**City of Jordan**

**RFP for Residential Solid Waste and Recycling Services**

**PROPOSAL FORMS:**

**RFP FORMS A THROUGH H**

**Instructions:**

Please use this Word document to enter your responses to the RFP questions. When you’re done, please print and sign the final forms for submittal with your proposal.

You may also print out this document, fill in your numeric answers by hand, attach additional sheets for typed narrative answers, and then sign the forms. All forms completed manually must be clear and legible.

**FORM A: Proposal Content Checklist**

**Instructions:** Please check off the forms and other proposal sections to assure that your proposal is complete and all forms are signed:

[ ]  Proposal Cover Letter

[ ]  Form A: Proposal Content Checklist

[ ]  Form B: Proposer Information Questionnaire (including references)

[ ]  Form C: Certification of Binding Signature

[ ]  Form D: Certification of Independent Proposal Pricing

[ ]  Form E: Price Worksheet

[ ]  Form F: Listing of Proposed Prices for Special Collection of Bulky Items

[ ]  Form G: Itemized Listing of Trucks and Route Planning

[ ]  Form H: Acknowledgement of Receipt of Addenda

**FORM B: Proposer Information Questionnaire**

**General Contact Information**

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

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

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

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

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

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References: Please provide on separate page(s) collection references (provide municipality, capacity [number of households per day], contract structure between the organization and the municipality(ies) or public agency being serviced, type and frequency of service provided, etc.).

**Qualifications Questionnaire**

Complete this Section as described in RFP Section 6

**General Management (RFP Section 6.1.1)**

**Financial Stability and Strength (RFP Section 6.1.2)**

**Refuse and Recyclables Collection Experience (RFP Section 6.1.3)**

**Business Information**

State the length of time you have been in business under your present name.

Within the past five (5) years, has the Company submitting this proposal failed to complete a contract? ☐ Yes ☐ No

If so, state name of parties to the contract, the date of the contract and the reason for non-completion. If a bond was posted, state the contact information for the bond company.

Within the past five (5) years has the Company submitting this proposal or any facility or property owned or operated by this Company failed to perform any of its contract obligations with any municipality, county or other public entity? ☐ Yes ☐ No

If so, state the nature of the failure?

Within the last five (5) years, has the Company submitting this Proposal, or any facility or property owned or operated by your Company ever been the subject of administrative or judicial action for alleged violation of the conditions of a permit issued by a governmental entity; or alleged violations of employment, environmental, zoning, or public health laws or regulations? ☐ Yes ☐ No

If so, state the details and disposition.

Has the Company submitting this proposal or any of its subsidiaries been a party to any lawsuits within the last five (5) years that may affect its ability to perform the obligations described in the Proposal? ☐ Yes ☐ No

If so, list these lawsuits.

List names and business address of all individuals financially associated with the Company that is submitting this Proposal.

**Service Information**

**Overview of Services (RFP Section 6.2)**

**Collection Proposal (RFP Section 6.2.1)**

**Refuse Processing Plan (As per instructions in RFP Section 6.2.2)**

What is your refuse processing plan, including resource recovery facility selected and/or any transfer station?

Have you secured a dated and signed letter of intent from a Resource Recovery Facility and/or transfer station (if one is to be used) to Provide Refuse Processing Services and is this letter of intent attached? ☐ Yes ☐ No

**Transition and Cart Management Plan (RFP Section 6.2.5)**

**Clean-Up Day Plan (RFP Sections 3.17 and 6.2.8)**

Do you propose a curbside bulky item collection day or a one-day bulky item drop-off? What is your collection and disposal plan for this event?

**Special Events (RFP Section 6.2.8)**

**Identification of Proposed Disposal, Recycling, Composting Facilities (RFP Sections 3.1 through 3.6)**

List of proposed facilities to be utilized for refuse, recyclables, yard waste, source separated organic materials, and Christmas trees.

**Impacts on Roads (As per instructions in RFP Section 6.2.3, “Equipment and Route Description” and RFP Section 6.2.4, “Road Weight Restrictions”)**

The City will require that all refuse collection vehicles are in full compliance with City, County and State road weight restrictions. What are your plans for reducing impacts on roads and means to comply with road weight restrictions?

**Organic Materials Collection Plan (As per instructions in RFP Section 3.5, “Source Separated Organic Materials Collection and Composting”)**

**Public Education (As per instructions in RFP Section 6.2.6, “Public Education Plan”)**

The City and the Contractor will plan for an education campaign as specified in Section 3.18 of the RFP.

What education efforts you have used in the past that are directly relevant to this scope of service?

What are your plans for additional public education efforts?

Signature of person duly authorized to sign submittal on behalf of the Proposer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Signature

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

**FORM C: Certification of Binding Signature**

**Instructions:** All forms provided in this RFP are required to be completed and be executed by an official authorized to bind the Proposal offer. All completed forms shall be made a part of the Respondent’s proposal. All proposal forms must be signed by the same authorized person.

The undersigned Respondent further certifies that he/she has read the information submitted by the Proposer and has personal knowledge that the information submitted is true and correct.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Name of Authorized Officer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Title) (Proposer Firm name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Date)

I swear that I am authorized to execute all Proposal forms included in this Proposal response to the RFP and to bind the company to these agreements; and swear that I have read the information contained in this Proposal and that I have personal knowledge that it is true and correct.

**FORM D: Certification of Independent Proposal Pricing**

**Instructions:** This form shall be executed by the authorized official to bind the company.

The Proposer makes the following representations and certifications as part of this proposal:

The undersigned respondent certifies that the Proposer has not directly or indirectly entered into any agreement, express or implied, with any other Proposer(s) for any of the following:

1. Controlling of the price of such proposal(s);
2. Limiting of the number of proposals or Proposers; or
3. Parceling or farming out to any Proposer(s) or other persons of any part of the Contract or
any part of the subject matter of the proposal(s) or of the profits.

The undersigned respondent certifies that they have not and will not divulge the sealed proposal to any person except those as a part of a legitimate Team as per the specifications of this RFP or having a partnership or other financial interest with them in said proposal or proposals until after the Contract is fully executed or until the City publicly releases this sealed information.

The undersigned respondent further certifies that the Proposer has not been a party to any collusion including, but not limited to, actions such as:

1. Proposers restraining the freedom of competition by agreement to make a proposal at a fixed price or pre-arranged price limit;
2. Refraining from submitting a proposal at a fixed or pre-arranged price limit; or
3. Refraining from submitting a proposal.

The undersigned respondent further certifies that the Proposer has not engaged in any prohibited contact or conflict of interest with any City official or its agents such as, but not limited to:

1. Discussion of service quantity, quality, or price in the prospective Contract or any other terms of said prospective Contract; or
2. Any other prohibited discussions between the Proposers and City officials or agents concerning exchange of money or other things of value for special consideration in the letting of a Contract.

Signature of person duly authorized to sign submittal on behalf of the Proposer:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Signature Date

**FORM E: Price Worksheet**

*All fees listed on this form shall exclude state solid waste management tax. Per Section 3.9, no fuel surcharge or environmental fees shall be applied to services offered through this RFP.*

**Proposed Refuse Collection Fees**
(See RFP Section 3.1, “Refuse Collection and Processing”, for more details)

Units: Proposed $ per household per month.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| 30-gallon EOW |  |  |  |  |  |
| 30-gallon weekly |  |  |  |  |  |
| 60-gallon weekly |  |  |  |  |  |
| 90-gallon weekly |  |  |  |  |  |

\*EOW – Every other week

**Proposed Refuse Collection Fees for Additional Cart(s)**(See RFP Section 3.1, “Refuse Collection and Processing”, for more details)

Units: Proposed $ per household per month.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| 30-gallon |  |  |  |  |  |
| 60-gallon |  |  |  |  |  |
| 90-gallon |  |  |  |  |  |

 **Proposed Overflow Bag of Refuse Fee**(See RFP Section 3.1, “Refuse Collection and Processing”, for more details)

Units: Proposed $ per each overflow bag.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| Overflow Bag of Refuse |  |  |  |  |  |

**Proposed Recycling Collection Fees**
(See RFP Section 3.2, “Recyclabes Collection and Processing”, for more details)

Units: Proposed $ per household per month.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| 30-gallon EOW |  |  |  |  |  |
| 60-gallon EOW |  |  |  |  |  |
| 90-gallon EOW |  |  |  |  |  |

\*EOW – Every other week

**Proposed Yard Waste Collection Fee**(See RFP Section 3.3, “Yard Waste Collection and Composting”, for more details)

Proposers shall base collection fees on a minimum of 200 subscription accounts.

Units: Proposed $ per household per season (approximately Apr-Nov).

|  |  |  |  |  |  |
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| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| 60-gallonweekly |  |  |  |  |  |

**Proposed Overflow Bag of Yard Waste Fee**(See RFP Section 3.3, “Yard Waste Collection and Composting”, for more details)

Units: Proposed $ per overflow compostable bag of yard waste.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| Overflow Bag of Yard Waste |  |  |  |  |  |

 **Proposed Source Separated Organic Materials Collection Fee**(See RFP Section 3.5, “Source Separated Organic Materials Collection and Composting”, for more details)

Units: Proposed $ per household month (indicate program type in service level column).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
|  |  |  |  |  |  |

**Proposed Cart Exchange/Replacement Delivery Fee**(See RFP Section 3.8, “Cart Exchange / Delivery Fee” for more details)

Units: Proposed $ per delivery occurrence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| Per Delivery |  |  |  |  |  |

**Proposed Walk-Up (Valet) Fee**(See RFP Section 3.12 “Walk-Up (Valet) Service” for more details)

Units: Proposed $ per each month.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| Walk-Up (Valet) |  |  |  |  |  |

**Proposed No-Out Fee**(See RFP Section 3.13 “No-Out Fee” for more details)

Units: Proposed $ per each occurrence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Level** | **Jan 1 - Dec 31****2017** | **Jan 1 - Dec 31****2018** | **Jan 1 - Dec 31****2019** | **Jan 1 - Dec 31****2020** | **Jan 1 - Dec 31****2021** |
| Per Occurrence |  |  |  |  |  |

Signature of person duly authorized to sign submittal on behalf of the Proposer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Signature

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

**FORM F: Proposed Prices for Special Collection of Bulky Item Categories**

Proposed prices of bulky items that do not fit in the regular refuse collection truck and require special pick up collection service. Proposers shall specify items accepted and proposed item collection rates:

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| --- | --- |
| **Item** | **Cost/Item** |
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Signature of person duly authorized to sign submittal on behalf of the Proposer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Signature

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

**FORM G: Itemized Listing of Trucks and Route Planning**

Instructions: This form shall be executed by the authorized official to bind the company.

Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service the specified residential units in the City.

**Technical Description of Collection Equipment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Make** | **Model** | **Year** | **Capacity/****Cubic Yards** | **Loading Method** | **Fully Loaded Gross Vehicle Weight** | **Axels** | **Currently Owned/New Purchase** |
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**Route Planning Assumptions**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Service** | **Number of Routes** | **Average Stops Per Load** | **Average Stops Per Day** | **Collection Hours Per Full Load** | **Cubic Yards Per Load** | **Crew Size** | **Total Operating Hours Per Day** |
| Refuse |  |  |  |  |  |  |  |
| Recycling |  |  |  |  |  |  |  |

Signature of person duly authorized to sign submittal on behalf of the Proposer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Signature

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

**FORM H: Acknowledgement of Receipt of Addenda**

Please acknowledge receipt of addenda to the City’s RFP for Solid Waste and Recycling Services with your signature. An opportunity to acknowledge up to five (5) addenda is included in this form but does not necessarily mean that any addenda will be provided.

[ ]  Addendum 1

[ ]  Addendum 2

[ ]  Addendum 3

[ ]  Addendum 4

[ ]  Addendum 5

Signature of person duly authorized to sign submittal on behalf of the Proposer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Signature

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

**Attachment A**

**List of City Buildings, Parks, and Events To Be Served by the Contractor**

|  |  |  |
| --- | --- | --- |
| **Name and Location** | **Type** | **Estimated Service Level** |

|  |  |  |
| --- | --- | --- |
| Jordan City Hall | Refuse | 1-2yd 2x/week |
| 210 1st St E | Recycling | 1-2yd 1x/week |

|  |  |  |
| --- | --- | --- |
| Fire Station | Refuse | 1-2yd 1x/week |
| 501 Varner St N | Recycling | 1-2yd 1x/week |

|  |  |  |
| --- | --- | --- |
| Police Station | Refuse | 1-2yd 1x/week |
| 705 Syndicate St | Recycling | 1-2yd 1x/week |

|  |  |  |
| --- | --- | --- |
| Museum | Refuse | 1-96 gal. cart 1x/week |
| 115 Water St | Recycling | 1-96 gal. cart |

|  |  |  |
| --- | --- | --- |
| 101 1st St Apartment | Refuse | 2-96 gal. cart 1x/week |
| 101 1st St E | Recycling | 1-96 gal. cart |

|  |  |  |
| --- | --- | --- |
| Waste Water Treatment Plant | Refuse | 1-4yd 2x/week |
| 903 Syndicate St | Recycling | 1-2yd 2x/week |
|  | Grit | 1-2yd 1x/week |

|  |  |  |
| --- | --- | --- |
| Mini Met Baseball Park | Refuse | 1-8yd 2x/week |
| Rice Street | Recycling | 1-2yd 1x/week |
|  | Cardboard | 1-2yd 2x/week |

|  |  |  |
| --- | --- | --- |
| Lions Park | Refuse | 1-96 gal. cart 1x/week (seasonal) |
| Creek Lane South | Recycling | 1-96 gal. cart 1x/week (seasonal) |

|  |  |  |
| --- | --- | --- |
| Lagoon Park | Refuse | 10-96 gal. carts 1x/week (seasonal) |
| Park Drive | Recycling | 10-96 gal. carts 1x/week (seasonal) |

|  |  |  |
| --- | --- | --- |
| Car Cruise and Street Festival | Refuse | 15-96 gal. carts (September) |
| 1st St E | Recycling | 15-96 gal. carts |
|  | Organics | 5-96 gal. carts |

|  |  |  |
| --- | --- | --- |
| Heimatfest Celebration | Refuse | 15-96 gal. carts (September) |
| Park Drive (Lagoon Park) | Recycling | 15-96 gal. carts |
|  | Organics | 5-96 gal. carts |

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* Any other similar future facilities, parks, or events as designated by the City Administrator.
* Seasonal collection is estimated to be April 1 – October 31; dates subject to change by the City.
* Collection and disposal of Treatment Plant Grit shall be picked up one time per week.