



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: March 9, 2021

Title of Item: Recycling Agreement Extension

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Terry Neff	Department: Environmental Services	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: N/A
Summary of Issue: <p>Attached is a request from Countryside Sanitary Services to extend the recycling agreement. Countryside Sanitary Services (formerly J&H Transfer) operates the McGregor Transfer Station and part of that operation is providing recycling services. We have had an agreement with them for the recycling services for many years. I recommend the County Board approve of the extension to the agreement which would end on March 9, 2023.</p> <p>A copy of the recycling agreement is attached.</p>		
Alternatives, Options, Effects on Others/Comments: Advertise for Request for Proposals and see if there is any other interested companies to bid on recycling in the area.		
Recommended Action/Motion: Approve the extension to the Recycling Agreement with Countryside Sanitary Services.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 10,000.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

RECYCLING AGREEMENT

THIS AGREEMENT, is made and entered into this March 9, 2021, by and between the County of Aitkin, a political subdivision of the State of Minnesota, hereinafter "County" and Jesse Hooper doing business as Countryside Sanitary Services, located at 18049 360th St, McGregor, MN 55760, hereinafter "Contractor".

For the purpose of this Agreement, Jesse Hooper, and Countryside Sanitary Services shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor under this Agreement, shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.

WITNESSETH:

WHEREAS, County has determined that reduction of the County's solid waste stream through county-wide recycling is in the public interest; and

WHEREAS, representatives of the County and the Contractor have met to negotiate the detailed terms of this Agreement contained herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements herein set forth, the parties agree as follows:

1. **DEFINITIONS:** The terms used within this Contract shall be defined according to the definitions contained in Attachment A: "Program Definitions" (incorporated herein to this Agreement).
2. **CONTRACTOR'S OBLIGATIONS:**
 - A. **Collection** This collection service element of this Agreement pertains to the installation, maintenance and servicing of the drop-off system for collecting recyclables.
 1. **Residential Recyclable Materials** This collection service element is primarily targeted towards the collection of recyclables derived from residents' (both permanent and seasonal) households.
 2. **Collection of Drop-Off Recyclable Materials** This collection service element pertains only to materials deposited by residents and other users at designated drop-off centers as listed in Attachment B. This collection element does not pertain to the collection of materials from residents via "curbside collection" programs (pick-up on a house-to-house, or business-to-business basis) that may be offered by haulers as services to their customers.
 3. **Provide and Maintain Containers** The Contractor shall be responsible for purchase and installation of compartmentalized roll-off containers, or other suitable substitute containers, with adequate capacity and dimensions to serve the collection program needs.
 4. **Servicing Containers** The Contractor shall provide adequate servicing of the drop-off containers. Full containers shall be promptly removed and replaced by empty containers.
 5. **Site Clean-Up** The Contractor shall clean up all material deposited by residents at the designated drop-off site. No material, debris, litter or other form of solid waste resulting from the recycling program shall be left at the site.

The Contractor's employees shall handle all containers with reasonable care to avoid damage, shall replace all containers in an upright position, and shall immediately clean up and dispose of any contents thereof that may be spilled.

6. One-Day Notice for Collection of Unattended Containers The County will require the site host to monitor the unattended recyclables roll-off container(s) to determine when it is full and needs servicing. The site host shall contact the Contractor to request servicing of full container(s). The Contractor shall have one business day from the time of said notice to provide collection of the full container and replacement with an empty container.
7. All Full Roll-Off Containers to be Weighed The Contractor shall weigh all full recycling roll-off containers before unloading to obtain the gross weight of the recyclables. Upon unloading, the Contractor shall then weigh the empty containers to obtain tare weights. A net weight shall be calculated and recorded on the weight ticket.
8. Weights in Other Containers May be Estimated Amounts of recyclables collected in containers other than roll-off boxes (for example, rear-load dumpsters, bins, etc.) may be estimated, rather than weighing each container, using standard industry practices with approval of the County. The methodology for such estimates shall be noted within monthly collection reports.
9. Collection Records The Contractor shall maintain a log of all collection operations by designated drop-off center. Site-by-site data to be collected shall include, but are not limited to: date and time of collection; gross, tare and net weight of recyclables collected; relative fullness of each compartment (e.g., paper compartment 90% full; metals / plastic compartment 100% full; and glass compartment 75% full); notes as to level of contamination in the container by compartment; and notes about overall cleanliness of the site (e.g., illegal dumping, etc.).
10. Monthly and Annual Collection Reports The Contractor shall provide a monthly report to the County including a summary of collection data, in a format specified by the County. Monthly reports shall be due by the 15th of each month for data covering the previous month. Monthly collection reports shall provide site-by-site and total data including, but not limited to: frequency of collection; net weight of recyclables; average fullness by recycling compartment; and generalizations about levels of contamination in the recycling containers.

Monthly and annual collection reports shall provide, at a minimum, data about the source and type of tons collected by the Contractor, including, but not limited to: Aitkin County drop-off recyclables collected pursuant to the collection requirements of this Contract; Aitkin County residential recyclables collected curbside; and Aitkin County non-residential recyclables.

Annual reports shall provide sum totals for each year of data contained in the monthly reports, in a format specified by the County. Annual reports shall be due by February 15 of each year for data covering the previous year.

11. Recycling Route list Contractor must provide the County with a recycling route list if the Contractor is providing curb side collection to residential customers or providing recycling services to commercial establishments.

B. Public Relations / Public Education

1. Brochure The Contractor shall publish a recycling public education brochure that itemizes the list of acceptable and unacceptable materials as specified by the County. The brochure shall also have recyclables preparation instructions for residents. The brochure shall also list the locations and collection schedule for all designated drop-off centers. The Contractor shall provide the County with a draft of the brochure for approval prior to final printing and dissemination.
2. Container Compartment Labels The Contractor shall provide and install labels for each compartment in their recycling container to make clear to residents where each materials belongs. The Contractor shall provide the County with a draft of the compartment labels for approval prior to final printing and installation.

3. Other Public Education Opportunities The Contractor shall be encouraged to seek, develop and implement other public education opportunities to help improve recycling participation, recovery rates and compliance with resident preparation instructions.

C. Processing / Marketing

1. Processing or Transfer of Materials from Drop-Off Centers The Contractor shall specify in writing the intended plan of operations for the recycling facility including, but not limited to: safety, storage (both inside and outside the building), sorting, baling, and other materials handling (e.g., forklift, bobcat, etc.).
2. Marketing of Materials The Contractor shall be responsible for securing end-markets for recyclable materials collected and processed for the duration of this Recycling Agreement.
3. Processing / Marketing of All Recyclables The Contractor shall be responsible for design, installation, and operation of the recyclable materials processing and marketing elements of the recycling system.

Processing / marketing services shall include, but are not limited to: securing purchase commitments from markets (including quality specifications); receiving of materials from drop-off centers, interim storage; shipment to markets; and disposal of process rejects. Costs of rejects disposal shall be the responsibility of the Contractor.

Processing / marketing services may include: transfer without further processing; sorting; and densifying (e.g., baling).

4. Processing / Marketing Data The Contractor shall maintain ongoing records on the amounts in tons of materials processed, transferred, and marketed, including rejects disposed.
5. Monthly and Annual Processing / Marketing Reports The Contractor shall summarize processing / marketing / disposal data in monthly and annual reports to the County. Monthly reports shall be due by the 15th of each month for data covering the previous month.

Monthly and annual processing reports shall provide, at a minimum, data about the source and type of tons processed by: Aitkin County drop-off recyclables collected pursuant to the collection requirements of this Contract; Aitkin County residential recyclables collected curbside; and Aitkin County non-residential recyclable.

Identities of end-markets may be kept confidential if the Contractor submits a written request under the procedures specified in the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13). Annual reports shall provide sum totals for each year of data contained in the monthly reports. Annual reports shall be due by February 15 of each year for data covering the previous year.

3. TERM / TERMINATION OF THE CONTRACT

- A. Two Year Term The initial term of this recycling services Contract shall be for two years, with five, one-year extension options. The initial Contract term shall begin March 9, 2021 and expire March 9, 2023.
- B. County's One-Year Extension Options The County may request a one-year contract extension if written notice of such request is received by the Contractor by twelve (12) months prior to current expiration date. Granting requests for contract extensions shall be at the sole discretion of the County and shall not be appealed. Contract extensions will provide for the same service levels and pricing as per this Agreement (with any escalators applied as per Section 5.H).

- C. **County Retains Right to Extend and Postpone Contract Termination Date** The County shall retain the rights to extend the Contract at any time and to postpone the initial Contract termination date, subject to approval by the Contractor.
- D. **Termination of Contract Due to Contractor Default** The County may, after giving Contractor and the surety seven days written notice and to the extent permitted by laws and regulations, terminate the Contract due to Contractor default. Default can include one or more of the following actions by the Contractor:
1. **Failure to Perform** the required work as specified in this Agreement, and fails to correct the deficiency within 30 days after receiving written notice from the County. In addition to other services, if the Contractor repeatedly fails to perform the services itemized in Section 4.J “Liquidated Damages”, the Contractor may be deemed to be in default of this Agreement.
 2. **Violation of Any Law or Regulation** of any municipal, county, state or federal laws, rules, regulations, ordinances and specifications.
 3. **Filing for Bankruptcy or Insolvency** If Contractor commences a voluntary case under any chapter of the Bankruptcy Code (Title II, United States Code), as now or hereafter in effect, or if Contractor takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to the bankruptcy or insolvency;

If a petition is filed against Contractor under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against Contractor under other federal or state law in effect at the time relating to bankruptcy or insolvency.
 4. **Assignment of this Contract** without the prior written approval of the County.
- E. **Contractor Termination of the Contract Services** Contractor may stop service or terminate the Contract if, through no act or fault of the Contractor, the County Recycling Program is suspended for a period of more than ninety days by the County. Under this circumstance, the Contractor may, upon seven day’s written notice to the County, terminate the Agreement and recover from the County payment for completed services.
- F. **Program Re-Evaluation** The design and performance of the program shall be re-evaluated at the one-year and two-year anniversary dates of the Contract. If program changes are recommended by the County or Contractor that significantly affect service costs, this will be considered a triggering event for renegotiation.

4. **LEGAL AND INSURANCE REQUIREMENTS**

- A. **Ownership and Responsibility of Material** Upon collection from the designated drop-off sites, all material in and immediately around the containers (recyclables and contaminants) becomes the property and responsibility of the Contractor.
- B. **Indemnification** The Contractor shall indemnify and hold harmless the County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorney’s fees, which the County may suffer or for which it may be held liable, arising out of or resulting from the Contractor’s or his agent’s or employee’s actions or negligence in the performance of this Contract. Prior to the commencement of the Contract, the Contractor shall furnish the County certificates or copies of these policies of insurance in force.

Compliance by the Contractor with the foregoing requirements to carry insurance and furnish certificates thereof shall not relieve the Contractor from liability assumed under any provisions of this Contract.

- C. **Independent Contractor** The Contractor shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor, per this Agreement shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.
- D. **Worker's Compensation Insurance** The Contractor shall provide and maintain worker's compensation insurance as required by law.
- E. **Comprehensive General Liability Insurance** Contractor shall provide and maintain at all times while this Contract is in effect Comprehensive General Liability Insurance insuring against liability imposed by law for bodily injury or death, in the minimum sum of \$1,500,000 any one person and in the minimum sum of \$1,500,000 for two or more persons for the same occurrence, and for damage of property in the minimum sum of \$500,000. The County of Aitkin shall be named a coinsured on said policy for incidents arising out of the Contractor's performance of this Agreement, which shall provide that the coverage may not be terminated or changed by the insurer except upon ten days written notice to the County Auditor. All endorsements shall apply to both bodily injury or death and property damage coverages. The Contractor is also required to provide no fault motor vehicle insurance with regard to all motor vehicles used in carrying out the terms of this Contract, in the same amounts specified.
- F. **Auditing** The Contractor shall allow the County to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this recycling program.
- The Contractor shall also allow the Legislative Auditor or the State Auditor as appropriate to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract.
- G. **Non-Discrimination** Contractor agrees that Contractor shall not discriminate against any employee, applicant for employment or other person, supplier, or contractor because of race, color, religion, sex, marital status, national origin, disability or public assistance.
- H. **Assignment and Subcontracting** Neither the County nor the Contractor shall assign the Agreement, or any part thereof, nor shall either the County or the Contractor sub-contract this Agreement or any part thereof without the prior written approval of the other party.
- The Contractor may not assign any parts of this Agreement via sale, merger or acquisition of the Contractor's company without the prior written approval of the County. The County, at its sole discretion, may elect to fully enforce the provisions of the Contract, rebid or renegotiate the Contract if the Contractor sells, merges or is acquired. The County shall specify its decision and schedule for how to continue the recycling services as specified in this Agreement within its written response to the Contractor.
- I. **Compliance with All Laws, Rules, Regulations and Licensing Requirements** The Contractor shall comply with all municipal, county, state and federal laws, regulations, ordinances and specifications. The Contractor shall be licensed by Aitkin County as a solid waste hauler and shall pay the required annual County license fees. The Contractor shall obtain all other required municipal and county licenses necessary to collect, handle, store, process, transfer, remove, transport or dispose of solid waste within Aitkin County.
- J. **Liquidated Damages** The County and Contractor agree, in addition to any other remedies available to the County, the County may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations:

1. Failure to service and collect full drop-off containers within the one business day limit as specified in Section 2.A.4 (“Servicing Containers”) and Section 2.A.6 (“One-Day Notice for Collection of Unattended Containers”) - \$100 per incident
 2. Failure to provide monthly and annual reports as specified within Sections 2.A.10 and 2.C.5 - \$200 per incident.
 3. Failure to respond to legitimate service complaints in a reasonable, professional and timely manner - \$50 per incident.
 4. These amounts are liquidated damages for losses suffered by the County, and not a penalty.
- K. Dispute Resolution Process** The County and the Contractor agree to first use the following process to resolve disputes about issues related to the performance of this Contract. If an issue arises requiring resolution, either party shall initiate this dispute resolution process by notifying the other party and scheduling a meeting. The meeting shall serve as a fact finding opportunity to identify the issue, clarify the problem, review this Contract provisions relating to the issue, discuss alternative remedies, and agree upon a means of dispute resolution. The parties shall make a good faith effort to complete the agreed-upon tasks within 30 days of the initial dispute resolution meeting, or specify an alternative schedule and deadline for resolving the issue. This dispute resolution process shall be considered as one alternative to the County declaring the Contractor in default as per Section 3.D of this Agreement. Nothing in this Contract section, Dispute Resolution Process, shall be construed or implied to reduce, eliminate or otherwise affect the rights of the County to use any and all other means of legal remedies.
- L. Contact Persons for Legal Notices** The Contractor identifies Jeff Hooper, who shall be designated to receive all notices and communications on behalf of the contracting parties with regard to the Contract. Written notice required to be provided to the County pursuant to this Agreement shall be provided to the County Solid Waste Administrator, Department of Environmental Services, 209 2nd St NW, Aitkin, MN 56431. Written notice required to be provided to the Contractor pursuant to this Agreement shall be provided to Jeff Hooper 19149 360th St, McGregor, MN 55760.
- M. Disposal of Reject Materials** Reject materials shall be disposed of by the Contractor at a permitted facility and will be subject to any applicable tipping fees.
- N. Performance** Contractor shall see that all work done pursuant to this Agreement is accomplished with work forces and equipment which are adequate to insure the satisfactory collection and disposal of said materials at all times. Failure to perform may be excused only by adverse conditions caused by weather or similar hindrances which on other work might be regarded as “acts of providence”.
- O. Conflict of Interest** Neither the Contractor nor its employees either presently have, nor shall acquire interest, direct or indirect, in the Contract in any manner forbidden by law. No County official, or deputy or clerk or employee of such official, shall be directly or indirectly interested in this Contract.
- P. Severability** This Agreement is subject to the laws of the United States of America, the State of Minnesota and Ordinances of the County of Aitkin. In the event that any provision of this Agreement shall be held to be contrary to law or Ordinance by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision or provisions shall be voided. All other terms and conditions of the Agreement shall continue in full force and effect. The voided provision or provisions may be renegotiated at the written request of either party to this Agreement.

- Q. Governing Law** This Agreement shall be deemed to be a contract made in the State of Minnesota and shall be interpreted and construed in all respects in accordance with the laws of the State of Minnesota applicable to contracts wholly to be performed therein.
- R. Modification** Any alterations, variations, modification or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, signed by the authorized representatives of the County and Contractor and attached to this Agreement.
- S. Integration** The Parties agree that the entire Agreement between the Parties is contained herein and that this Agreement, including any and all exhibits attached hereto, supercede all oral Agreements and negotiations between the Parties relating to the subject matter hereof, as well as any previous agreements between the Contractor and the County or either of them relating to the subject matter hereof.

5. PAYMENTS AND RECORDS

- A. Monthly Invoices** The Contractor shall submit monthly invoice statements for payments for services rendered, said statements to be submitted to the Aitkin County Department of Environmental Services.
- B. Service Components** Monthly invoices shall specify the following level of services:
Processing Fee for Aitkin County Residential Recyclables Processed The County shall pay the Contractor for processing and marketing of recyclables from Aitkin County only. Material collected from outside Aitkin County shall not be eligible for payment.
- C. Payment for Services** The County shall pay the Contractors for services rendered as invoiced upon successful completion of all services required, including, but not limited to, monthly reports as specified above in this Contract in sections 2.A.10 and 2.C.5.
- D. Compensation / Prices for Contract Services** The County and the Contractor agree that the following prices and revenue share shall be paid by the County and credited back to the County from the Contractor:
Processing price for contracted processing services = \$50 per ton
Less Revenue Risk Share = 0% of revenue from material sales from all tons processed.
- E. Data Practices** The Contractor shall designate a management official as the responsible authority for the Contractor. Records of the Contractor established, maintained and preserved to the Contract shall be maintained and administered in accordance with the requirements of the Minnesota Government Data practices Act. Contractor designates Jeff Hooper to be the responsible authority.
- G. County Record of Complaints** Complaints on service received by the County will be recorded in writing listing time, date, and name along with the address and telephone number of the person making the complaint on forms furnished by the County. A written copy of the complaint listing the nature of complaint and corrective action recommended by the County, shall be submitted to the Contractor. Monthly reports to the County by the Contractor shall identify the complaint and follow-up action taken.
- H. Adjustments** Processing (per ton) fees established in Section 5.D above shall be annually adjusted on January 1st to reflect a similar rate paid to Garrison Disposal for the preceding year (processing fee less revenue share/per ton).

In Witness whereof, the Parties hereto set their hands.

By the duly elected or appointed representatives of **AITKIN COUNTY**:

_____	_____
BOARD OF COMMISSIONERS, CHAIRPERSON	Date
_____	_____
BOARD CLERK or AUDITOR	Date
_____	_____
DIRECTOR OF ENVIRONMENTAL SERVICES DEPARTMENT	Date
_____	_____
AITKIN COUNTY ATTORNEY	Date

By the duly appointed representatives of the **CONTRACTOR**.

The Contractor acknowledges by his/her signature on this document that the Contractor has received a copy of this Contract and is in full agreement with the terms as imposed upon the Contractor by this Agreement and that the Contractor will comply with those terms and conditions.

_____	_____
Jesse Hooper, Owner and President	Date

Attachment A
PROGRAM DEFINITIONS

1. **“Attended Drop-Off Sites”** means designated drop-off centers that have staff to supervise and assist residents with recyclables unloading and depositing into the containers (see Attachment B).
2. **“Containers”** means compartmentalized, covered roll-off boxes with sufficient compartments to allow separate collection of the recyclable materials specified herein.

Other suitable types of container systems may be substituted for roll-off boxes (e.g., rear load dumpsters). Substitute types of containers must be specified in the proposal and must provide: adequate covering to prevent littering and precipitation from getting into the materials; adequate capacity; and ease of access by residents to deposit recyclable materials (e.g., unloading height not too high).

3. **“Contamination”** or **“Contaminants”** means incorrect materials deposited in the containers that are not acceptable as recyclables as defined by the County.
4. **“Contractor”** means the County’s contracted recycling service vendor as per this Agreement.
5. **“Designated Drop-Off Center”** means a specified facility for storage of recyclable materials. These facilities may be attended or unattended and will be located at site locations and schedules as specified by the County.

Attachment B is the current list of designated drop-off centers, including description of specific site locations and schedules of operations.

6. **“End Markets”** means the final manufacturing plant or business where the processed recyclables are sold to make a new product (for example, mills). Brokers, intermediate processors and other recycling material reclaimers are not considered end-markets.
7. **“Markets”** for recyclable material include any person or company that buys (or charges) for recycling of specified materials. “Markets” may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.
8. **“Recyclables Collection”** means taking up of all recyclable materials accumulated in containers at designated drop-off centers and the transporting of the recyclable materials to a recycling facility where they can be processed and / or transferred for marketing.
9. **“Recyclable Materials”** means those “minimum list of materials” identified by the County in Attachment C.
10. **“Recycle/Recycling”** means the process of collecting, processing and preparing recyclable materials and reusing them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
11. **“Recycling Facility”** is a general term means a designated private recycling facility.
12. **“Rejects”** means materials that, after processing by the Contractor, are not marketable as recyclables and must be disposed as mixed municipal solid waste.
13. **“Triggering Event for Renegotiation”** means any event that allows either the County or the Contractor to initiate renegotiation of the Contract due to systems changes that may effect costs of services.
14. **“Unattended Drop-Off Sites”** are designated drop-off centers that do not have staff present whereby residents are asked to unload their own recyclables without supervision.

Attachment B

LIST OF DESIGNATED RECYCLABLES			
Location	Establishment (As Host for Site)	Service Type/Materials ^(a)	Minimum Frequency of Service
McGregor Transfer Station	J&H Transfer Station	Attended/Full service	On Call
J&H Transfer Station	J&H Transfer Station	Attended/Full service	On Call

Notes:

- (a) "Full Service" means all County-specified materials collected at this drop-off center (see Attachment C for detailed list).

Attachment C
LIST OF DESIGNATED RECYCLABLE MATERIALS

Acceptable	Items NOT recyclable	Resident Preparation Instructions
Glass Glass bottles and jars (empty) Holding food and beverages only	Ceramic dishes, Dirty bottles, Bottles with caps Dinner Plates. Ovenware Clay pots Drinking glasses, crystal, broken glass Window panes, mirrors Light bulbs	No need to separate by color Remove lids Rinse to remove residue Do not break glass
Plastic No. 1 thru 6 Plastic bottles (empty – remove caps): Milk, pop, beverage containers, Laundry Soap, cool whip and butter tubs	Plastic Bags, screw on lids, Any type of plastic film Pails, tubs, plates, plastic cups, bowls, caps, lids, Ketchup cups Plastic utensils, screw on lids, dirty bottles, rubber products, Styrofoam cups and packing materials, polyvinyl sheeting, heat shrink wrap	Remove caps, lids Rinse to remove residue Do not try to recycle more than these types of bottles Throw away caps and lids Throw away all other non-plastic May be mixed with tin and aluminum cans (a)
Cans: Aluminum and Tin Steel/tin cans Aluminum cans (emptied) Aluminum pie and meat tins Aluminum foil	Wire strapping, dirty cans, cardboard cans, appliances, power tools or batteries, metalized-look plastics, screw-on lids	Rinse to remove residue No need to remove labels May be mixed with plastics (b)

Notes:

- (a) Plastic may be mixed in same recycling container compartment with tin/aluminum cans at discretion of the contractor
- (b) Tin/aluminum cans may be mixed in same recycling container compartment with plastic at discretion of the contractor

Attachment C (continued)
LIST OF DESIGNATED RECYCLABLE MATERIALS

Acceptable	Items NOT recyclable	Resident Preparation Instructions
<p>Cardboard Corrugated cardboard (cardboard from boxes with fluted center and two side panels) Paperboard (cereal, kleenex, chip and pizza boxes).</p>	<p>Chipboard, packing peanuts, cellulose packing, foil, plastic wrap, egg crate material, milk cartons, wood scraps Waxed or coated cardboard No meat or juice stained cardboard</p>	<p>Flatten boxes Remove plastic or waxed paper liners and all Styrofoam packing materials</p>
<p>Paper Newspaper, magazines, catalogs, phone books Office paper: white or pastel Stationary/typing paper Envelopes: White, gold, brown, post-it notes, computer paper, Adding machine paper Index/tab/time cards, manila folders, note paper, thermal fax paper, NCR (carbonless copy-through paper)</p>	<p>Blue prints, carbon paper, construction paper, copy paper wrappers, food packaging, Metal bindings, plastic covers, Puzzle books, comic books, Rubber bands, paper clips, Adhesive labels and stickers Cellophane, foils</p>	<p>Newspaper separate in brown paper bags or bundle with string/twine Magazines separate in brown paper bags or bundle with string/twine Catalogs may be included in same bags with magazines Phone books may be included in same bag with magazines</p>

