

**REQUEST FOR PROPOSAL
FOR
REFUSE AND RECYCLABLES COLLECTION
AND HAULING**

THE CHICAGO ZOOLOGICAL SOCIETY

BROOKFIELD ZOO

August 6, 2019

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REQUEST FOR PROPOSAL

A. OVERVIEW

1. Request for Proposal

The Chicago Zoological Society at Brookfield Zoo (hereinafter known as the “Zoo”), Brookfield, Cook County, Illinois, is seeking proposals for the provision of professional services for refuse and recyclables collection, processing and hauling for October 1, 2019 through December 31, 2022. The Zoo is furnishing herein a set of specifications by which such proposal shall be considered. Any firm (hereinafter “Contractor”) desiring to furnish a quotation for such service shall submit a proposal following the instructions and format of the attached Request for Proposal (RFP) documents.

Note: Waste disposal sites and rates are provided in a separate contract with the West Cook County Solid Waste Association and are not included in this contract. Contractor are expected to abide by that agreement for disposal of all waste. Exception: alternate pricing is requested for hauling and disposal of 20-yard 30-yard roll-offs for waste and manure.

2. Mandatory Pre-Bid Meeting

There will be a mandatory pre-bid meeting on Tuesday August 20, 2019 from 10:30 am – 12:00 noon at the Zoo. Interested parties shall call Tim Chromzack in advance by noon on Monday August 19, 2019 at (708) 688-8542 or via email Tim.Chromzack@CZS.org to register. The meeting location is at the South Gate Reception Building.

3. Proposal Delivery Procedures

Proposals shall be delivered to the **Southgate Reception at Brookfield Zoo, 3300 South Golf Road, Brookfield, Illinois, 60513, by no later than 1:00pm on Tuesday September 3, 2019.** Envelopes should be clearly labeled “Proposal for Refuse and Recyclables Services,” with the Contractor’s name. One original and two photocopies of the proposal shall be furnished.

Proposals arriving after the above specified time, whether sent by mail, courier or in person, shall not be accepted. These proposals will either be refused or returned unopened. It is the Contractor’s responsibility for timely delivery regardless of the method used. Mailed proposals that are delivered after the specified time will not be accepted regardless of the postmarked date or time on the envelope.

Facsimile (“fax”) machine transmitted proposals shall not be accepted, nor will the Zoo transmit the RFP documents to prospective Contractors by way of a facsimile machine.

4. Withdrawals, Declinations

If a Contractor wishes to withdraw a proposal, the Contractor shall submit a written notification of such action to the Manger of the Grounds/Custodial/Equipment Repair/Mechanics Department, Tim Chromzack, no later than the time of delivery as specified in section A-2 above. Potential Contractors that decline to submit a proposal are requested to notify the Zoo.

5. Competency of Contractors

The Zoo reserves the right to determine the competence and financial and operational capacity of any contractor. Upon request of the Zoo, the contractor shall furnish additional evidence as may be required by the Zoo, (beyond that which is require in response to this RFP) to evaluate its ability and resources to accomplish the services required by the specifications herein. The Zoo shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm or corporation.

6. RFP Package

Each potential Contractor is instructed to check its RFP package to ensure that they have received a complete package, which consist of the following sections:

- A. Request for Proposal Overview
 - Certification Document
- B. General Instructions
- C. General Information
- D. General Specifications
- E. Refuse Collection specification
- F. Recyclables Collection Specifications
- G. Appendices
 - Price Quotation Sheet
 - Schedules (4)
 - Checklist of Submittals
 - Sample Monthly recyclables Report
 - Brookfield Zoo Driving Rules
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 - 2018 Recyclables Collected
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 - Contractor Liability Insurance
 - Brookfield Zoo Map

- CZS sample contract

7. Investigation by Potential Contractor

It shall be the responsibility of the Contractor to thoroughly read and understand the information, instructions, and specifications contained in this RFP. Contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Contractors' own risk. No plea of error of plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure of omission on the part of the Contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Zoo. The Zoo will assume that submission of a proposal means that the Contractor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

8. Checklist of Submittals

The checklist of submittals is furnished only to help the Contractor ensure that a complete proposal is submitted. It is not a substitute for the careful reading of and response to all of the RRP documents.

9. Statement of Certification

A statement of certification (enclosed – Section A), if not already on file, must be signed and submitted before final acceptance of a proposal. However, this does not have to be completed when the proposal is submitted. It is necessary that this be done under oath; therefore this form must be notarized.

10. MBE/WBE/DBE PARTICIPATION

The Owner is committed to providing equal opportunities to minority-owned business enterprises (MBEs), women-owned business enterprises (WBEs), and disadvantage business enterprises (DBEs). The Owner in selecting a Contractor expects the Contractor to further the Owner's policy by considering potential MBEs, WBEs and DBEs as subcontractors and suppliers that can utilize to perform the Project. The contractor has read and agrees to comply with CZS Suppliers Diversity Policy.

11. Rejection: Waivers

The Zoo reserves the right to reject any and all proposals; waive formalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the Contractor of its choice if some other manner of negotiation better serves the zoo's interest

CERTIFICATION

The undersigned, being an authorized representative of the Contractor, hereby certifies that the Contractor is not barred from submitting a proposal for this contract as a result of a violation of 30ILCF505/10. and 10.2 of the Illinois Compiled Statutes concerning bid rigging, rotation, kickbacks. Bribery and interference with public contracts.

The undersigned hereby certifies that the Contractor is not delinquent in the payment of any tax administered by the State of Illinois Department of Revenue, unless the amount and/or liability is being properly contested in accordance with the procedures established by the appropriate revenue act.

The undersigned hereby certifies that the Contractor shall comply with local, state and federal safety standards.

The undersigned hereby also certifies that this proposal is genuine and not collusive or sham; that said Contractor has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Contractor or person, to put in a sham proposal, or to refrain from submitting a proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication of conference with any person, to fix the proposed price elements of said proposal, or that of any other Contractor, or to secure any advantage against any other Contractor or any person interested in the proposed contract.

Date at _____ this _____ day of August 2019

By: _____

(Signature)

Its: _____

(Title)

_____, being duly sworn, deposes and says that he/she is the _____ of _____ and that the statement above is true and correct.

Subscribed and sworn before me

this _____ day of _____, 2019

Notary public; _____

My commission expires on _____

A. GENERAL INSTRUCTIONS

1. RFP Package

All sections of this RFP package are integral to the desired scope of service, and quotations shall take into account the comprehensive nature of the work. It is intended that the specifications in this RFP shall become part of the signed contract for collection, processing and hauling with the successful respondent, if the Zoo contracts for services. The Zoo reserves the right to further negotiate the terms of any agreement to provide all of the part of the services contained in this RFP.

2. Format for Submissions

A properly prepared proposal shall consist of all price quotations sheets, accompanying schedules containing the required information as listed in the checklist, other items as listed in the checklist, and a narrative presentation (the length of which shall be at the Contractor's discretion), accompanied by a signed cover letter of submittal on the Contractor's letterhead. The signed cover letter accompanying the proposal must be from any officer or employee having the authority to bind the Contract by signature. The narrative may comment on any specifications or part of RFP documents. Failure to submit all of the required information may result in the disqualification of the Contractor from consideration. Contractors may be asked to give an oral presentation of their proposal at a later date.

All price quotation sheets and schedules must be correctly filled in, using ink or enter in typed form. An erasure or error corrections must be initialed in ink. All form requiring signatures must be properly signed in the proper spaces. If the Contractor is unable to provide a quotation on a given commodity or service alternative, each relevant item on the price quotation sheet must have words "No Quotation" entered thereupon.

All commentary in the narrative where the Contractor addresses specifications should refer to the Section and subsection letter and number (e.g. C-23) where appropriate, and should be discussed sequentially insofar as is possible.

3. Minimum Specifications: Deviations

The specification included in the package describe the services with the Zoo feels are necessary to meet the performance requirements of the Zoo, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors. Contractors may indicate alternatives to these specifications if the proposed changes are equal to or greater than what is required by these specifications.

All alternatives shall be separately listed, and justification shall be state for such alternatives.

If the Contractor is unable to meet any of the specifications contained herein, it shall also separately list all requested deviations from the specifications, and a justifications shall be stated for such deviations.

If a Contractor does not indicate alternatives to or deviations from the specifications, the Zoo shall assume that the Contractor shall full comply with those specifications. The Zoo shall be the sole and final judge of compliance with the specifications.

The Zoo further reserves the right to determine the acceptability of unacceptably of any and all alternatives and deviations, and to negotiate the effects and cost of any portion of the submitted proposal including any alternatives and deviations contained therein prior to reaching a decision on the awarding of a contract. The Zoo unequivocally be the sole and final judge as to whether any alternative or deviation is of an equivalent of better quality of service. The decision is final and shall not be subject to recourse by any person, firm, or corporation.

The RFP documents clearly identify certain areas where the Zoo has left specification language open, or where the Zoo will consider alternatives. In these area, the Zoo is instead soliciting proposals for further consideration, and may include requirements in this contract which were not included in the RFP. However, the zoo reserves the right to determine which specification language will be include in any contract or contracts ultimately entered into.

4. Examination of Service Area

Contractors shall completely inform themselves of all the conditions under which service is to be performed, the service area, and all other relevant matters pertaining to the service required to be provided under the enclosed specifications, including, but not limited to, roads, collection points, collections procedures required, labor required, hours of operation, park vehicle rules, and all other factors which would affect execution and completion of the work covered by this RFP.

5. Use of Recycled Content

Proposals shall be submitted on paper with recycled content, and be double sided. Proposals should also indicate the extent of which the Contractor intends to use recycled materials or supplies in the performance of this contract (e.g. recycled content plastic recycling bins).

6. Innovations, Pilot Studies, and Surveys

The Zoo is willing to consider innovative aspects of refuse and recyclables collection, or to participate in pilot studies using a sampling of the service area. Any such innovations or studies presented when proposals are submitted or at any time during the term of these contracts, will be considered but are not mandatory. The Zoo reserves the right to negotiate the effects of costs of any such innovation or pilot study, and none shall be instituted without its prior written permission.

The Zoo may need of desire to do studies of sample areas of the Zoo relative to refuse and recyclables collection and disposal practices. The Contractor shall agree to cooperate with such studies. The zoo agrees to notify the Contractor in advance and to consult with the Contractor in conducting the study so as to minimize any disruption of the Contractors work.

7. Contractor Information

The Contractor shall furnish the following information (see Section G, Schedules 1-4).

- (a) A list of areas or municipalities in the State of Illinois for which the Contractor furnishes or has furnished refuse and recyclables collection for a period of at least two years within the last three years.
- (b) A complete list of the Contractor's vehicles to be utilized in the Zoo in the performance of the contract.
- (c) A list of the intended materials and markets for recyclable materials to be collected under the contract.
- (d) The qualification statement.

Contractor should use extra copies of schedules of supplemental sheets as necessary to supply information.

8. Use of Zoo's Name

Contractors are specifically denied the right of using, in any form or medium, the name of Brookfield Zoo or the Chicago Zoological Society for public advertising, unless express written permission is granted by the Director of the Brookfield Zoo or his designated representative. Requests shall be made through the Public Relations Department of the Society.

B. GENERAL INFORMATION

1. Purpose of this Section

Although this Section primarily contains general information, the operative language contained herein shall be part of the contracts with the chosen Contractor. Descriptions of the current refuse and recyclables collection programs are provided only as an orientation. The Specifications are the Zoo's requirements for the contract that may be let and are not necessarily duplicative of the current program.

2. Description of the Zoo

The Brookfield Zoo occupies approximately 216 acres within the borders of the Villages of Brookfield and Riverside, Illinois, and is part of the Frost Preserve District of Cook County. The Zoo is managed by the Chicago Zoological Society, a non-profit corporation, which is responsible for issuing the contract. Approximately two million people visit the Zoo each year, with seasonal highs during the late spring and summer months.

3. Description of Current Refuse Program

Our current hauler provides us with 2-30-yard roll-off boxes for refuse collection and 1-20-yard box for manure collection. These boxes are removed and replaced by the hauler when the Zoo notifies them that they are full. Prior to being hauled away, the Grounds Department packs down the boxes with a backhoe to maximize capacity and minimize the potential for material shifting or blowing. After the hauler has removed the full box, the Grounds Department makes sure that the collection area is cleaned up, if necessary. (See Section G for year 2018 total number of boxes removed.)

The Grounds Department of the Zoo is responsible for collection of refuse from numerous small garbage cans around the park and depositing it daily in the 30-yard boxes. Likewise, we collect manure from a couple of locations and deposit it in a 20-yard box. In addition 77 - 90-gal totes, 52 - 1.5 or 2 yard Dumpsters, 4-6-yard, 2-10 yard and 1-20-yard (seasonal) dumpster are used for waste and manure in various locations around the park. (See number and location at end.) An additional 75 totes for waste are used and collected by zoo staff.

Our current hauler also sends in a compactor truck daily in the early morning (except Sunday, which is instead scheduled for Saturday evening with service between 10:00 pm and 12:00 midnight) to collect refuse from one, two, six, and ten yard dumpsters and 90 gallon totes located around the park. Some are serviced daily, some every other day,

and some are used seasonally only. (See Section G for year 2018 total weight removed, and a list of the container locations and service schedule.)

Due to the seasonal nature of our visitorship and the fact that the zoo is open every day of the year, it is important that our hauler be responsive to daily and seasonally changing conditions and needs.

4. Description of Current Recycling Program

Our current hauler provides us with 1-30-yard roll-off box for cardboard recycling, 3-multi-bin 10-yard roll-off containers with flip top for paper products and commingled recyclables, and approximately 70-90-gallon toter for recyclables distributed around the park.

Once again, the Grounds Department of the Zoo is responsible for collecting all recyclables for various locations around the park and deposition them in the roll-off for the hauler to remove. The hauler will empty the 90-gallon toters for recycling on a weekly basis.

C. GENERAL SPECIFICATIONS

1. Intent

It is the Zoo's intention to obtain throughout the term of any future contracts, a clean, courteous, well-scheduled and well-executed program for the collection, hauling, and processing of refuse, recyclables and manure materials from the Zoo property. While the Zoo recognizes that any collection service involves minor customer operating problems, the intent of this RFP is to ensure that any such operating problems are corrected within 24 hours of notice (except in emergency situations).

2. Definitions

For the purposes of this RFP, definitions of certain terms shall be as listed below. Other terms shall be as defined within applicable subsections.

(a) "Refuse" shall mean all discarded and unwanted putrescible and non-putrescible waste, including, but not limited to: restaurant-type kitchen wastes, food residues, and materials necessarily used for packaging, storing, preparing, and consuming same, usually defined as "garbage", animal waste and feed; all combustible and non-combustible waste materials resulting from the usual routine of sales or gift items and housekeeping; worn or damaged recreational equipment; ashes; furniture, furnishings and fixtures and other bulk items; non-recyclable plastic containers, plate glass, light bulbs, etc.; minor amounts of construction and demolition debris; textiles. Refuse shall not include "unacceptable refuse" as prescribed by the Zoo, including hazardous wastes and chemicals; automotive fluids; tires; dead animals; medical waste; yard waste. For the purposes of this contract, the terms "garbage", "refuse", "rubbish", "solid waste", "trash", and "waste" shall be synonymous unless otherwise more specifically defined (for example "yard waste")

(b) "Recyclables" or Recyclable Material(s)" shall mean at a minimum newspapers and inserts; Corrugated Cardboard: Mixed Paper, including junk mail (brochures, advertisements, flyers, postcards, greeting cards, window envelopes, bills, and other similar correspondences), chipboard (single layer cardboard used for packaging cereal, crackers, tissue, food boxes and other similar products), mixed office paper (including writing paper, stationery, computer paper, note paper, letterhead, file folders, index cards, and other similar products), magazines, telephone books, catalogues, paperback books,

craft paper bags; Commingled Recyclables including glass bottles and jars of all colors, food and beverage cans(steel, aluminum, and bi-metal); PET#1 plastic, HDPE #2 plastic (no oil or chemical containers), (ridged plastic typically used as food containers for salads, fruit, etc.), empty aerosol cans and pain cans, aluminum foil and aluminum-formed containers. In addition, other items may become recyclable based upon market conditions and available recycling technology and may become part of this contract, upon joint approval and designation by the Zoo and Contractor. Included in this definition, but not limited to, are other metal products, other paper products, wood, and other plastics.

- (c) "yard waste" (also known as "landscape waste") shall mean grass clippings; leaves; branches and brush; other yard and garden-type trimmings; vines; garden plants and flowers; weeds; tree droppings (for example, pine cones and crabapples); and other similar organic waste materials accumulated as the result of the cultivation and maintenance of lawns, shrubbery, vines, trees, and garden. Holiday trees shall also be considered yard waste.

- (d) "minor Construction and Demolition Debris" or "Debris" shall mean waste materials from small-scale interior and exterior construction, remodeling and repair projects; including but not limited to , drywall, plywood and paneling pieces, lumber and other building materials; windows and doors; cabinets; carpeting; disassembled bathroom and kitchen fixtures; and small amounts of sod, earth, clay and sand, concrete, rocks and similar materials.

- (e) "Bulk Item" shall mean any discarded and unwanted large household appliances and furnishings that exceed (20) pounds in weight, including, but not limited to: refrigerators, freezers, stoves, trash compactors. washers, dryers, dishwashers, furnaces, hot water heaters, air conditioners, humidifiers, dehumidifiers, microwaves, water softeners, televisions, tables, chairs, bookcases, and similar furniture. "White goods" shall fit within this definition.

- (f) "Manure" shall mean the waste products of animals, including bedding materials such as straw, hay, wood shavings, etc. Manure does not include medical waste, or any non-organic materials. Manure shall be considered refuse for purposes of disposal unless otherwise designated for composting by the Zoo.

3. Scope of Work

The Contractor shall be responsible for everything to be performed, and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment and supplies, vehicles and transportation services required to perform and complete the collection and disposal of refuse, and arrangements with processors required to perform and complete the collection and marketing of recyclables, all in strict accordance with these contracts.

4. Duration of Contracts

The Contract for refuse collection and hauling and recyclables collection, hauling and processing shall become effective on October 1, 2019 and shall remain in full force and effect through midnight December 31, 2022 with the option of year four and five to be determined by the Zoo.

5. Compliance with Applicable Laws, Ordinances, and Regulations

The Contractor shall comply with all applicable Federal, State and Local laws, ordinances, rules, and regulations governing the collection, disposal, and processing of refuse and recyclables during the term of this contract.

6. Taxes, Licenses, Permits, and Certificates

The Contractor shall pay all sales, use, property, income, and other taxes that are lawfully assessed against the Society or the Contractor in connection with the Contractor's facilities and the work include in these contracts. By law, the society is exempt from paying Federal Excise Tax, State and Local Retailer's Occupation Tax, State and Local Service Occupation Tax, Use Tax, and Service Use Tax. The Society's tax-exempt number shall be furnished upon request of the Contractor.

Immediately upon the awarding of this contract, the Contractor shall secure the pay for, at its own expense, all necessary permits, licenses and certificate of authority required to complete the work, and shall comply with all requirements of such permits, licenses, and certificates of authority to operate in the zoo, including inspections. The Contractor shall keep and maintain all such licenses, permits, and certificates of authority in full force and effect throughout the term of this contract.

7. Performance Bond

The Contractor shall also furnish the Zoo a Performance Bond in favor of the Society, specified by name, in the amount of Fifty Thousand Dollars (\$50,000) for service to the Society with corporate surety to be approved by the Society. The Performance Bond guaranteeing performance shall remain in effect for the term of the Agreement and shall be delivered upon contract execution. A new Performance Bond shall be delivered to the zoo at least one month prior to the expiration date of an existing bond.

8. Independent Contractor

The Contractor shall be deemed to be an independent contractor, solely responsible for the control and payment of its employees and compliance with all applicable Federal, State and Local laws.

9. Equal Employment Opportunity

The Society, in an effort to reaffirm its policy of nondiscrimination, encourages the effort of the Contractor to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, disability, or sexual orientation unrelated to ability to perform the job.

10. Insurance

The Contractor shall carry all insurance coverage required by law or which would normally be expected for the business of refuse and recyclables services. Please see specific requirements in section G.

11. Accident Prevention and Notification

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work of this contract. Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of all applicable laws, regulations and building codes shall be observed, including safeguards on machinery and equipment, the elimination of hazards, and worker safety training. The Contractor shall instruct all affected employees on Zoo driving and operating regulations.

In the event of accidents of any kind which involve the general public and/or property of the Society, The Contractor shall immediately notify the Security personnel of Society. Upon request of the Society, the Contractor shall provide such accounting of details as the Society may require.

12. Damage

The Contractor shall take all necessary precautions for the protection of property. The Contractor shall be responsible for damages on Zoo property resulting from careless operation of vehicles or careless handling of any receptacles. The Property which suffers damage (reasonable wear-and-tear excepted) caused by the Contractor, including, but not limited to sod, plantings, fences, refuse containers or recycling bins, shall be repaired or replaced as soon as possible to equivalent quality at the time of the damage, and at no extra charge to the Society. If the Contractor fails to do so within a reasonable period, the Society may, after expiration of a period of Forty-Eight hours after giving the Contractor notice in writing, proceed to repair or replace such property as may be deemed necessary at the Contractor's expense.

13. Employees and Conduct

The Contractor shall acknowledge that the Contractor's employees, while on Zoo property, have the responsibility to act as representatives of the Society, and shall act in a manner consistent with the Society's mission.

The Contractor shall undertake to perform all collection and disposal services rendered hereunder in a neat, orderly, and efficient manner; to use care and diligence in the performance of the these contracts; to provide neat, orderly, and courteous personnel on its collection crews; and to provide courteous and knowledgeable personnel in its customer service function. The Contractor shall instruct all employees on special driving rules and operation instructions required by the Society.

The Contractor shall prohibit any drinking of alcoholic beverages or use of controlled substances by its drivers and crewmembers while on duty, or in the course of performing their duties under these contracts.

In the event that any of the Contractor's employees is deemed by the Society to be unfit or unsuitable to perform services under this contract as a result of intoxication, drug use, failure to follow Society regulations, or by virtue of abusive or obnoxious behavior, then upon formal written request of the Society, the Contractor shall

remove such employee from work within the Zoo and furnish a suitable and competent replacement employee.

The Contractor's drivers and crewmembers shall be attired at all times in a neat, professional-like manner. A specific uniform is not required.

All employees shall carry an official company photographic identification that will be affixed visibly on their clothing and shall present it upon request. All vehicle operators shall carry a valid State of Illinois driver's license for the class of vehicle operated. Vehicle operators shall obey all traffic regulations, including weight and speed limits.

14. Non-Performance; Default

If the Contractor's fails to observe the established schedule of service for more than two consecutive working days, and if such lack of observance is caused by the fault or negligence of the Contractor, and if such lack of observance is not due to extreme weather conditions, civil disorders, other acts of nature, or circumstances beyond the control of the Contractor that prevent the timely accomplishment of its obligations, then the Society shall reserve the right to determine if there has not been sufficient cause to justify such lack of observance. If in the Society's sole judgment sufficient cause has not been demonstrated, then the Society shall serve notice to the premises of the servicing location of the Contractor stating that the contract(s) shall be deemed in default if the Contractor does not take action to re-establish the schedule with twenty-four hour of said notice. If at the end of the Twenty-four hour period the Contractor has not made the necessary corrections, the Society shall take such steps as are necessary to furnish services according to the collection requirements provided for in their contract. The Contractor shall be liable for any costs of such steps from the date of the notice of default. The Society shall further reserve the right to terminate these contracts.

If the Contractor fails to provide or maintain in full force and effect the insurance coverages and performance bond required at any time during the term of these contracts, this shall be deemed default, and the Society shall serve notice of such default. If the Contractor has not corrected the default within the period of time allowed, as state in the notice, the Society shall reserve the right to terminate these contracts.

15. Servicing Locations and Pints of Contract

The Contractor shall establish and maintain an office through which it may be contracted directly, where Society personnel may call in or send inquiries and complaints, and where Society personnel may send and receive instructions. The office shall be equipped with sufficient telephone, and shall have a responsible person in charge during daytime hours. This service shall be operate between the hours of at least 6:00 a.m. and 3:00 p.m. Monday through Friday, and 6:00 a.m. through 12:00 noon on Saturday, except during holidays. The telephone service shall be a local exchange or on a toll-free basis. In addition, a telephone number by which the Contractor may be reached after regular hours shall be provided to the Society.

The Contractor shall also notify the Society of its designated contact person(s) for the purposes of obtaining instructions, answering inquires, and resolving complaints. Such person(s) shall be available to discuss, and if necessary, meet with Zoo personnel to resolve problems. The Society shall also designate its contract person(s), location, and telephone number(s).

16. Proper Disposal an Processing

(a) General Requirements

The Contractor shall at all times use disposal methods that are in compliance with all Federal, State, and Local laws, ordinances and regulations, and that are consistent with the conservation ethic represented by the Chicago Zoological society and Brookfield Zoo.

The Contractor shall be responsible for all collection and transportation costs necessary to bringer fuse to a transfer site. The term "disposal" shall not include "processing" of recyclables. The Contractor shall be responsible for all collection and transportation costs necessary to bring recyclables to a processing site, and shall be responsible for all processing cost as further specified in this subsection.

All refuse and recyclables collected shall be removed from the zoo as soon as the materials are collected. The refuse shall be disposed of and the recyclables taken for processing.

The Society reserves the right to approve the disposal site and/or processing facility of all solid waste (refuse, manure, garbage, bulk items, recyclables, etc.) and to direct that the solid waste be delivered to the processing/disposal site of the Society's choice.

As an alternative, the Contractor can propose and additional step to separate out recyclables form mixed waste generated from public sources. This does not

replace requirements for recyclables as listed below, but in addition to the program.

(b) Recyclables Requirements

Throughout the term of this contract, the Contractor shall own, co-own, control, or have access to a suitable storage/processing facility for the purpose of sorting and preparing the collected recyclable materials to be marketed and sold or the Contractor shall transport each recyclable material collected to either a processor(s) or broker(s) experienced in processing and marketing recyclables, or to a market itself. The name and location of the facility(ies) of the Contractor, or its processor(s) or broker(s), or the market(s) shall be furnished to the Society. The Society shall have the right to visit and inspect the storage, processing, broker, and market locations during regular business hours with reasonable notice. The Contractor shall not be locked into taking the recyclables solely to the processor, broker, or market listed for each material in the proposal. It is the Society's intent to have assurance from the Contractor that markets are available for the recyclables collected.

The Contractor shall be responsible for payment of all necessary processing costs for recyclables. Processing costs are defined to include, but are not limited to: any sorting, removal of contaminants and waste residues, intermediate storage or consolidation, transfer, crushing and/or baling costs, as well as the necessary supplies therefore as may apply prior to passing of title of the recyclables to another party for recycling.

The Contractor shall retain 100% of the proceeds from the sale of recyclable materials, with the exception of the bulk collection of cardboard in the 30-yard roll-off boxes. Just compensation for these items shall be remitted directly from the processor or broker to the Society (see F-1). Projected revenues from the sale of other recyclables should be taken into account in costing out the proposal, the intent being for this to serve as an incentive to hold down costs. The Contractor shall bear sole responsibility for the risk of changing market value of these recyclable materials.

No disposal of materials collected as recyclables in a landfill or incinerator shall occur without prior written approval by the Society and only after the contractor has made reasonable attempts to locate processors or markets will to accept recyclables. Should such disposal occur without the Society's written approval, it will result in termination of this contract and/or reimbursed compensation to the Society. Upon request of the Society, evidence of appropriate sale of or transfer of title to the recyclables for recycling shall be furnished to the Society.

17. Days of Collection

Refuse and recyclables collection and roll-off box service shall be available according to the following schedule:

(a) Refuse (including manure)

Pick up service with compactor truck in the park will be on a daily basis, Monday through Sunday in the early morning, before 7:00 a.m.

Roll-off box service shall be available on call Monday through Saturday, 7:00 a.m. until 1:00 p.m.

(b) Recyclables

Roll-off box service for cardboard shall be available on call Monday through Saturday, 7:00 a.m. until 1:00 p.m.

Multi-bin container and toter recycling services can be scheduled for a weekly pick-up at a time mutually agreeable to the Society and the Contractor, Monday through Friday.

18. Holidays

For the purposes of these contracts, service shall extend to all days, including holidays or designate holiday, and weekends. Collection shall not be altered.

19. Hours and Standards of Collection

The Contractor shall regularly schedule work at a predetermined time during morning hours, provided that collections completed by 7:00 a.m. Upon entrance to the Zoo, the collector will report to the Security Department.

The Society reserves the right to reasonably reschedule collection activities in order to accommodate Special Events or animal husbandry needs, such as births, introductions, etc. Every effort will be made to contract the Contractor as soon as possible in order to minimize disruption.

The Contractor shall furnish sufficient numbers of vehicles and personnel to accomplish the work within this period, irrespective of adverse conditions, breakdowns, or similar hindrances. The Contractor's crews shall endeavor to work with as little noise, disturbance, and disruption to nearby residents and animals as possible. The truck shall be driven with care according to Society regulations and

without damage to lawns (including corners), trees, fences, and other landscape features.

The Contractor shall be responsible to collect refuse and recyclables from designate pick-up locations only. Society personnel are responsible for placing items for disposal so that they are easily accessible to the Contractor.

The Contractor shall handle all refuse and recycling bins with reasonable care to avoid damage and spillage. Any contents spilled or items broken by collection crews onto roads, sidewalk, premises, or curb-and-gutter shall be immediately cleaned up in a workman like manner. In order to clean up, a broom and shovel shall be required on each vehicle. The Society shall otherwise be responsible for general maintenance of refuse san recyclables collection sites, including snow and ice removal.

The Contractor's employees shall close all lids or covers on dumpsters or containers and reposition them for easy access by Society employees. All fence gates shall be closed upon leaving pic-up sites.

All Contractors vehicles used on zoo property shall be drained of all excess rainwater and fluids that may collect in them before entering the Zoo. Vehicles shall be driven according to guidelines within the zoo so that collected liquids do not spill onto the pavement.

20. Missed Pick-Ups and Complaints

The Contractor shall promptly investigate and courteously resolve all complaints and shall arrange for collection of missed pic-ups found to be valid within eight-hours after a complaint of notification is received. Complaints shall be handled as described below in D-23.

The Contractor shall maintain a log of complaints received. Upon request of the Society, and with reasonable notice, the complaint record shall be available for inspection by the Society during regular business hours.

21. Vehicles

The Contractor shall furnish a complete list of the vehicles to be used in serving the contract according to the format of the Schedule attached to these specifications. The Society reserves the right to request deceptive literature of specification sheets for each type of vehicle listed, as it deems necessary to determine additional details to evaluate the Contractor's proposal, or to properly administer specifications of these contracts. Upon request of the Society, the Contractor shall demonstrate that

collection equipment is suitable for the materials to be collected and the area serviced. The Contractor shall notify the Society if there is any change in the vehicles being used. A rear loader is preferred.

All vehicles shall be maintained in good working order and appearance, reasonable free of rust, and shall be clean at the start of each collection day. No vehicle shall be operated on Zoo grounds that leaks any fluids from the engine compacting mechanism. In the event that any vehicle is not properly operable, a substitute vehicle shall immediately be provided that complies with the terms herein. All vehicles shall display the name of the Contractor, a local phone number, and a vehicle identification number that is clearly visible on both sides.

All vehicles shall be fully enclosed, leak-proof, and operated in such a way that no refuse or recyclables or manure leak, spill or blow off a vehicle due to the vehicle operator's failure to properly monitor the load or to close openings, or due to failure of any mechanism. The Contractor shall be responsible for collecting or cleaning up such litter or fluids. If such litter or fluids are not cleaned up by 9:00 a.m. in public areas or within four- hours in no-public areas, after verbal notice from the Society, the Society may clean up same, and the Society may bill the cost to the Contractor for services rendered. Drain plugs, if available, shall be kept closed. All vehicles shall be made available for inspection by Society personnel during regular business hours at the request of the Society.

22. Title to Refuse and Recyclables

Title to refuse and recyclable materials shall be as follows:

Refuse: Title shall at all times be in the Society.

Recyclables: Title to recyclable materials shall reside in the Society. The Contractor shall market said materials on behalf of the Society. When the Contractor transports those materials to a processor, broker, or market, title shall pass to that processor, broker, or market. If the processor, broker, market is paid for taking the materials, that cost shall be paid by the Contractor. If money is paid by the processor, broker, market for the material, that money shall be distributed to the Contractor or the Society as provide elsewhere in these contracts.

23. Notification

Official notifications, whenever required for any purpose under this contract, shall be made in writing and addressed as follows:

If to the Society:

Tim Chromzack
Manager of Grounds/Custodial/Equipment Repair/Mechanics
Chicago zoological Society –Brookfield Zoo
3300 S. Golf Road
Brookfield, Illinois 60513

If to the Contractor:

(To be filled in upon award of contract)

The Manger of Grounds shall be understood to mean the individual holding that position at any given time, or his/her designee(s) Any party may change the address to which notices for such party may be sent by furnishing written notice to the other party.

All notification shall be delivered in person or sent by first-class mail, with sufficient postage fully pre-paid, or certified or registered/return receipt requested mail with sufficient postage and certification or registry fees fully pre-paid. Notice delivered personally shall be deemed received upon delivery. Notice delivered by mail shall be deemed to have been given as of the date of the USPS postmark.

24. Data Collection and Reporting

The Contractor shall collect and maintain accurate data and records, and shall report to the Zoo pertinent data of the refuse and recyclables collection program, including, but not limited to:

- (a) total weight of refuse collected on a daily basis per month based on ticketed weight form disposal location
- (b) weight of recyclables collected each month, by category, and rebates amounts for cardboard and aluminum cans, if any. (See Section G for sample reporting form.)

With reasonable notice, the Contractor shall permit the zoo or its authorized designees to inspect and examine or audit all records during regular business hours pertaining to the collection, transportation, and processing of all refuse and recyclables with occurs under these contracts. Monthly reports shall be due no later

than 20 days after the close of the month. Reports shall follow the format prescribed by the Society or similar.

The Contractor shall also provide such additional data, information or statistical material concerning refuse and recyclables collection as may be reasonably requested by the Society from time to time.

The data shall be used for purposes including, but not limited to, publicizing recycling participation rates and quantities and other statistics to the Society and other interested parties; and documentation of amounts of zoo waste generation, diversion and recycling or other reporting requirements as may be required by the State of Illinois or other agencies during the term of this contract. All reports, data and information once supplied to the Society, shall become the property of the Society to be used, as it shall solely determine without obligation to any person, firm or corporation.

25. Local Improvements

The Society reserves the right to construct any improvement or to permit any construction in any road, which may have the effect for a time of preventing the Contractor from traveling its accustomed route or routes for collection. The Contractor shall, however, by a method acceptable to the Society, continue to collect the refuse and recyclables to the same extent as though no interference existed upon the roads formerly traversed. This shall be done at no extra cost to the Society. It is impossible to accommodate the Contractor, the Society shall make alternative arrangements at no additional cost to the Contractor. The Society agrees to notify and work with the Contractor to resolve any problems due to construction activity.

26. Special Zoo Activities

From time to time, the Society reserves the right to restrict Contractor access to areas of the Zoo due to specially scheduled activities or constraints required by animal needs. All effort will be made to inform the Contractor in advance. However, there will arise emergencies or other unpredictable events that will require last minute adjustments in collection routes. All such events will be transmitted to the Contractor Zoo Security upon entrance to the park. Such adjustments shall be made at no additional expense to the Society.

Under no conditions shall Contractor's employees feed, tease, disturb, harass, talk to, wave at, or otherwise interfere with normal animal behavior. Contractor's employees shall not approach fences nor reach through or otherwise cross barriers to animal

enclosures. Such behavior will result in an immediate dismissal of said employee for Zoo premises. In addition, the Society will require that the employee be barred from working for the Contractor on Zoo grounds.

27. State Disposal Legislation

The Contractor shall be aware of impending State of Illinois deadlines established by legislation for implementation of restrictions on disposal of certain wastes, and shall be responsible for compliance with such legislation.

28. Contractor Transition

Should the Zoo choose a different Contractor at the expiration of these contracts, the Contractor shall agree to cooperate with the chosen Contractor in effecting an orderly transition.

29. Titles of Subsections

Subsection headings inserted throughout the specifications in the RFP are for convenience only, and are not intended to be used as aids to interpretation and are not binding on the parties.

30. Successors and Assigns

These contracts shall be binding upon the parties, their successor, and assigns.

31. Entirety

These contracts and any exhibits, schedules, and forms attached thereto contain the entire contracts between the parties as to the matters contained therein. Any oral representations or modifications concerning these contracts shall be of no force and effect.

32. Number of Copies

These contracts may be execute in any number photocopies counterparts, all of which shall be considered original for all purposes.

33. Survival of Obligation

The Contractor's obligations under these contracts, which by their nature would continue beyond the termination, cancellation, or expiration of these contracts, including, by way of illustration only and not limitation, those in subsections "Compliance with Applicable Laws, Ordinances and Regulations", "Insurance" and "Indemnity", shall survive termination, cancellation, or expiration of these contracts.

34. Right to Require Performance

The failure of the Society at any time to require performance by the Contractor of any specifications in these contracts shall in no way affect the right of the Society hereafter to enforce same. Nor shall waiver by the Society of any breach of specification in these contracts be taken or held to be a waiver of any succeeding breach of such specifications in these contract, not be taken or held to be a waiver of any specification itself .

35. Change in Service; Amendments

If the Society should wish to change the type of service provided during the term of these contracts, including, but not limited to, type of material collected, method of handling and /or method of collection, the Society shall have the option to initiate the change in service by serving written notice to the Contractor at its designated place of business at least thirty-days prior to the date such service change is contemplated to begin. Both parties agree to negotiate the terms, frequency, and prices of such change in service after such written notice is served. Such modifications shall be contained in a written agreement executed by the parties.

36. Evaluation Criteria

The Society's staff will review response materials and interview respondents. The will evaluate proposals with regard to qualifications and experiences, ability to provide services within the identified time schedule, collection schedule scenarios, equipment, services offered, market availability for recyclables, support of the Society's mission, and cost of services. The Society reserves the right to reject any and all proposals or to waive any irregularities or deviations in any proposal if judged to be in the best interest of the Society. All variations, deviations and substitutions must be clearly annotated. The selectin Contractor will have submitted the proposal that is in the best interest of the Chicago Zoological Society (at Brookfield Zoo). If a proposal does not satisfy the minimum requirements as set forth in this RFP, the

proposal may be disqualified from further consideration at the discretion of the Society.

D. REFUSE COLLECTION SPECIFICATIONS

1. Program and Collection Standards

The Society will continue to collect refuse on a daily basis. The Contractor will be responsible for maintenance and replacement of all dumpsters and toters as needed, including specially modified 6-yard dumpster for manure collection. The Contractor will own and maintain these specially modified dumpsters. In addition to the dumpster and toters used throughout the park, the Contractor will provide 1-20-yard roll-off box for manure, and 2-30-yard roll-off container for other refuse, and will maintain the same.

When roll-off containers are full, the Society will notify the Contractor. If called by 10:00 a.m., the Contractor will remove the container by 1:00 p.m. the same day, and the Contractor shall allow time for Society personnel to clean the disposal area if needed prior to replacement of the container.

2. Special Collections

The Contractor shall offer special collection of large quantities of contrition and demolition debris, or other special refuse, on request by the Society. The charge for such service, based on cubic yards of refuse or debris, shall be listed on the enclosed price quotation sheets.

3. Unacceptable Refuse

It is intended that the Contractor shall not be responsible for collecting the following refuse in the program. The Contractor may propose concurrences of revisions to this list and the reasons therefore, which the Society may include in the contract:

- Yard waste
- Tires
- Automobile wheels and large parts
- Automobile and similar batteries
- Toxic waste
- Hazardous waste, the transport and disposal of which is regulated by either the U.S. Environmental Protection Agency or the State of Illinois Environmental Protection Agency
- Radioactive waste
- Medical waste
- Volatile and explosive waste
- Acids and Poisons

- Gasoline, motor oil, and other flammable liquids
- Unhardened paint and other similar liquid waste
- Riding lawnmowers, snow blowers and similar small equipment
- Any other material that the Contractor is legally unable to accept for collection

4. Threats to Public and animal Health and Safety

The Contractor shall provide service as requested by the Society to alleviate threats to public and animal health, safety and welfare. Request for service may be required with only a 12-hour notice in the event of an emergency. The contractor is responsible for collecting all refuse items normally collecting in the event of flooding or other manmade or natural disasters. The cost to provide this service and scope of program should be included in the narrative.

5. Strike Guarantee

In the event of work-related strike and picketing the Society employees, or strike by Contractor's employee, or picketing of Zoo premises by other persons, the Contractor shall guarantee continuations of normal refuse and recyclables collection services to the Zoo. The Society will not accept alternate collection methods or collections schedules as an acceptable means of collection during a strike or work slowdown. Any deviation from this requirement will result in immediate disqualification

E. RECYCLABLES COLLECTION SPECIFICATIONS

1. Program Design

The Contractor provide 30-yard roll-off boxes, collection bins, a multi-compartment container, etc. as needed to efficiently conduct operations (see Section G for details). Zoo personnel will participate as is currently done in bringing small amounts of recyclables from numerous locations around the Zoo to collection points as mutually agreed upon by the Contractor and by the Contractor and the Society. Cardboard will be collected separately by Society employees and brought to a single collection point, currently a 30-yard roll-off box.

The Contractor shall retain the proceeds from the sale of recyclables, except as designated below, and projected revenues from their sale should be taken into account in costing out the proposal.

Cardboard shall be compensated at the average price per ton for unprocessed loose cardboard as listed in the month ending Waste News and Commodity Pricing Report for the Chicago market.

2. Minimum Recycling Materials to be Collected

The Contractor shall collect the following recyclables at a minimum:

- Newspaper and inserts
- Mixed Paper which includes magazines, telephone books, catalogues, paperback books, chipboard, (single layer cardboard used for packaging cereal, crackers, tissue, food boxes and other similar products), junk mail (brochures, advertisements, flyers, postcards, greeting cards, window envelopes, bills, and other similar correspondences), mixed office paper (including writing paper, stationery, computer paper, note paper, letterhead, notecards, file folders, and other similar products), kraft paper bags.
- Corrugated Cardboard
- Commingled Recyclables including glass bottles and jars of all colors, food and beverage cans of steel, aluminum and bi-metal, aluminum foil and aluminum formed containers, empty aerosol and paint cans, PET #1 plastic soft drink bottles of all colors and sizes, HDPE #2 plastic milk and water jugs, HDPE #2 colored narrow-necked blow-molded bottles, HDPE #2 brittle 6-pack and 12-pack plastic.

3. Methods of Preparation and Collection

The Contractor shall specify the method in which the recyclables are to be generally sorted for collection; i.e. source separated, partially source-separated, or commingled within the recycling bin. The Society is willing to consider a method different from that presently used; but the method of co-collection of recyclables with refuse shall not be employed. Mixed solid waste sorting of recyclables may be proposed only for otherwise un-sortable items (from public refuse collection).

The Contractor shall also specify the manner in which the recyclables are then to be collected and sorted by the Contractor; i.e. sorting at an intermediate processing facility, and the like.

In addition, the Contractor shall specify the method, if needed, in which the recyclables are to be specifically prepared for collection; but not limited to, issues of rinsing, label removal, flattening removal of caps and rings, and the like.

4. Collection Standards

The Contractor shall collect recyclables approved for collection under this contract from each collection point as agreed to between the Society and the Contractor. There shall be no limit to the quantity of recyclables that are to be collected by the Contractor, and the Contractor shall collect all recyclables that are placed at the collection point.

Recyclable materials that do not fit into the recycling containers shall be placed directly adjacent to the container, and the collection crew shall also collect these materials. Such materials must be neatly placed or bagged alongside the container and not strewn about haphazardly.

5. Recycling Bins and Collection Containers

Bins and collection containers shall be supplied to the Society by the Contractor at no additional cost. Large bins and containers (roll-off boxes, multi-bin container, 90 - gallon totes) shall be supplied by the Contractor for collection purposes by ownership and maintenance thereof will be retained by the Contractor. The Contractor shall provide numbers and sizes of containers as mutually agreed upon by the Contractor and the Society, and shall keep large containers in a clean and well-maintained condition.

6. Data Collection and Reporting

The Contractor shall collect data and provide the Society with a monthly status report on the recyclables collection containing the name of the recyclable category and the total weight of each category collected that month. This report is due by the twentieth day of the following month. (See Section G for suggested forms.)

7. Multi-Bin Roll-off Container for Collection

The Contractor shall provide a multi-bin container with lids on the compartments for the use of Society employees in deposition recyclables collected from various locations around the Zoo. The container shall be in as new a condition as possible, painted and aesthetically acceptable to the Zoo. Size shall be at least 10-yards.

The Contractor shall pick up and empty the contents of the container on a schedule of once per week or twenty-four hours after a request by the Society, and shall provide a clean, empty container in return. The vehicle operator shall clean up any spills that may be caused by pick-up operations. All material picked up shall be appropriately recycled. The container must be closed at the top to prevent materials from blowing away and littering the surrounding areas, and to prevent infiltration of rainwater or snow.

The Contractor may charge the Zoo for recyclables collection service, and the charges for such service on a "per-pull basis shall be listed on the enclosed price quotation sheets. The Contractor shall retain 100% of the revenue from the sale of the recyclables (except as noted in Section F- above), but shall be solely responsible for all transportation and processing costs. Data will be included in the report as required by the Zoo in F-6.

G. APPENDICES

1. Price Quotation Sheet
2. Schedules (4)
3. Checklist of Submittals
4. Brookfield Zoo Driving Rules
5. 2018 Recyclables Collected / 2018 Garbage Totals
6. Monthly Recyclables Report
7. Container Locations at Brookfield Zoo
8. Recycling Toter Location at Brookfield Zoo
9. Contractor Safety Policy
10. Contractor Liability Insurance
11. Brookfield Zoo Map

PRICE QUOTATION SHEET
Refuse and Manure Collection/Hauling

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|--|-------------|-------------|-------------|-------------|-------|
| 1) Cost of 30-Yard Roll-Off Box/Pull (Refuse) | _____ /load | _____ | _____ | _____ | _____ |
| 2) Daily Collection of Refuse/Cubic Yard Monday through Friday 4:00 am | _____ /cy | _____ | _____ | _____ | _____ |
| 3) Saturday Collection of Refuse/Cubic Yard 4:00 am and 11:00 pm | _____ /cy | _____ | _____ | _____ | _____ |
| 4) Cost of 20-Yard Roll-Off Box/Pull (Construction Debris) | _____ /load | _____ /load | _____ /load | _____ /load | _____ |

Recyclables Hauling

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|--|-------|-------|-------|-------|-------|
| 5) Cost of Recycling Container/Pull | _____ | _____ | _____ | _____ | _____ |
| 6) Cost of 30-Yard Roll-Off Box for Cardboard/Pull | _____ | _____ | _____ | _____ | _____ |

Alternate Pricing for Roll-Offs for Waste and Manure

| | Year 2019 Hauling & Disposal | Year 2020 Hauling & Disposal | Year 2021 Hauling & Disposal | Year 2022 Hauling & Disposal | Year 2023 Hauling & Disposal |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| 7) Cost of 30-Yard Roll-Off Box/Pull (Refuse) | _____ | _____ | _____ | _____ | _____ |
| 8) Cost of 20-Yard Roll-Off Box/Pull (Construction Debris) | _____ | _____ | _____ | _____ | _____ |

SCHEDULE 3. RECYCLABLE MATERIALS LIST OF MARKETS

| Material | Proposed Buyers & Location (City & State) for Recyclable Material |
|-------------------------------|--|
| 1) Newspaper | _____ |
| 2) Used Lumber (if available) | _____ |
| 3) Mixed Paper | _____ |
| 4) Aluminum Cans | _____ |
| 5) Cardboard | _____ |
| 6) Commingled Recyclables | _____ |

SCHEDULE 4. CONTRACTOR QUALIFICATION STATEMENT

The undersigned certifies the truth and correctness of all statements and of all answers to questions made hereafter.

Submitted by: _____

Name of Firm: _____

Address: _____

Check One:

- Corporation _____
- Partnership _____
- Individual _____
- Joint Venture _____
- Other _____
(specify)

Telephone Number: _____

1. How many years has your organization been in business?
2. How many years has your organization been in business under its present business name?
3. Under what other or former names has your organization operated?
4. If a corporation, answer the following:
(If a division or subsidiary is submitting a proposal, items a through f to the parent organization.)
 - a. Date of incorporation: _____
 - b. State of incorporation: _____
 - c. President's name: _____
 - d. Vice-President's name: _____
 - e. Secretary's name: _____
 - f. Treasurer's name: _____
 - g. Division President of General Manager's name: _____

If an individual or partnership, answer the following:

- a. Date of organization: _____
- b. Name and address of all partners (state whether general or limited partnership):

5. List states and categories in which your organization is legally qualified to do business. List states in which partnership or trade name is filed: Illinois.
6. List the refuse and recycling collection experience of the key individuals of your organization who will managerially oversee this contract: See reference section.
7. List three trade references.
8. List at least two bank references.
9. List name(s) of insurance company and name and address of agent(s).

Dated this _____ day of August, 2019

By: _____

Its: _____

CHECKLIST OF SUBMITTALS

1. Cover Letter
2. Proposal Narrative.
(Items to be included in the narrative, but not limited to)
 - a. Alternative rate adjustment proposals (B-3)
 - b. Proposed additions or deletions to the listing of unacceptable refuse (E-3)
 - c. Description and costs of refuse collection in response to manmade or natural disasters if different from standard charges (E - 4)
 - d. Outline any recyclables collection scenario changes or additional costs the Zoo would incur to include additional recyclable categories (F - 2).
 - e. Outline method of preparation and collection of recyclables (F-3).
 - f. Description of variation(s) from specifications.
3. Price Quotation Sheet (from Section G).
4. Schedules (4) (from Section G).
5. Signed Contractor Safety Policy

BROOKFIELD ZOO DRIVING RULES

All drivers will adhere to the following rules when operating any vehicle in the Zoo:

SPEED LIMIT WITHIN THE PARK IS 10 MILES PER HOUR.

1. All regulatory signs within the park will be observed.
2. When backing a vehicle, the passenger (if present) **MUST** aid the driver to properly back up.
3. All loads in the beds of pickup trucks, dump trucks, and stake bodies must be uniformly loaded. There cannot be excessive height and **ALL** compressed gas cylinders **MUST** be chained or placed in holders while the vehicle is in motion.
4. Passengers must **NOT** ride on the rear tailgate or hydraulic lift gate while making deliveries, pickups, or in general operation of any vehicle.
5. All passengers must ride in the cab of any pickup, dump truck, stake body, etc. Passengers must **NOT** stand in the bed of those vehicles in motion.
6. **NO ONE** will operate any motor vehicle unless they have a driver's license with the proper classification for that vehicle. **NO ONE** will operate any vehicle if they have an invalid, suspended, revoked license, or other legal limitations forbidding them to operate such a motor vehicle.
7. All current State laws regarding safety should be adhered to, regarding use of seat belts, appropriate safety warning devices, fire extinguisher, etc.
8. Vehicle **MUST NOT** be left running while unattended - **KEYS MUST BE REMOVED.**

GARBAGE TOTALS 2018

| Quarter | Manure & Garbage tons | #Garbage Roll-Offs (30 yards) |
|------------------|--------------------------|----------------------------------|
| January-March | 297.48 | 16 |
| April-June | 406.36 | 31 |
| July-September | 370.81 | 21 |
| October-December | 352.87 | 16 |
| TOTALS | 1,427.52 | 84 |

RECYCLABLES TOTALS FOR 2018

98.8 Tons (1.9) Tons per week)

Recycling Roll-offs used for Recycling – Cardboard

| <u>Quarter</u> | <u>Total # Rolloffs</u> |
|---------------------------|-------------------------|
| January – March | 6 |
| April – June | 14 |
| July – September | 16 |
| <u>October – December</u> | <u>7</u> |
| TOTAL | 43 |

289,96 tons per year (3 tons per box)

MONTHLY RECYCLABLES REPORT
Chicago Zoological Society

Month of: _____, 20 .

Prepared by: _____.

Commodity _____ Weight _____

1. Mixed Paper

2. Newspaper

3. Corrugated Cardboard

4. Commingled Recyclables

GARBAGE CONTAINER LOCATIONS AT BROOKFIELD ZOO

| <u>Location Name</u> | <u>Size</u> | <u>Quantity</u> | <u>Pick-up Schedule</u> |
|------------------------------|--------------------|-----------------|-------------------------|
| Administration | 2 yard | 1 | Every Other Day |
| BZ Shop | 2 yard | 1 | Every Other Day |
| Scoops | 2 yard | 1 | Daily |
| Food Warehouse | 2 yard | 1 | Daily |
| Grounds Service Complex | 2 yard | 1 | Daily |
| Paint Shop | 2 yard | 1 | Every Other Day |
| Carpenter Shop | 2 yard | 1 | Every Other Day |
| Powerhouse | 2 yard | 1 | Every Other Day |
| Animal Hospital (South) | 2 yard/90 gal tote | 1 & 2 | Daily |
| Design | 2 yard | 1 | Every Other Day |
| Birds and Reptiles | 2 yard | 1 | Daily |
| Roundhouse | 2 yard | 1 | Every Other Day |
| Coast Gift Shop | 2 yard | 1 | Daily |
| Café Del Sol/Bocaditos | 10 yard | 1 | Daily |
| Coast Animal Building | 2 yard | 1 | Daily |
| Bear Grottos/Animal Building | 90 gal tote | 4 | Daily |
| Swamp | 2 yard | 1 | Daily |
| Tropic World | 2 yard | 2 | Daily |
| Feathers and Scales | 2 yard | 1 | Daily |
| Bison Prairie Grill* | 2 yard | 2 | Daily |
| ICEE Stand* | 2 yard | 1 | Daily |
| Pachyderm (West) | 2 yard | 1 | Every Other Day |
| Austin Blues | 2 yard | 1 | Daily |
| Australia | 90 gal tote | 3 | Daily |
| Small Antelope | 90 gal tote | 5 | Daily |
| Giraffe | 90 gal tote | 10 | Daily |
| Kopje | 90 gal tote | 2 | Daily |

RECYCLING TOTE LOCATIONS AT BROOKFIELD ZOO 2019

| <u>Location</u> | <u># of 90 Gallon Totes</u> |
|--------------------------|-----------------------------|
| Administration | 4 |
| Animal Hospital (North) | 1 |
| Animal Hospital (East) | 1 |
| Animal Hospital (South) | 4 |
| Austin Blues | 1 |
| Barn #1 | 1 |
| Barn #3 | 1 |
| Barn #5 | 1 |
| Birds & Reptiles | 1 |
| Bison Prairie Grill | 4 |
| Coast Animal Building | 1 |
| Coast Gift Shop | 2 |
| Feathers & Scales | 1 |
| Food Warehouse | 6 |
| Fragile Kingdom (East) | 1 |
| Fragile Kingdom (West) | 6 |
| Giraffe | 2 |
| Bear Grottos/Animal Area | 3 |
| Grounds Complex | 4 |
| HFPZ | 2 |
| ICEE Stand | 1 |
| Kopje | 1 |

| | |
|-------------------------------------|-----------|
| Café Del Sol/Bocaditos | 10 |
| Life Support/Pinniped | 1 |
| Pachyderm | 1 |
| Powerhouse | 1 |
| Roundhouse | 2 |
| Scoops | 2 |
| Seven Seas (Dolphin) | 1 |
| South Snacks | 4 |
| Swamp | 2 |
| Tropic World | 2 |
| Wild Encounters | 2 |
| TOTAL NUMBER OF 90 GAL TOTES | 77 |