 1 to be recycled. Landfilling, incineration, and "waste-to-energy" are not acceptable forms of recycling. Proposers shall provide a statement regarding its general policies and procedures for processing recyclable commodities, which must include its definition of "contamination" and the acceptable contamination rate for loads of recyclable commodities delivered to the receiving facility. If the acceptable contamination rate is different for different commodities, this must be explained in the statement.

Proposers shall provide a list of recycling facilities which might be anticipated to receive recycling commodities originating from District locations.

### **6.4. MSW Disposal Requirements**

All MSW collected at the District locations identified in Section 1, must be transported to a permitted solid waste disposal or processing facility. Proposers shall list all facilities which may receive MSW from District locations. For any listed transfer facilities, the proposer shall also list the final disposal facility(ies) which receive MSW from the transfer facility. For each facility listed, the Proposer must include the facility's physical address (P.O. Box numbers will not be accepted) and permit number.

## 6.5. Reporting Requirements

Proposers shall provide a written plan to provide monthly reports to the District Operations Director for each District location identified in Section 1. Monthly reports will be required to provide separate tonnage and hauling totals for each District location, for each recycling commodity, Orange Bag MSW, and Bulky Item MSW.

Additionally, any other service items which will result in money to be paid to, or by, the District will need to be itemized by location and included in the monthly reports.

## 6.6. Contract Length

The District is seeking a three (3) year contract with successive annual renewal options.

## 6.7. Insurance Requirements

Any Proposer(s) awarded a contract under this RFP shall purchase and maintain commercial general liability and other insurance as is appropriate for the Work being performed and furnished and as will protect Proposer, their employees, officers, or agents from: (i) claims under worker's or workmen's compensation, disability benefits and other similar employee benefit acts; (ii) claims for damages because of bodily injury, occupational sickness or disease, or death of Proposer's employees; (iii) claims for damages because of bodily injury, sickness or disease, or death of any person other than Proposer's employees; (iv) claims for damages insured by personal injury liability coverage which are sustained by any person as a result of an offense directly or indirectly related to the employment of such person by Proposer, or by any other person for any other reason; (v) claims for damages, other than to the Work itself, because of physical injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; (vi) claims arising out of operation of Laws or Regulations for damages because of bodily injury or death of any person or for damage to property; and (vii) claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle, which may arise out of or result from Proposer's other obligations under the Contract Documents, whether it is to be performed or furnished by Proposer, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable.

The insurance required by this section shall be written for not less than the limits of liability and coverages as provided herein or as required by Law, whichever is greater. The Commercial General Liability Insurance shall include coverage of: (i) Premises and operations; (ii) Contractual liability as applicable to any indemnification hold harmless agreements in the Contract; (iii) Products and Completed Operations; (iv) Broadform Property Damage - including completed operations; (v) Fellow Employee claims under Personal Injury; and (vi) Independent contractors.

The Proposer's insurance shall be written for not less than the following limits of liability:

- |                                       |                  |
|---------------------------------------|------------------|
| 1. Workers Compensation & Disability: | Statutory Limits |
| 2. Employer's Liability               |                  |

- a. Bodily Injury by Accident (each accident): \$100,000
  - b. Bodily Injury by Disease (policy limit): \$500,000
  - c. Bodily Injury by Disease (each employee): \$100,000
3. Commercial General Liability (Occurrence Basis) Bodily injury, personal injury, property damage, contractual liability, products-completed operations. NOTE: GENERAL AGGREGATE TO APPLY PER LOCATION/PROJECT
- a. General Aggregate Limit (other than Products/Completed Operations): \$1,000,000
  - b. Products/Completed Operations: \$1,000,000
  - c. Personal & Advertising Injury Limit: \$1,000,000
    - i. Each Occurance Limit: \$1,000,000
    - ii. Fire Damage (any one fire) \$50,000
    - iii. Medical Expense Limit (any one person): \$5,000
4. Comprehensive Auto Liability (single limit)  
(owned, hired and non-owned)
- Bodily injury and property damage (each accident) \$1,000,000
5. Umbrella Excess Liability (each occurrence and aggregate) \$1,000,000
- a. Deductible on the Umbrella Liability shall not be more than \$10,000

Proposer shall be responsible for paying all deductible amounts.

Proposer shall, prior to the effective date of any contract awarded under this RFP, provide the District with Certificates of Coverage in the amount specified, naming District as an additional insured. Coverage may not be cancelled without first providing District with thirty (30) days written notice of cancellation.

**7. Evaluation of Proposals**

Proposers must present their best offers with their proposals.

Proposals must include sufficiently detailed information, in accordance with (IC 5-22-9-1 et seq. and IC 13-21-6 et seq.) to permit a fair and equitable evaluation by the Board of Directors of the proposal, in comparison to other proposals, with respect to net cost, technical aspects, environmental protection, qualifications and financial condition of the Proposer evidencing it is responsible, and such other information which may have a material bearing on the Board’s ability to evaluate the proposal.

All proposals will be given a thorough review. Immediately following the opening of proposals, a period for the evaluation of proposals and responsible references will occur. Proposals must remain open for 90 days from the due date to facilitate the evaluation of



the proposals. One or more of the Proposers who are judged to be qualified may be invited for selection interviews. Proposers may be required to make presentations to the Board of Directors.

Selection of the Proposers will be based upon, but not limited to, the following considerations and criteria:

- Overall responsiveness and completeness of the proposal documents;
- Proposer's willingness and ability to meet the service needs of the District; provide high quality and innovative recycling and waste management services; and to abide by the condition and requirements of the contract(s);
- Proposer's financial status and ability to finance the operation;
- Proposer's demonstrated experience with similar operations and references;
- Proposer's ability to provide, maintain, and operate required equipment;
- Proposal cost in relation to services proposed;
- Any other considerations and information deemed pertinent by the Board and/or review committee for safeguarding the interest of the District.

The above referenced considerations & criteria will be taken collectively in selecting the Proposer.

Once a finalist(s) is selected, the Board and/or review committee intends to negotiate a contract(s) with the Proposer providing the selected services.

## **8. Public Disclosure of Proposals**

All proposals received in response to this RFP shall become property of the Waste Reduction District of Monroe County. All proposals shall be considered deliberative when received and as such not a matter of public record until such time as the contract(s) is/are signed. All proposals will then be public record with the exception of those parts of each proposal which are appropriately defined and specified by the Proposer as business or trade secrets provided that said parts are submitted in an envelope and clearly marked as "Trade Secret", "Confidential" or "Proprietary". The Board shall not otherwise be liable or responsible for anything that may result from the disclosure of any RFP or any part thereof. Submission of a proposal acknowledges agreement with this provision and affirms the understanding that all items submitted in response to the RFP, or related thereto, are public records, except when properly defined and marked "Trade Secret", "Confidential", or "Proprietary". The Proposer solely shall be responsible for defending any challenge to the "Trade Secret", "Confidential", "Proprietary", or similarly labeled material.

EXHIBIT A

# Proposer Identification and Form of Business Entity

Name of Proposer: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

Business Address:  
(if different)

City, State, & Zip: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

## Form of Business Entity

Provide the form of the business entity of the Proposer (such as sole proprietorship, partnership, joint venture, and corporation), attach appropriate documentation, and, if a corporation, a current certificate of good standing. An out of State Corporation must be authorized to do business in Indiana.

Form of Business Entity: \_\_\_\_\_

Documents Attached:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**EXHIBIT B**

4. \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent, being duly sworn on oath, says that he or she has not, nor has any other member, representative, or agent of the firm, company corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He / She further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

**OATH AND AFFIRMATION**

I hereby affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
(Name of Organization)

By \_\_\_\_\_

\_\_\_\_\_  
(Title of Person Signing)

**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )

) SS:

COUNTY OF \_\_\_\_\_ )

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

\_\_\_\_\_ of the above \_\_\_\_\_

(Title)

(Name of Organization)

and that the statements contained in the foregoing bid, certification and affidavit are true and correct.

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_,

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

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

**EXHIBIT C**

**"AFFIDAVIT"**

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

**E-VERIFY AFFIDAVIT**

The undersigned, being duly sworn, hereby affirms and says that:

1. The undersigned is the \_\_\_\_\_ of \_\_\_\_\_.
2. The company named herein the employs the undersigned:
  - a. Has contracted with, or is seeking to contract with, the Waste Reduction District of Monroe County to provide services; **OR**
  - b. Is a Bidder/Proposer on a contract to provide services to the Waste Reduction District of Monroe County.
3. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein does not knowingly employ an "unauthorized alien" as defined at 8 United States Code 1324a(h)(3).
4. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein is enrolled in and participates in the E-verify program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

Before me, a Notary Public in and for the County and State personally appeared

\_\_\_\_\_ and acknowledged the execution of the foregoing this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

\_\_\_\_\_  
Printed Name of Notary Public

**EXHIBIT D**

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY/ADA STATEMENT**

During the performance of the contract, the Proposer agrees as follows:

1. The Proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age or disability. The Proposer will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability. Such action shall include but not be limit to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for the training, including apprenticeship. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of the nondiscrimination clause.
2. The Proposer agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the American’s with Disabilities Act and the rules and regulations promulgated thereunder.
3. The Proposer will, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The Proposer will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the labor union workers’ representative of the Proposer’s commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. In the event of the Proposer’s noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Proposer may be declared ineligible for further Proposers.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
DATE