

**Request for Bids**

# **Trash & Recycling Services**

**throughout Dakota County**

for the:

Dakota County CDA  
1228 Town Centre Drive  
Eagan, MN 55123

Contact:

Vince Markell  
Facilities Contract Manager  
Dakota County CDA  
Office: (651) 675-4507

[vmarkell@dakotacda.state.mn.us](mailto:vmarkell@dakotacda.state.mn.us)

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# REQUEST FOR BIDS (RFB)

**For Trash & Recycling contract services at:**

*All Dakota County CDA owned/managed properties*

*Dakota County, MN*

Qualified contractors are invited to submit a bid for the above noted services. Price bids will be received and will be awarded to the qualified contractor(s) with the low price bid per Zone.

On site review:	by contractor
<b>Bids due:</b>	<b>September 30, 2020 before 11:00AM (CST)</b>
Contract start date:	November 1, 2020
Contract completion:	October 31, 2023

This is a formal bid process. Bids need to be sealed. Bids must be dropped off or mailed. **Bids cannot be faxed or e-mailed.** A bid bond and performance bond are required for project pricing over \$100,000.00. There will be a public opening of bids. For uniformity, please submit your bid on the **Bid Form** included in this Project Manual. All costs and alternates must be filled in; incomplete bids will be rejected. All price bids must be signed.

The CDA is exempt from the local .25% transit tax and MN sales tax of 6.875%. There is no exemption certificate.

It should be noted that the principal contractor is responsible for full compliance of all the workers on-site (the contractor, subcontractors and any lower-tier subcontractors) with the labor standards provisions applicable to the project.

The CDA **may** award (1) or more zones to a qualified, low bid contractor. The CDA reserves the right to decide which zones to be awarded, and the number of zones to a contractor. The decisions of an award will be based on providing the best benefit to the CDA.

The CDA encourages contractors to bid on all (3) zones—since this increases the chances of a contractor being awarded a zone. The CDA also reserves the right to reject any bid, or all bids.

See the other sections of this RFB for further information and requirements.

Respectfully,

Vince Markell  
Facilities Service Manager  
office: 651-675-4507  
e-mail: [vmarkell@dakotacda.state.mn.us](mailto:vmarkell@dakotacda.state.mn.us)

**Instructions to Bidders**

The Dakota County Community Development Agency (CDA) is soliciting bids for (Trash & Recycling) hauling services for select CDA properties. This will be a **three (3) year contract**. Contracts will be awarded for **3 zones (A, B and C)** from the period beginning November 1, 2020 through October 31, 2023.

Bids will be evaluated by a team of CDA employees. Contractor selection will be based on demonstrating that they are the qualified, low bidder. Considerations include: the ability to provide required services on a timely basis, experience, and the ability to obtain performance bond.

Bids shall be submitted in a sealed envelope addressed as follows:

Name and Address of Contractor

Bid for: Dakota County CDA  
RE: Trash & Recycling Services  
Attn: Vince Markell

Bid shall include:

- 1. Bid form**
- 2. Contractors Qualification Statement**
- 3. Contractors bid bond**

Contractors shall examine all documents, and shall base their bids strictly on the information that is provided in this packet and comply with all specifications.

Contractors shall submit their bids on the forms provided in strict accordance with the bid instructions, with all cost items and alternates filled in, in ink or typed; an incomplete bid will be rejected. No special conditions or contingencies shall be added to the bid form. Bids shall be signed by the individual if submitted by the sole owner, and all co-partners if submitted by a partnership. Bids submitted by corporations shall state the correct corporate name and the state of incorporation, with the signature of an officer of the corporation authorized to bind the corporation to a contract.

Contractor must obtain all necessary permits and licenses (city, county and state), and pay all required fees in connection with the performance of this contract (i.e. increase fuel surcharges, tipping fees, and all other costs associated with this contract). Contractor must also include the cost of taking of trash to a burn generator and supplying the CDA with proof of equivalent match for taking the amount equivalent weight to a burn generator.

***ALL COSTS MUST BE FACTORED IN YOUR TOTAL BIDS.***

Bids may not be withdrawn within (60) days after the scheduled due date without the consent of the owner.

Contractor shall submit a complete list of subcontractors and suppliers. This submittal must be fully approved before the signing of contracts.

**GENERAL CONDITIONS OF  
CONTRACT WITH THE DAKOTA COUNTY CDA  
FOR LABOR AND MATERIALS**

INDEPENDENT CONTRACTOR. Contractor is an independent contractor and nothing in this Contract shall be construed to create the relationship of agents, partners, joint ventures, associates, or employer and employee between the CDA and Contractor.

TIMELINESS. Time is of the essence in this Contract. The failure of either party to perform its obligations in a timely manner may be considered by the other party as a material breach.

FORCE MAJEURE. Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

LICENSES. At its own expense, Contractor shall procure all licenses, permits or other rights required for the provision of services contemplated by this Contract. Contractor shall inform the CDA of any changes in the above within five (5) days of occurrence.

INDEMNIFICATION. Any and all claims that arise or may arise against Contractor, its agents, servants or employees as a consequence of any act or omission on the part of Contractor or its agents, servants, employees while engaged in the performance of the Contract shall in no way be the obligation or responsibility of the CDA. Contractor shall indemnify, hold harmless and defend the CDA, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the CDA, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Contractor, its agents, servants or employees, in the execution, performance, or failure to adequately perform Contractor's obligations pursuant to this Contract.

ASSIGNMENT/SUBCONTRACTING. The Contractor shall not assign or subcontract this Contract without prior written consent of the CDA, in which case Contractor is responsible for the performance of its subcontractors or assignees. Contractor shall follow the requirements of Minn. Stat. § 471.425 (payments to subcontractors), shall require the subcontractor to provide proof of the below-described insurance to the CDA prior to beginning work under this Agreement and shall require the subcontractor to agree in writing to defend, hold harmless and indemnify the CDA from any and all liability arising out of the subcontractor's performance of its duties.

**INSURANCE TERMS.**

Contractor shall provide to the CDA, prior to or concurrent with the execution of this Contract, certificate(s) of insurance naming Dakota CDA as certificate holder or certified copies of such existing policies of insurance, demonstrating:

- General liability coverage of at least \$1,500,000 per occurrence and aggregate and **naming Dakota CDA as an additional insured;**
- Automobile liability coverage of at least \$1,500,000 per occurrence and aggregate and **naming Dakota CDA as an additional insured;**
- Workers' compensation coverage or certification of excluded employment from workers' compensation requirements.

Contractor shall pay all retentions and deductibles under such policies of insurance. If Contractor does not have existing coverage(s) or has coverage(s) in limits less than that set out above, Contractor must obtain from the CDA, prior to or concurrent with the execution of this Contract, a waiver of the coverage(s) or agreement to lower coverage limits from the CDA.

BOND FOR G/HVACR CONTRACTORS. In accordance with Minn. Stat. § 326.992, if Contractor will be performing any work having to do with gas, heating, ventilation, cooling, air conditioning, fuel burning or refrigeration, the Contractor must give bond in the amount of \$25,000 to the State of Minnesota for the benefit of persons suffering financial loss by reason of Contractor's failure to comply with the requirements of the State Mechanical Code.

RECORDS/AUDITS. Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the CDA and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for

any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. DATA PRIVACY. For purposes of this Contract all data on individuals collected, created, received, maintained or disseminated shall be administered consistent with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as Federal laws on data privacy, and Contractor must comply with those requirements as if it were a governmental entity. The Contractor will strictly comply with these statutes and rules. All subcontracts shall contain the same or similar data practices compliance requirements.

CONFIDENTIALITY CLAUSE. Contractor acknowledges that the CDA in connection with Contractor's performance of this Agreement may transmit certain private or Confidential Information, as defined in the Minnesota Data Practices Act, to Contractor. Contractor agrees to implement such procedures as are necessary to assure protection of the private and Confidential Information.

COMPLIANCE WITH LAWS/STANDARDS. Contractor shall abide by all Federal, State and local laws; statutes, ordinances, rules and regulations pertaining to this Contract and this Contract shall be construed in accordance with the substantive and procedural laws of the State of Minnesota. All proceedings related to this Contract shall be venued in the county of Dakota, State of Minnesota.

NON-DISCRIMINATION. Contractor agrees that, in the hiring of all labor for the performance of any work under this Contract, it will not, by reason of race, creed, color, sex, national origin, disability, sexual orientation, age, marital status or public assistance status, discriminate against any person who is a citizen of the United States and who qualifies and is available to perform the work to which such employment relates. Contractor agrees to comply with all Federal, State, and local non-discrimination laws and ordinances, in particular the applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. When required by law or requested by the CDA, Contractor shall furnish a written affirmative action plan.

CONTRACTOR DEBARMENT, SUSPENSION AND RESPONSIBILITY CERTIFICATION. By signing this Contract the Contractor is certifying that the federal government or the Minnesota Commissioner of Administration has not suspended or debarred the Contractor or its Principals and Employees, based upon Federal Regulation 45 CFR 92.35 and Minn. Stat. §16C.03, subd. 2 respectively. Contractors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

EXPRESS WARRANTIES. Contractor expressly warrants that all goods and products and workmanship provided under this Agreement shall conform to the CDA's specifications as described in this Agreement. Contractor shall replace any non-conforming goods and products and remedy any defects in the work and pay for any damage to other work resulting from the non-conforming work, at its own expense, and pay for any damage to other goods or products resulting from the non-conforming goods or products, that shall appear within a period of TWELVE MONTHS from the date of final acceptance by CDA of the goods or products.

Neither the final certificate of payment nor any provision in the contract documents nor partial or entire use of the final products and work by the CDA shall constitute an acceptance of work not done in accordance with the contract documents or relieve Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The CDA will give notice of observed defects with reasonable promptness.

TERMINATION WITHOUT CAUSE. The CDA upon thirty (30) days written notice to the Contractor may terminate this Contract without cause.

TERMINATION FOR CAUSE. In addition to other specifically stated terms of this Contract or as otherwise provided by law, the following conditions, unless excused shall warrant termination of this Contract for cause:

- A. Making material misrepresentations either in the attached exhibits and documents or in any other material provision or condition relied upon in the making of this Contract.
- B. Failure to provide services or payment called for by this Contract within the time specified herein or any extension thereof.
- C. Failure to perform any other material provision of this Contract.
- D. Failure to diligently administer the work so as to endanger performance of the terms of this Contract.

NOTICE. Either party may terminate this Contract for cause by giving seven (7) days written notice of its intent to terminate to the other party unless a different procedure and/or effective date is provided within the specific article or paragraph of this Contract under which the default, failure or termination occurs. Said notice shall specify the

circumstances warranting termination of the Contract. The terminating party has the option, but is not required, to provide the other party an opportunity to cure the specified default. If an opportunity to cure is provided, it shall be specifically described in the notice of termination.

DELIVERY OF NOTICE/EFFECTIVE DATE. Notice of termination for cause or without cause shall be made by certified mail or personal delivery to the authorized agent of the other party. Notice is deemed effective upon delivery of the Notice of Termination to the name and address of the person who signs this Contract for each party.

DUTIES OF CONTRACTOR UPON TERMINATION WITH CAUSE OR WITHOUT CAUSE. Upon delivery of the Notice of Termination, and except as otherwise provided, Contractor shall:

- A. Discontinue provision of services under this Contract on the date and to the extent specified in the Notice of Termination.
- B. Immediately notify all clients who are receiving services pursuant to this Contract.
- C. Cancel all orders and subcontracts to the extent that they relate to the performance of services cancelled by the Notice of Termination.
- D. Complete performance of such services as shall not have been cancelled by the Notice of Termination.
- E. Return all CDA property in their possession within seven (7) days to the extent that it relates to the performance of services cancelled by the Notice of Termination.
- F. Submit an invoice for the performance of services prior to the effective date of termination within thirty (30) days of said date.
- G. Maintain all records relating to the performance of the Contract as may be required by the CDA or State law.

DUTIES OF CDA UPON TERMINATION OF THE CONTRACT FOR CAUSE OR WITHOUT CAUSE. Upon delivery of the Notice of Termination, and except as otherwise provided, the CDA:

- A. Shall make within 30 days of its receipt of Contractor's invoice referenced in paragraph F above, final payment for any services satisfactorily provided up through the date of termination in accordance with the terms of this Contract.
- B. Shall not be liable for any services provided after notice of termination, except as stated above or as authorized by the CDA in writing.

EFFECT OF TERMINATION FOR CAUSE OR WITHOUT CAUSE. Termination of this Contract shall not discharge any liability, responsibility or right of any party that arises from the performance of or failure to adequately perform the terms of this Contract prior to the effective date of termination.

TERMINATION BY CDA – LACK OF FUNDING. Notwithstanding any provision of this Contract to the contrary, the CDA may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this Contract. Written notice of termination sent by the CDA to Contractor by facsimile is sufficient notice under the terms of this Contract. The CDA is not obligated to pay for any services that are provided after written notice of termination for lack of funding. The CDA will not be assessed any penalty or damages if the Contract is terminated due to lack of funding.

DAMAGES FOR BREACH/SET-OFF. Notwithstanding any other provision of this Contract to the contrary, upon breach of this Contract by Contractor the CDA may withhold final payment due Contractor for purposes of set-off until such time as the exact amount of damages due is determined.

MODIFICATIONS. Any alterations, variations, modifications, or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by the authorized representatives of the parties.

WAGE WITHHOLDING TAX. Pursuant to Minn. Stat. §290.97, Dakota CDA shall make final payment to Contractor only upon satisfactory showing that contractor and any subcontractors have complied with the provisions of Minn. Stat. §290.92 with respect to withholding taxes, penalties, or interest arising from this contract. A certificate by the commissioner of revenue (Minnesota Department of Revenue Form IC-134, entitled "Withholding Affidavit for Contractors") shall satisfy this requirement with respect to the contractor or subcontractor. Form IC-134 Form and Instructions are found at <http://www.taxes.state.mn.us/forms/ic134.pdf>.

SUBMITTAL-PRICE BREAKDOWN PER PROPERTY PER EACH YEAR OF THE CONTRACT. The contractor who is awarded the contract will be required to provide a price break down for each property. Cost breakdown to be received in less than (2) weeks after executing the contract.

PAYMENT. Payment shall be made according to monthly Billings. All invoices submitted for payment will be processed within 30 days, as long as all necessary documentation is provided. Invoices shall list unit address, and shall provide a cost breakdown of square footage and any additional labor or material charges.

DATA PRIVACY. All rules and regulations set forth in the Minnesota Government Data Privacy Act [coded as Minnesota Statutes, Chapter 13, Sections 13.01 through 13.99], particularly those rules and regulations which address information about persons receiving assistance from the CDA and/or the location of CDA assisted housing, shall be complied with.

CHANGES IN THE WORK. Costs related to a change shall be direct costs. All indirect costs shall be included in the contractors overhead. Overhead (including general conditions) and profit related to a change shall be limited to 10% of the net cost of work by the contractor and 10% of the cost of work by sub-contractors. Sub-contractors markup is similarly limited. Contractor and subcontractor shall provide itemized substantiating data to permit evaluation of costs.

DECLARATION OF INDEMNIFICATION. The contractor shall indemnify and hold harmless the owner and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense: a) is attributable to bodily injury, sickness, disease or death or to injury or to destruction of tangible property – other than work itself – including the loss of use resulting there from: and b) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. In any and all claims against the owner or any of their agents or employees, by any employees of the contractor, any subcontractor or anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited by any limitation on the amount of type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts.



**Sample Only**

**AGREEMENT FOR NON-PROFESSIONAL SERVICES**

Under this Agreement, dated the \_\_ day of \_\_\_\_\_, 200\_\_,  
\_\_\_\_\_ (“Contractor”) and the Dakota County Community  
Development Agency (“CDA”) agree that:

Article 1 – SCOPE OF WORK. Contractor shall furnish all supervision, labor, materials, machinery, tools, equipment and services, including transportation services, and perform and complete all work in an efficient and workmanlike manner for all senior building owned by the CDA in accordance with the Contract Documents specified in Article 3 below.

Article 2 - CONTRACT PRICE.

- a. Payment Terms. Fill in the terms here.

Article 3 – CONTRACT DOCUMENTS. The Contract Documents consist of:

- a. This Agreement and all documents and laws referenced in it;
- b. Contractor’s signed bid;
- c. CDA’s bid specification;
- d. Dakota County Housing and Redevelopment Authority’s Statement of Procurement Policy, August 8, 2000; and
- e. CDA’s signed acknowledgement for issuance of master key.

Article 4 – PAYMENT BOND. If the Contract Price is \$100,000 or more, Contractor shall at its own cost provide the CDA with payment bond pursuant to Minn. Stat. § 574.26

Article 5 - INSURANCE.

- a. Coverages. The contractor shall at its expense carry not less than:
  - i. 1,500,000.00 In Commercial General Liability Insurance.
  - ii. 1,500,000.00 In Automobile Liability Insurance.
  - iii Contractor shall purchase insurance to protect itself from claims under workers’ compensation, disability benefit and other similar employee benefit acts that are applicable to the work to be performed.
- b. Additional Insured. Contractor shall name CDA as an additional insured on its commercial general liability policy, and that additional-insured coverage shall be primary and non-contributory with respect to any other insurance or self-insurance which may be maintained by the CDA.
- c. Certificates of Insurance. Before beginning work under this Agreement, and annually after that until all work under this Agreement is completed, Contractor shall furnish to the CDA a certificate or certificates of insurance demonstrating the required coverage.
- d. Failure to Insure. The failure to carry the required insurance coverage, or to furnish the required certificate or certificates of insurance, shall be a material breach of this Agreement.

Article 6 - HOLD HARMLESS AND INDEMNITY. Contractor shall hold harmless, defend, and indemnify the CDA from all claims for personal injury or property damage arising out of Contractor’s work under this Agreement. This obligation shall include attorney’s fees and other legal costs.

Article 7 – EQUAL OPPORTUNITY. Contractor agrees to comply with all local, state, and federal equal employment opportunity laws and ordinances as they pertain to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age.

Article 8 – PROTECTION FROM LIENS. Contractor shall not permit any mechanic's liens to be filed against the CDA's property. If any lien is filed against the CDA's property, Contractor shall cause it to be discharged within twenty (20) days after the date of the actual notice to Contractor of the filing of the lien. If Contractor fails to discharge the lien within the twenty (20) days, the CDA may discharge it by paying the amount claimed to be due or by procuring the discharge of the lien in court. Any amount paid by the CDA to discharge the lien(s) and all other reasonable expenses, including attorney's fees and interest at the rate of 18% per annum shall be paid by Contractor to the CDA.

Article 9 – CHANGES. Any changes to this Agreement must be in writing and signed by both Contractor and the CDA.

Article 10 – WRITTEN NOTICE OF CLAIMS REQUIRED. Claims by the Contractor or the CDA must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later. Claims must be initiated by written notice to the party against whom the claim is being made. Pending final resolution of the Claim, the Contractor must proceed with the work of the contract and the CDA shall continue to make payments in accordance with the Contract Documents.

Article 11 – CONFLICT OF INTEREST. Neither Contractor nor any of Contractor's employees or subcontractors are employees of the CDA or have any financial interest in the Agreement.

Article 12 – STATEMENT OF PROCUREMENT POLICY. This Agreement shall comply with the CDA's Statement of Procurement Policy, including but not limited to compliance with the following provisions required by section V(C) of the Procurement Policy:

a. Termination for Cause

The CDA may terminate the Agreement if Contractor:

- i. Persistently or repeatedly fails to supply enough properly skilled workers or proper materials;
- ii. Fails to pay subcontractors for materials or labor in accordance with the respective agreements between Contractor and its subcontractors;
- iii. Persistently disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
- iv. Otherwise is guilty of a material breach of the Contract Documents.

When any of these reasons exist, the CDA may, without prejudice to any other rights or remedies it may have, and after giving seven days' written notice to Contractor and Contractor's surety, if any, terminate employment of Contractor and may, subject to any prior rights of the surety:

- i. Take possession of the site and all materials, equipment, tools and construction equipment and machinery on the site owned by Contractor;
- ii. Accept assignment of subcontracts;
- iii. Finish the work by whatever reasonable method the CDA deems expedient. On Contractor's request, the CDA shall furnish a costs incurred in finishing the work.

When the CDA terminates the Agreement for cause, Contractor shall not be entitled to receive further payment until the work is finished. If the unpaid balance of the Contract Price exceeds the costs of finishing the work, the excess shall be paid to Contractor. If the costs of finishing the work exceed the unpaid balance, Contractor shall pay the difference to the CDA.

If, after termination for cause, it is determined that Contractor was not in default of its obligations under this Agreement, the rights and obligations of the parties will be the same as if the termination was for the CDA's convenience.

b. Termination for Convenience

The CDA may, at any time, terminate the Agreement for the CDA's convenience and without cause. Upon written notice from the CDA that the Agreement is being terminated for convenience, Contractor shall:

- i. Cease operations as directed by the CDA in its written notice;
- ii. Take actions necessary, or that the CDA may direct, for the protection and preservation of Contractor's work;
- iii. Except for work to be performed before the effective date of termination stated in the written notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

If the CDA terminates the Agreement for convenience, Contractor shall be entitled to payment for work executed and costs incurred by reason of the termination, but shall not be entitled to overhead and profit on the work not executed.

c. Equal Employment Opportunity

If the Contract Price exceeds \$10,000 and the Agreement's scope of work involves construction, Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive order 11375 of October 13, 1967, and as supplemented in Department of Labor Regulations (41CFR chapter 60).

d. Anti-Kickback Act

If the Agreement's scope of work involves construction or repair, Contractor and its subcontractors shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C.874) as supplemented by Department of Labor Regulations (29 CFR part 3).

e. Davis-Bacon Provisions of the United States Housing Act of 1937,

If the Contract Price exceeds \$2,000 and the Agreement's scope of work involves construction, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor Regulations (29 CFR part 5 when required by Federal grant program legislation).

f. Contract Work Hours and Safety Standards Act, reporting requirements,

If the Contract Price exceeds \$2,000 and the Agreement's scope of work requires Contractor to employ mechanics or laborers, Contractor shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S. C. 327-330) as supplemented by Department of Labor Regulations (29 CFR part 5).

g. Reporting Requirements

The CDA shall notify Contractor of any reporting requirements of any federal, state, or local governmental entities arising out of the Agreement and the contractor shall comply with such reporting requirements.

h. Patent rights

The CDA shall notify Contractor in writing of requirements and regulations pertaining to patent rights with respect to any discovery or invention that arises or is developed in the course of or under the Agreement.

i. Rights in Data,

The CDA shall notify Contractor of requirements and regulations pertaining to copyright and rights in data that arise or are developed in the course of or under the Agreement.

j. Access to Books, Documents, Papers and Records of the Contractor

The CDA and, when relevant, the Federal agency and Comptroller General of the United States or their authorized representatives, shall have access to all of Contractor's books, documents, papers, and records that are directly pertinent to the Agreement for the purpose of making audit, examination, excerpts and transcriptions.

k. Retention of Required Records

Contractor shall retain all payroll records and other records required by any federal, state, or local governmental entity for three years after the CDA makes final payment under the Agreement and all other pending matters are closed.

l. Clean Air Act,

Contracts, subcontracts, and sub grants in excess of \$100,000 must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C.1857 (h)), sections 508 of the Clean Air Act (33 U.S.C. 1368), Executive order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).

m. Energy Efficiency Standards,

Contractor shall comply with mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Article 13 - FAIR HOUSING POLICY AND INDEMNIFICATION:

- a. Contractor acknowledges that the CDA is a housing provider that complies with and operates within the requirements of federal, state and local fair housing law. The CDA does not discriminate against any person on the basis of race, color, religion, sex, handicap, familial status, or national origin.
- b. Sexual harassment is a form of discrimination that violates fair housing law. The CDA does not tolerate sexual harassment of residents or employees.
- c. Contractor shall comply with all federal, state and local fair housing laws.

- d. Contractor shall INDEMNIFY, defend and hold harmless the CDA, its owners and managers, and their respective partners, directors, officers, employees, servants, agents, representatives, and affiliates against any injuries, costs, and expenses (including, without limitation, all attorney’s fees) caused by Contractor’s acts or omissions in violation of applicable federal, state or local fair housing law.
- e. Any act or omission of Contractor in violation of federal, state and local fair housing laws shall be a material breach of this Agreement.

Article 14 – Data Privacy

“All rules and regulations set forth in the Minnesota Government Data Practices Act (coded as Minnesota Statutes, Chapter 13, sections 13.01 through 13.99), particularly those rules and regulations which address information about persons receiving assistance from the CDA and/or the location of CDA assisted housing, shall be complied with”

***SAMPLE CONTRACT---DO NOT SIGN***

Acceptance by Dakota County CDA

Acceptance by Contractor

\_\_\_\_\_  
(Signature of CDA Representative)

\_\_\_\_\_  
(Signature of Contractor)

Tony Schertler  
(Name Printed)

\_\_\_\_\_  
(Name Printed)

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

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

Executive Director  
(Title)

\_\_\_\_\_  
(Title)

1228 Town Centre Drive  
(Address)

\_\_\_\_\_  
(Address)

Eagan, Minnesota 55123  
(City, State)

\_\_\_\_\_  
(City, State)

## **Supplemental Conditions**

The contractor shall conduct his/her operations so as to maintain safe conditions at building entrances, walkways and driveways.

The contractors shall never leave the overhead doors (senior buildings) un-attended while in the open position.

Should the contract documents require work to be performed after regular working hours, or should the contractor elect to perform work after regular working hours, the additional cost of such work shall be borne by the contractor.

The contractor shall receive and acknowledge receipt of I-button(s) and Proxy card(s). The contractor assumes the following responsibilities in conjunction with the issuance of a service door I-button and Proxy card key(s) to be used during his or her contract with the CDA.

- Under no circumstances will the keys be signed out to any contractor or employee who is not approved by the CDA Contracting Officer.
- In the event that the I-button(s) and/or Proxy card(s) issued are lost or otherwise compromised while in the contractor's possession, the contractor shall contact management immediately to deactivate said key access into CDA building and may be charged for costs incurred by the CDA to replace said access device(s).
- Contractor must take any action necessary to keep CDA issued key or overhead garage door access secure at all times.

## **Scope of Work**

1.1 It is the intent of these specifications to establish the minimum requirements for providing (trash & recycling) hauling services for the properties listed and to establish the frequency of the pick-ups. See the attached appendix "A", "B", and "C" for additional information.

1.2 Contractor must move dumpsters and recycling from inside the senior buildings and dump them, and then return them to the original spot inside the building. The Contractor shall make sure upon leaving that the doors are secure.

## **Containers**

2.1 The contractor shall supply and maintain 90-Gallon plastic (Trash & Recycling) carts on wheels for each of the 216 public housing units, 5 NSP units, and 790 family townhome units (with additional carts for family townhome grounds areas see Appendix C). The number of containers for the 30 senior apartment buildings (includes Lincoln Place and the CDA Office Building) must adequately hold the level of various recycled products located at each building in the Dakota County area (see Appendix B). Dumpsters will be provided for all 30 senior apartment may require more than 1 (see Appendix B) and the CDA office (which also has 2-90 gallon organic recycling containers) and shall also include commercial sites located in appendix B. The carts as well as the dumpsters shall incorporate a lift attachment for automated collection service and have an attached hinged lid.

- 2.2 Trucks shall comply with all City and County ordinances and requirements that are presently in effect or that are adopted during the contract period. This includes observing all requirements on load limits for trucks and the use of the proper dumping facility.
- 2.3 The contractor is responsible for any repairs needed to the dumpsters and carts provided. This includes rollers, lids and containers that are leak free.
- 2.4 Trucks must have drain holes plugged in the hopper unit at all times to prevent juices, oil and other fluids from leaking onto streets. The Contractor shall also maintain the seal between the tailgate and body of the packer to prevent leakage of fluids. Any fluids leaking onto streets and alleys from the refuse hauling trucks shall be the Contractor's responsibility to remove from these areas
- 2.5 The Contractor is responsible for removing their carts and dumpsters within 10 days from the end of the contract period. All openers (proximity cards and key Fobs shall be returned within the 10 days or the CDA will charge for each card and/or Fob not returned and have taken off final bill prior to paying the final invoice.)

## Service

- 3.1 The Contractor along with CDA staff will select mutually agreeable site locations where residents shall bring their carts to be emptied (for public housing and family townhome sites). Senior apartment buildings will require entrance to the building by the contractor to remove dumpsters and carts to be emptied and returned to the specified trash locations. Contractors shall never leave the overhead doors (senior buildings) un-attended while in the open position.
- 3.2 CDA residents (public housing and family townhome development only) are responsible for placing their refuse carts at designated curb. After the carts are emptied by the contractor, the residents have the responsibility to return the carts to their storage locations.
- 3.3 The Contractor shall provide **once** , (all trash & recycling) removal services for each public housing site and family townhome unit included in this Contract. The Contractor shall empty each 90-Gallon trash cart and shall also pick up any refuse adjacent to the cart (with the exception of large items indicated in Section 3.6 below). No additional payment will be made for these other items; as they are to be included in the bid price indicated on the BID FORMS. Senior apartment complexes refuse trash may require additional pick-ups.
- 3.4 If the unit consistently exceeds the amount that is feasible for the container or the refuse is not bagged properly, the Contractor shall bring it to the attention of the Contract Service Manager on the day of the occurrence. The Contract Service Manager will address the issue with the resident after the fact. Senior apartment complexes will require additional pick-up.
- 3.5 **The drivers for the Contractor shall not make any on-site determination as to the quantity of the refuse they will pick up.** All refuse shall be removed (with the exception of yard waste and hazardous materials.) After emptying the trash carts, they shall be returned to their designated curb or site location.
- 3.6 Large refuse items are not included in the contract work. Items will be removed by pre-approved arrangements only (i.e., such as mattresses, tires, stoves, tables, etc.)



- 3.7 There will be no payment for “paid per time” (PPT) work under this contract. All costs are to be included in the bid price.
- 3.8 Pick-ups shall be made at each of the dwelling units listed on once a week between the hours of 7:00 A.M. and 7:00 P.M. Contractor may schedule the pick up any day of the week, Monday through Friday. Once the Contractor has selected the pick-up day or days, they shall remain in effect for the entire contract period. If the regularly scheduled pick up occurs on a holiday, the pick-up shall be made no later than the following normal workday. The Contractor shall be responsible for notifying all residents and CDA, in writing, of the selected pick up day at least seven (7) calendar days prior to the first pick up.
- 3.9 Units included in the Contract are:
- 216 Scattered Site Homes
  - 25+ sites ( exceeding 754) Family Townhome Units
  - 1 Youth Supportive Housing (Lincoln Place)
  - 5 NSP units (1 – 4plex and 1 Single Family Home)
  - 30 Senior Buildings (includes Colleen Loney Manor, Lincoln Place, and the CDA Office Building)
  - CDA Office
  - 2 Commercial locations
- (The current numbers will increase for family townhome and senior buildings as development projects open and are occupied.)
- 3.10 The Contractor shall report at the end of the designated pick up day (either by E-Mail or fax) any units that have not placed their trash in the appropriate pick up area. Failure to supply documentation will result in the Contractor being held liable for a missed pick up. The Contractor will be required to return to the site within 24 hours to complete any missed pick-ups.
- 3.11 The Contractor shall clean up (including any spillage from his or her operations) and leave the grounds in a neat, sanitary and orderly condition after each removal, and shall promptly correct any damage to the development grounds or structures caused by his or her operations.
- 3.12 The Contractor shall take proper care and use skill in performing his or her work to prevent injury to any person, persons, or property. The dumping of trash on CDA property for the purpose of separating cans, bottles, newspapers, etc., is prohibited under this contract.
- 3.13 The Contract may be extended by (30) days at current pricing to allow for coordination of the next contract period.

**NOTE: CONTRACT WILL BE AWARDED PRICING PROVIDED ON THE BID FORM**



## Senior Buildings Container Summary

Property	City/Zone	#units	#of trash carts	size	# of rec carts	Additional container locations
Parkside	Burnsville (A)	22	23	90	22	30 gal at 1401 #2
Glenbrook	Apple Valley (A)	39	41	90	39	1 at shop & 1 at park
Spruce Pointe	IGH (C)	24	26	90	24	1 at office and 1 at park
Oak Ridge	Eagan (B)	42	43	90	42	1 at 1639 Oak
Pleasant Ridge	Hastings (C)	31	31	90	31	
Cedar Valley	Lakeville (A)	30	31	90	30	1 at park
Chasewood	Apple Valley (A)	27	29	90	27	1 at park & 1 at 7330
Country Lane	Lakeville (A)	29	30	90	29	1 at office
Hillside Gables	Mendota Hgt (B)	24	25	90	24	1 w/caretaker
Marketplace	Hastings (C)	28	28	90	28	
Heart of the City	Burnsville (A)	34	35	90	34	1 at 116 –125 <sup>th</sup>
Erin Place	Eagan (B)	34	35	90	34	1 - 30 gal extra
Prairie Crossing	Lakeville (A)	40	42	90	40	1 at playground & 1 at office
Lafayette	IGH (C)	30	33	90	30	1 at shop & 2 at park
West Village	Hastings (C)	21	21	90	21	
Carbury	Rosemount (C)	32	33	90	32	1 at shop
Meadowlark	Lakeville (A)	40	42	90	40	2 at park
Quarryview	Apple Valley (A)	45	47	90	45	1 at shop & 1 at playground
Northwoods	Eagan (B)	47	45	90	45	2 units with 35 yd, containers for both trash and recycling (3282 & 3274)
Riverview Ridge	Eagan (B)	27	27	90	27	
Inver Hills	IGH (C)	24	26	90	24	1 at office & 1 at park
Riverview Ridge	Eagan (B)	27	27	90	27	
Lakeshore	Eagan (B)	50	50	90	50	
Keystone	Lakeville (A)	34	34	90	34	
Prestwick	Rosemount	36	37	90	36	1 at the site office
PH & NSP	Zones A,B,C	221	221	90	221	Verify quantities in each respective zone

## Family Townhomes, Public Housing, & NSP Container Summary

Property	Zone	# of Units	Trash Size & Service Per Week	Extra On-site container (if any)	Recycling Size & Service Per Week	Comments
CDA Office	B	1	1-3yd x 1		1-3yd x 1	
Colleen Loney	B	80	1-4yd x 2	1-4yd	2-3yd x 2	
Winsor Plaza	A	64	2-2yd x 4		2-3yd x 2	2 trash rooms
Eagle Ridge Place	A	60	2-3yd x 2		2-2yd x 2	
Haskell Court	B	42	1-3yd x 2	1-3yd	1-3yd x 1	
Oakwoods	B	65	2-3yd x 2		1-3yd x 2	
Mississippi Terrace	C	40	1-2yd x 2	1-2yd	1-2yd & 4-90 gallon x 1	
Carmen Court	C	51	2-3yd x 2	1-3yd	2-2yd x 2	
Orchard Square	A	50	1-2yd x 2	1-2yd,	1-3yd x 2	
River Heights Terrace	B	54	1-4yd x 2	1-3yd	1-3yd x 2	
Parkview Plaza	B	65	1-4yd/1 yd x 1		1-3yd x 2	
Cameo Place	C	44	2-2yd x 2	1-2yd	1-2yd x 1	
O'Leary Manor	B	65	1-4yd x 2		1-3yd x 2	
Park Ridge Place	A	66	1-4yd x 2		1-3yd x 2	
Cortland Square	A	60	1-4yd x 2		1-4yd x 2	
Main Street Manor	A	51	1-4yd x 2	1-4yd	1-3yd x 1	
Main Street Commercial	A	1	<b>NONE</b>		<b>NONE</b>	
Cahill Commons	C	60	1-3yd x 2	1-3yd	1-4yd x 1	
Village Commons	B	60	2-3yd x 1		1-4yd x 2	
Lakeside Pointe	B	60	1-4yd x 2		1-4yd x 2	
The Dakotah	B	59	1-4yd x 2		1-3yd x 2	
The Dakotah Commercial	B	1	1-1yd x 1		1-90 gal x 1	
Rivertown Court	C	63	1-2yd x 2	1-2yd	1-3yd x 2	
Dakota Heights	B	56	1-3yd x 2	1-3yd,	1-3yd x 2	
Oakwoods East	B	55	1-3yd x 2	1-3yd,	1-3yd x 2	
Crossroads Commons	A	87	2-3yd x 4	2-3yd,	2-3yd x 4	2 trash rooms
Cobblestone Square	A	60	1-4yd x 2	1-4yd,	1-4yd x 2	
Thompson Heights	B	60	1-4yd x 2		1-3yd x 2	
Hillcrest Pointe	C	66	1-3yd x 2		1-4yd x 2	
Cambrian Commons	C	60	1-2yd x 2	1-2yd,	1-4yd x 1	
Argonne Hills	A	62	1-4yd x 2		1-4yd x 1	
Lincoln Place	B	25	1-4yd x 1		1-2yd x 1	

## ZONE LIST

### (List of Properties)

The properties listed below are marked as follows; public housing (**PH**), family town homes (**FT**) and senior apartment buildings (**SR**). The “Number of Units” in Appendix A refers to the # of residential units (not trash or recycling units per site). See Appendix B & C for extra containers per site.

### ZONE A

#### Apple Valley Properties (price per month)

Property Name	Address	Number of Units	Price 1 <sup>st</sup> yr	Price 2 <sup>nd</sup> yr	Price 3 <sup>rd</sup> yr
Glenbrook (FT)	12525-12639 Glenbrook	39			
Chasewood (FT)	7260-7310 W. 155th Street	27			
Quarryview (FT)	15366-15476 Emblem Way	45			
Orchard Square (SR)	7375 157th Street West	50			
Cortland Square (SR)	7385-157th Street West	60			
Cobblestone Court (SR)	15848 Emperor Ave.	60			
(PH)	7630-7660 142nd Street	16			
(PH)	14631-14659 Glazier Ave.	15			
(PH)	13974 Holyoke Path South	1			
(PH)	13976 Holyoke Path South	1			
(PH)	14321 Hayes Road	1			
(PH)	14325 Hayes Road	1			
(PH)	8272 143rd Street	1			
(PH)	8276 143rd Street	1			
NSP	14349 Hayes Road	1			
NSP	14353 Hayes Road	1			
NSP	14355 Hayes Road	1			
NSP	14359 Hayes Road	1			
(PH)	148 Spruce Street	1			
(PH)	249 Elm Street	1			
(PH)	5637 144th Street	1			
(PH)	5884 139th Street	1			
(PH)	990 Redwood Drive	1			
(PH)	13174 Foliage Avenue	1			
(PH)	13176 Foliage Avenue	1			
(PH)	6790 132nd Street	1			
(PH)	6792 132nd Street	1			
(PH)	15442 Drexel Way	1			
(PH)	15351 Drexel Way	1			
(PH)	4800 141st Street	1			
(PH)	15477 Dresden Trail	1			
(PH)	14201 Diamond Path	1			
		<b>Total price per month</b>			

**Burnsville Properties (price per month)**

<b>Property Name</b>	<b>Address</b>	<b>Number of Units</b>	<b>Price 1<sup>st</sup> yr</b>	<b>Price 2<sup>nd</sup> yr</b>	<b>Price 3<sup>rd</sup> yr</b>
Parkside (FT)	1401-1441 122nd Street	22			
Heart of the City (FT)	129 E. Travelers Trail	34			
Eagle Ridge Place (SR)	12600 Eagle Ridge Drive	60			
Park Ridge Place (SR)	330 E. Burnsville Parkway	66			
<b>(PH)</b>	13801-14181 Portland Ave.	32			
<b>(PH)</b>	2804 Rolling Oaks Road	1			
<b>(PH)</b>	2806 Rolling Oaks Road	1			
<b>(PH)</b>	12908-12926 Oliver Avenue	10			
<b>(PH)</b>	2300-2310 Terrace Drive	6			
<b>(PH)</b>	13007 County Road 5	1			
<b>(PH)</b>	13009 County Road 5	1			
<b>(PH)</b>	14815 County Road 5	1			
<b>(PH)</b>	14817 County Road 5	1			
<b>(PH)</b>	12951 Girard Avenue	1			
<b>(PH)</b>	12955 Girard Avenue	1			
<b>(PH)</b>	1612 Rio Loma	1			
<b>(PH)</b>	2231 Old County Road 34	1			
<b>(PH)</b>	2233 Old County Road 34	1			
<b>(PH)</b>	2235 Old County Road 34	1			
<b>(PH)</b>	2237 Old County Road 34	1			
		<b>Total Price per Month</b>			

**Lakeville Properties (price per month)**

<b>Property Name</b>	<b>Address</b>	<b>Number of Units</b>	<b>Price 1<sup>st</sup> yr</b>	<b>Price 2<sup>nd</sup> yr</b>	<b>Price 3<sup>rd</sup> yr</b>
Cedar Valley (FT)	17326-17358 Glacier Way	30			
Country Lane (FT)	7754-7870 210th Street W.	29			
Prairie Crossing (FT)	20336 Icefall Trail	40			
Meadowlark (FT)	20904-22298 Holiday Ave.	40			
Keystone Crossing (FT)	20688-20696 Keystone Ave	36			
Winsor Plaza (SR)	20827 Howland Ave.	64			
Main Street Manor (SR)	8725-209th Street	51			
Main Street Manor	Commercial 209 <sup>th</sup> St.	1			
Crossroads Com (Sr)	17725 Glasgow Avenue	87			
Argonne Hills (SR)	17688 Junelle Path	62			
<b>(PH)</b>	7350 164th Street	1			
<b>(PH)</b>	7480 165th Street	1			
<b>(PH)</b>	16870 Glencoe Avenue	1			
<b>(PH)</b>	16884 Glencoe Avenue	1			
<b>(PH)</b>	7502 Upper 167th Street	1			
<b>(PH)</b>	7510 Upper 167th Street	1			
<b>(PH)</b>	7792 Upper 167th Street	1			
<b>(PH)</b>	7800 Upper 167th Street	1			
<b>(PH)</b>	16380 Gannon Avenue	1			
<b>(PH)</b>	16947 Gannon Way	1			
<b>(PH)</b>	6819 Upper 162nd Street	1			
<b>(PH)</b>	16630 Flagstaff Way	1			
<b>(PH)</b>	6691 Gerdine Path	1			
<b>(PH)</b>	18841 Joplin Avenue	1			
<b>(PH)</b>	20008-20022 Ideal Way	8			
<b>(PH)</b>	17150 Hemlock Court	1			
		<b>Total Price per Month</b>			

**ZONE B**

**Eagan Properties (price per month)**

<b>Property Name</b>	<b>Address</b>	<b>Number of Units</b>	<b>Price 1<sup>st</sup> yr</b>	<b>Price 2<sup>nd</sup> yr</b>	<b>Price 3<sup>rd</sup> yr</b>
Oak Ridge (FT)	1613-1671 Oak Ridge Circle	42			
Erin Place (FT)	4551 Villa multiple address	34			
Northwoods (TH)	1183 Oak St., 11xx Maple St., 32xx Aspen	47			
Riverview Ridge (TH)	3160-3214 Riverview Ave.	27			
Lakeshore (TH)	1302-1444 Shoreline Drive	50			
Oakwood of Eagan(SR)	2065 Park Center Drive	65			
Oakwoods East (SR)	2061 Park Center Drive	55			
O'Leary Manor (SR)	1220 Town Centre Drive	65			
Lakeside Pointe (SR)	1200 Town Centre Drive	60			
<b>(PH)</b>	1251 Dunberry	1			
<b>(PH)</b>	1253 Dunberry	1			
<b>(PH)</b>	1331 Easter Lane	1			
<b>(PH)</b>	1333 Easter Lane	1			
<b>(PH)</b>	1361 Easter Lane	1			
<b>(PH)</b>	1363 Easter Lane	1			
<b>(PH)</b>	1360 Jurdy Road	1			
<b>(PH)</b>	1364 Jurdy Road	1			
<b>(PH)</b>	1378 Lakeside Circle	1			
<b>(PH)</b>	1380 Lakeside Circle	1			
<b>(PH)</b>	1640 Donald Court	1			
<b>(PH)</b>	1642 Donald Court	1			
<b>(PH)</b>	2031 Opal Place	1			
<b>(PH)</b>	3808 Lodestone A	1			
<b>(PH)</b>	3808 Lodestone B	1			
<b>(PH)</b>	4241 Rahn Road	1			
<b>(PH)</b>	4440 Lynx Court	1			
<b>(PH)</b>	4442 Lynx Court	1			
<b>(PH)</b>	2042 Pin Oak Drive	1			
<b>(PH)</b>	2044 Pin Oak Drive	1			
<b>(PH)</b>	2048 Vienna Lane	1			
<b>(PH)</b>	2050 Vienna Lane	1			
<b>(PH)</b>	2115 Cliffview	1			
<b>(PH)</b>	4261 Diamond Drive	1			
<b>(PH)</b>	4585 Cinnamon Ridge Tr.	1			
<b>(PH)</b>	4535 Cinnamon Ridge Tr.	1			
<b>(PH)</b>	4680 Nicols Road Upper	1			
<b>(PH)</b>	4680 Nicols Road Lower	1			
<b>Lincoln Place (Youth)</b>	1997 Gold Trail	25			
CDA Office Building	1228 Town Centre Drive	1			
		<b>Total Price per Month</b>			

**Mendota Heights  
Properties**

(price per month)

Property Name	Address	Number of Units	Price 1 <sup>st</sup> yr	Price 2 <sup>nd</sup> yr	Price 3 <sup>rd</sup> yr
Hillside Gables (FT)	2400-2448 Lexington Ave.	24			
Parkview Plaza (SR)	730 South Plaza Drive	65			
Village Commons (SR)	720 Linden Street	60			
(PH)	2262 Apache Street	1			
		<b>Total Price per Month</b>			

**South St. Paul Properties (price per month)**

Property Name	Address	Number of Units	Price 1 <sup>st</sup> yr	Price 2 <sup>nd</sup> yr	Price 3 <sup>rd</sup> yr
Dakota Heights (SR)	337 - 15th Ave. North	56			
River Heights Ter (SR)	1720 Thompson Avenue	54			
Thompson Heights(SR)	1350 Thompson Avenue	60			
		<b>Total Price per Month</b>			

**West St Paul  
Properties**

(price per month)

Property Name	Address	Number of Units	Price 1 <sup>st</sup> yr	Price 2 <sup>nd</sup> yr	Price 3 <sup>rd</sup> yr
Haskell Court (SR)	140 E Haskell	42			
The Dakotah (SR)	900 S Robert Street	59			
The Dakotah	Commercial 900 Robert St.				
Colleen Loney (PH)	1675 Livingston Ave	80			
(PH)	369 Stanley	1			
(PH)	1004 Cherokee	1			
(PH)	140 Westchester Drive	1			
(PH)	195 Kathleen Drive	1			
(PH)	1243 Smith Avenue	1			
(PH)	315 Hurley	1			
(PH)	157 Butler	1			
(PH)	808 Dodd Road	1			
(PH)	1201 Charlton	1			
(PH)	1015 Christenson	1			
NSP	283 Hurley Street	1			
		<b>Total Price per Month</b>			

## ZONE C

### Rosemount Properties (price per month)

Property Name	Address	Number of Units	Price 1 <sup>st</sup> yr	Price 2 <sup>nd</sup> yr	Price 3 <sup>rd</sup> yr
Cameo Place (SR)	3101 Lower 147th Street	44			
Cambrian Court (SR)	14736 Cambrian Ave.	60			
Carbury Hills (FT)	13430 - 13591 Carbury Wy.	32			
Prestwick	14101-14160 Addison Way	36			
(PH)	14880 Delft Avenue	1			
(PH)	14890 Delft Avenue	1			
(PH)	3744 155th Street West	1			
(PH)	14975 Damask Avenue	1			
(PH)	3526 148th Street West	1			
(PH)	14585 Chrome Avenue	1			
(PH)	14840 Dallara Avenue	1			
(PH)	14850 Dallara Avenue	1			
(PH)	14850 Danville Avenue	1			
(PH)	14929 Delft Avenue	1			
(PH)	3220 Lower 150 <sup>th</sup>	1			
(PH)	14580-14602 Biscayne Ave	12			
(PH)	2470-2484 145th Street	8			
(PH)	3370 201 <sup>st</sup> Street (Empire)	1			
(PH)	17114 Gage Ave. Rsmt	1			
		<b>Total Price per Month</b>			

### Inver Grove Heights Properties (price per month)

Property Name	Address	Number of Units	Price 1 <sup>st</sup> yr	Price 2 <sup>nd</sup> yr	Price 3 <sup>rd</sup> yr
Spruce Pointe (FT)	7801-7873 Chandler Lane	24			
Lafayette (FT)	4900 Bongard Way & Bolger Tr	30			
Inver Hills (TH)	8350-8389 Bravo Way	24			
Carmen Court (SR)	5825 Carmen Ave.	51			
Cahill Commons (SR)	5840 Cahill Avenue	60			
Hillcrest Pointe (SR)	9170 Cahill Ave.	66			
(PH)	7658 Barbara Court	1			
(PH)	7660 Barbara Court	1			
(PH)	1846 55th Street	1			
(PH)	1850 55th Street	1			
(PH)	3650 East 77th Street	1			
(PH)	4020 East 64th Street	1			
(PH)	6039 Concord Blvd	1			
(PH)	6463 Delilah Ave.	1			
(PH)	7510 Cloman Ave. # A	1			
(PH)	7510 Cloman Ave. # B	1			
(PH)	3551 East 69th Street	1			
		<b>Total Price per Month</b>			



**Farmington Properties:** Senior, Family, and Public Housing are served by the city selected contractors (not included in this contract).

**Hastings Properties:** single family and Public housing are served by city selected contractors (not included in this contract).

**Hastings Properties (price per month)**

<b>Property Name</b>	<b>Address</b>	<b>Number of Units</b>	<b>PRICE 1<sup>ST</sup> YR</b>	<b>PRICE 2<sup>ND</sup> YR</b>	<b>PRICE 3<sup>RD</sup> YR</b>
Pleasant Ridge (FT)	1324-1348 No. Frontage Rd.	31			
Marketplace (FT)	1601-1699 So. Frontage Rd.	28			
West Village (FT)	1725-1789 So. Frontage Rd.	21			
Mississippi Terrace (SR)	301 Ramsey Street	40			
Rivertown Court (SR)	1791 South Frontage Road	63			
		<b>Total Price per Month</b>			

**Bid Form**

The Bid form is a summary of all the properties that are noted on the Appendices in the project manual. The Appendices are a worksheet to develop your overall price (from every individual property). The Appendices are also used for monthly billings.

Reminder: The Dakota County CDA is exempt from paying the **.25% Transit Improvement Tax and 6.875% MN sales tax.**

The undersigned, having carefully examined the Project Manual (and all of the addendums) for **Trash & Recycling Contract Services** prepared by The Dakota County CDA and being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, material, equipment, tools, transportation, taxes, fees, and services necessary to complete the Work in accordance for the following sums:

**A. BID PRICING**

	<u>ZONE A</u>	<u>ZONE B</u>	<u>ZONE C</u>
1 <sup>st</sup> year bid \$	_____	_____	_____
2 <sup>nd</sup> year bid \$	_____	_____	_____
3 <sup>rd</sup> year bid \$	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____

**B. ALTERNATES** (must be filled out to be a completed to be valid Bid Form).

1. Provide a price for one time add/deduct price—trash service per week. See Appendix C for more info.

	Year 1	Year 2	Year 3
<b>2yd trash container</b>	\$ _____	\$ _____	\$ _____
<b>3yd trash container</b>	\$ _____	\$ _____	\$ _____
<b>4yd trash container</b>	\$ _____	\$ _____	\$ _____

2. Provide a price for one time add/deduct price—recycling service per week. See Appendix C for more info.

	Year 1	Year 2	Year 3
<b>2yd recycle cont.</b>	\$ _____	\$ _____	\$ _____
<b>3yd recycle cont.</b>	\$ _____	\$ _____	\$ _____
<b>4yd recycle cont.</b>	\$ _____	\$ _____	\$ _____

3. Provide a price for a container exchange (pick up old container, and deliver another container)

	Year 1	Year 2	Year 3
<b>2yd recycle cont.</b>	\$ _____	\$ _____	\$ _____
<b>3yd recycle cont.</b>	\$ _____	\$ _____	\$ _____



## CONTRACTOR'S QUALIFICATION STATEMENT

SUBMITTED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRINCIPAL OFFICE \_\_\_\_\_

PHONE \_\_\_\_\_

(Please check one)

Corporation  Partnership  Individual  Other

(NOTE: Attach separate sheets as necessary)

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. If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President's name: \_\_\_\_\_

Vice-President's name: \_\_\_\_\_

Secretary's name: \_\_\_\_\_

Treasurer's name: \_\_\_\_\_

4. If individual or partnership, answer the following:

Date of organization: \_\_\_\_\_

5. Name and address of all partners: \_\_\_\_\_  
\_\_\_\_\_

6. We normally perform \_\_\_\_\_% of the work with our own forces;

7. Have you ever failed to complete any work awarded to you? If so, note when  
Where, and why:

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8. List your principal subcontractors, if any?

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9. List your principal suppliers:

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10. List your bank references:

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11. List three current multi-family customers who may be contacted as references, type or work address, phone number and contact name.

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

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

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

12. List insurance information:

Name of insurance company: \_\_\_\_\_

Name of insurance agent: \_\_\_\_\_

Agents phone number: \_\_\_\_\_

I certify that the above is true and complete and I authorize the Dakota County CDA to verify any information on this statement.

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

***(Return to CDA)***