



# Board of County Commissioners Agenda Request

**4C**  
Agenda Item #

**Requested Meeting Date:** November 25, 2025

**Title of Item:** Request For Proposal (RFP) for Recycling Contract

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div> <div style="float: right; width: 30%;"><input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*</div> <div style="clear: both;"></div>	
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Andrew Carlstrom		<b>Estimated Time Needed:</b> 10 Minutes
<b>Summary of Issue:</b>  The current recycling contract between Aitkin County and Waste Management of Minnesota, Inc. will expire on March 14, 2026. Waste Management currently receives and processes all drop-off recyclables, completes routine maintenance of the Recycling Center, and services canisters and collects recyclables at 10 sites across Aitkin County.  At this time, I am respectfully requesting approval to solicit bids to operate the Aitkin County Recycling Center and recycling drop-off locations for a five year term (March 1, 2026 to February 28, 2031). Please see the attached proposed RFP general summary. Upon approval to solicit bids, letters will be sent to all licensed solid waste haulers in Aitkin County, RFP public notices sent to the newspaper, and done in accordance with MN Statutes 400.04.		
<b>Alternatives, Options, Effects on Others/Comments:</b> Deny motion to solicit bids through an RFP. Hire additional County staff and purchase equipment to operate the facility and unattended drop-off sites.		
<b>Recommended Action/Motion:</b> Request motion to solicit bids through an RFP to operate the Aitkin County Recycling Center and County recycling drop-off locations.		
<b>Financial Impact:</b> <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i></div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div> <div style="display: flex; justify-content: space-between;"><div><i>What is the total cost, with tax and shipping?</i></div><div>\$ 200,000.00 annually (approximate)</div></div> <div style="display: flex; justify-content: space-between;"><div><i>Is this budgeted?</i></div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div><div><i>Please Explain:</i></div></div> <div>RFP Recycling Proposal is currently under review by County Attorney.</div>		

REQUEST FOR PROPOSALS  
FOR  
RECYCLING SERVICES IN AITKIN COUNTY

**1. PURPOSE AND INTENT**

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified private vendors of solid waste or recycling services in order to identify and select a firm to contract the collection, processing and marketing elements of the Aitkin County recycling program. The intent of the RFP is to enhance the cost-effectiveness of the County's existing recycling program by requesting competitive proposals from qualified firms.

The recycling contract will include collection services from the County's designated drop-off sites and processing and / or transfer services at the County's recycling facility in Aitkin. The recycling contract services complements other recycling programs provided by Aitkin County within an overall, comprehensive solid waste management system. (For more information about these other programs not included in this recycling contract, please refer to the *Northeast Minnesota Regional Solid Waste Management Plan*, May, 2023 available for review at:

<https://www.co.aitkin.mn.us/departments/env/env-recycling.php> or at the Aitkin County offices of Planning & Zoning / Environmental Services.)

This RFP details the County's contract recycling program, including: scope of services, term of the contract, background data, basis for service payments, legal and insurance requirements, County's decision process / evaluation criteria, and proposal content requirements. Attachments A through G are incorporated into this RFP by reference and are integral to this solicitation and must be considered, and understood, by potential proposers. Many of these same provisions in this RFP will be included in the final contract to be negotiated with the Contractor.

Section 3, Scope of Services, in this RFP specifies the minimum "base program". Responsive proposers MUST provide service cost estimates for this base program. Proposers responding to this RFP are encouraged to submit alternatives to this base program, in addition to service cost estimates for the "base" program. If one, or more, alternative is submitted, please clearly describe the alternative services or system design, and then provide a corresponding cost estimate. The intent is to provide an equitable means to compare base program cost estimates between proposals, plus evaluate the cost impacts of alternatives initiated by proposers.

**2. COUNTY'S RIGHTS RESERVED**

The County reserves the right to reject any and all proposals, such determination to be within the sole discretion of the County and not subject to question or appeal. The County reserves the right to waive irregularities.

The County reserves the right to negotiate a final contract with a selected firm, based on the basic elements of the proposal submitted by that firm. The County reserves the right to select parts of a proposal and reject other parts of the same proposal. (See Section 8, "County's Decision Process / Evaluation Criteria", for more information.)

**3. SCOPE OF SERVICES FOR THE "BASE PROGRAM"**

**A. Collection**

This RFP collection element pertains to the installation, maintenance and servicing of the drop-off system for collecting recyclables.

1. Residential Recyclable Materials. This RFP collection 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 RFP collection element pertains only to materials deposited by residents and other users at designated drop-off centers as listed in Attachment B and shown in the map in Appendix D. This RFP 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.

Other haulers collecting recyclables within Aitkin County, but not under contract with the County, shall be allowed to unload their recyclables at the Aitkin County recycling facility subject to the posted processing / marketing prices, or tipping fees.

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.
6. Frequency of Collection from Unattended Drop-Off Sites. The Contractor shall remove full containers on an "on-call" basis from unattended drop-off sites.
7. 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.
8. Specify a Recycling Facility. The Contractor shall specify a recycling facility and /or facilities that recyclable materials will be deposited for transfer and/or processing.
9. All Full Roll-Off Containers to be Weighed. The Contractor shall weigh all full recycling roll-off containers before unloading at the specified recycling facility. The Contractor shall specify the method of weighing containers in the proposal (e.g., truck scale to be used; means for obtaining gross, tare and net weights).
10. 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. The methodology for such estimates shall be specified in the proposal.
11. 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; notes as to level

of contamination in the container by compartment; and notes about overall cleanliness of the site (e.g., illegal dumping, etc.).

12. Monthly and Annual Reports. The Contractor shall provide a monthly report to the County including a summary of collection data. Monthly reports shall be due by the 15<sup>th</sup> 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; generalizations about levels of contamination in the recycling containers; and generalizations about the overall cleanliness of the site. 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.

**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. Relations with Site Hosts. The Contractor shall assist the County in maintaining and improving good relations with local site hosts. The Contractor will be encouraged to provide other services or amenities to increase the incentives for hosts of unattended drop-off centers to improve site monitoring.
3. Instructional Signs at Drop-Off Sites. The Contractor shall provide and install signs at each designated drop-off site that itemizes the type of recyclable materials acceptable and unacceptable for each commodity. The Contractor shall provide the County with a draft design and mock-up (including actual text) of the signs for County approval before final production and installation.
4. 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.
5. 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. Operation of County Recycling Facility. The Contractor shall operate and maintain the County's recycling facility in the City of Aitkin. The County owns the land and building only. Routine operations and maintenance shall be the responsibility of the Contractor. Routine operations and maintenance shall include, but not be limited to: operation / payment of all utilities, regular site / building clean-up, litter control, snow plowing, minor repairs, etc. Major capital improvements shall be the responsibility of the County.

The Contractor shall acquire, install and maintain its own processing equipment at its own expense.

Only recyclable material from Aitkin County is allowed to be brought to the Aitkin County Recycling Facility for processing/marketing.



Attachment G lists the hours the County recycling facility shall be open to the public for depositing materials.

2. Processing or Transfer of Materials from Drop-Off Centers. The Contractor must use the County's recycling facility for purposes of processing and/or transfer of the materials collected from the designated drop-off centers. The Contractor shall specify the intended plan of operations for the County's recycling facility. Once a final agreement is negotiated and a contract executed, the basic components of this facility-operating plan may not be changed without prior written approval by the County.
3. Marketing of Materials. The Contractor shall be primarily responsible for securing adequate, long-term, end-markets for recyclable materials collected and processed for the duration of the proposed Recycling Agreement.
4. Processing / Marketing of All Other Recyclables. The Contractor shall be responsible for design, installation, and operation of the recyclable materials processing and marketing elements of the County's 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).

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

#### **4. TERM OF THE CONTRACT**

##### **A. Five Year Term**

The initial term of this recycling services contract shall be for five years, with five, one-year extension options. The tentative initial contract term shall begin March 1, 2026 and expire February 28, 2031.

##### **B. Contractor's One-Year Extension Options**

The Contractor may request a one-year contract extension if written notice of such request is received by the County 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. If the County agrees to accept the Contractor's request for an extension, the County and the Contractor will then initiate negotiations for a new contract. Both parties shall negotiate in good faith and conclude negotiations in time for a County Board decision on the new contract by seven (7) months prior to current expiration date.

**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. However, the County shall not reduce the initial contract term to less than five years except for cause or breach of contract.

**D. Termination**

The County shall retain the right to terminate the contract if the Contractor fails to perform the required work in accordance with the final negotiated agreement, County ordinances and specifications, MPCA rules and regulations, and other local, state, or federal regulations. The County may terminate the negotiated agreement in case of bankruptcy or insolvency of the Contractor. The County may terminate the contract in the event of the Contractor's default of the final negotiated agreement.

**5. BACKGROUND DATA**

**A. Amount of Recyclable Material / Frequency of Pick-Ups**

The historical amount of recyclable material is shown in Attachment F.

It is important to note that the County in no way guarantees the volume, composition or quality of material to be collected in the future. The information in Attachments E and F are provided for information purposes only.

**6. SERVICE PAYMENTS**

**A. Collection Payment**

The Contractor shall be paid on a dollar per ton (\$ / ton) basis for recyclable materials collected from designated drop-off centers. The Contractor will be paid a mileage rate for servicing the designated drop-off sites. This collection fee payment should cover capital, operating and maintenance costs of the collection services.

**B. Processing / Marketing Services Payment**

Each responsive proposer shall propose a flat processing fee (in dollars per year) that is separate from material revenues. This flat fee payment should cover capital, operating and maintenance costs of the proposed processing / marketing services, including costs of transportation to markets.

**C. Adjustments Due to Inflation**

Proposers may wish to include in their proposal an annual service price adjustment due to changes in inflation. The consumer price index (CPI), or other similar index, to be used for such adjustments shall be specified in the proposal.

**D. 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.

**7. 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.

**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, 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. Contractor Performance Bond**

The Contractor will be required to furnish financial assurance to compensate the County for losses that may be incurred in the event Contractor fails to faithfully perform Contractor's obligations under this Contract. Said financial assurance shall be equal to the amount of the annual total contract price and shall take the form of a corporate surety bond, or in lieu thereof, an irrevocable letter of credit. Said financial assurance shall stay in effect throughout the contract period.

**E. Worker's Compensation Insurance**

The Contractor shall provide and maintain worker's compensation insurance as required by law.

**F. Comprehensive General Liability Insurance**

Contractor shall provide and maintain at all times while contract is in effect Comprehensive General Liability Insurance insuring against liability imposed by law for bodily injury or death, in the minimum sum of \$2,000,000 any one person and in the minimum sum of \$4,000,000 for two or more persons for the same occurrence, or (\$1 million occurrence/\$2million general aggregate along with an Umbrella/Excess liability coverage of an additional \$1 million occurrence /\$2 million aggregate) 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.

**G. Auditing**

The Contractor shall allow the County to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this recycling program.

**H. 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.

**I. Assignment and Subcontracting**

Neither the County nor the Contractor shall assign the negotiated 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.

**J. Compliance with All Laws, Rules and Regulations**

The Contractor shall comply with all local, 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.

**K. Liquidated Damages**

The County and Contractor will 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 3.A.4 ("Servicing Containers") and Section 3.A.7 ("One-Day Notice for Collection of Unattended Containers") - \$100 per incident.
2. Failure to provide monthly and annual reports as specified within Sections 3.A.12 and 3.C.6 - \$100 per incident.
3. Failure to respond to legitimate service complaints in a reasonable, professional and timely manner - \$25 per incident.

These amounts are liquidated damages for losses suffered by the County, and not a penalty.

**8. COUNTY'S DECISION PROCESS AND EVALUATION CRITERIA**

**A. Receipt of Proposals**

Proposers shall submit five (5) copies of the proposal in a sealed envelope addressed to:

Andrew Carlstrom, Aitkin County Solid Waste Administrator,  
Aitkin County Environmental Services  
307 2<sup>nd</sup> Street NW Room 219  
Aitkin, MN 56431.

Deadline for receipt of proposals is no later than 3:00 p.m., Friday, January 9, 2026.

**B. Tentative Time Table**

The approximate deadlines for the County's decision process are:

Proposals due	January 9, 2026
Contract award by County Board	January 27, 2026
Contract term begins	March 1, 2026

**C. Negotiations Shall be Exclusive**

The County will receive and rank the proposals according to the decision criteria presented below in Subsection 8.D "Proposal Evaluation Criteria". The County Board will approve the recommended ranking of at least the top three proposals.

The County will then enter into exclusive negotiations with the top ranked proposer. The intent of these negotiations is to establish in writing final terms of an agreement between the County and the top ranked proposer.

If the negotiations with the top ranked proposer are unsuccessful, the County will officially terminate its negotiations with this firm and begin negotiations with the second ranked proposer. This process may be repeated with the third ranked proposer if negotiations are unsuccessful with the second ranked proposer.

**D. Proposal Evaluation Criteria**

The Aitkin County Board of Commissioners intends to award the contract to the contractor that the Board feels most nearly meets its needs and the needs of the residents of Aitkin County. Cost alone will not be the sole determining factor for a selection of a contractor, but rather only one of several criteria as listed below in this Subsection.

All responsive proposals must include a cost estimate for the RFP base program as defined in Section 3, "Scope of Services for the Base Program". Alternative proposals are welcome and encouraged.

The County shall use the following criteria to evaluate and rank proposals. These criteria are listed in alphabetical order and do not reflect their relative importance to the County.

1. Convenience. Convenience will be based in terms of additional or alternative site locations different from the base program specified in this RFP. The County will look for equity of distribution of alternative sites throughout the County.  
  
Convenience also includes material preparation requirements for residents if alternatives to the RFP base program are proposed (e.g., difficulty of sorting in the household; ease of understanding preparation instructions).
2. Cost-Effectiveness. Cost-effectiveness will be evaluated in terms of bottom-line, annual cost to the County. Unit cost per ton will be a secondary indication of efficiency and potential for more savings to the County.  
  
Proposals that show how they will strive to reduce recyclable contamination and process rejects will be given preference.
3. Experience. Proposers should demonstrate past and present recycling and/or solid waste operations.
4. Fairness. Proposers should show how they can best encourage more residential and commercial recycling throughout the County, regardless of the hauling firm serving that home or establishment.
5. Financial Capabilities. Proposers should demonstrate they have adequate resources to undertake the proposed services. Relative long-term security of proposed markets will be an important consideration.
6. Safety. Proposers should demonstrate adequate experience and capabilities in identifying and managing safety risks to the public and workers. Past safety programs and records may be considered.



7. Uniformity. Proposers should show commitments to providing uniform, consistent, public information to residents and businesses.

## **9. PROPOSAL CONTENT REQUIREMENTS**

Each responsive proposal must contain the following:

### **A. Description of the Proposer, Capabilities and Experience**

Describe the proposing company, including, but not limited to: staffing plan to execute the proposed services; any partnerships, subcontracting, joint ventures or private collaborations proposed; history of firm(s); present recycling and solid waste activities; capabilities to undertake this project; and list of references of most recent projects of a similar nature.

### **B. Proposed Processing / Marketing Operations**

Describe the operations, equipment and staffing plan you intend to use in the base proposal. Describe your safety plans for all aspects of operations: collections, processing, and marketing. Proposed markets must be identified, including, but not limited to: end-markets; intermediate processors; and/or brokers. The relative long-term security of all proposed markets should be described as best as possible.

### **C. Proposed Collection Operations**

1. Operations Description. Describe the collection operations to service the designated drop-off centers base proposal, including, but not limited to: type of containers, type of truck; capacity of containers; and, number and description of recyclable compartments. If containers other than roll-off boxes are used at selected sites, specify by site and specify means of estimated weights collected each stop.

### **D. Proposed Public Relations / Public Education Efforts**

Describe the public relations/public education program your firm intends to develop to execute the base proposal. Specify any assistance expected from the County, local site hosts, and local municipalities. This should include, but not be limited to, a description of the plans for: a public education brochure; signs at the drop-off sites; and relations with local site hosts.

### **E. Cost Estimates**

Break down your cost estimates for this contract by the specified components for the base proposal:

1. Ongoing Collection. Collection services (dollar per ton, dollar per mile).
2. Processing. Flat rate processing fee (dollars per ton/year).
3. Inflation Adjustment. Annual price adjustments, if any (specify formula).

### **F. Alternatives to the Base Proposal**

Proposers may submit alternative proposals, but must at a minimum, provide a cost estimate for the base proposal as described in this RFP. If alternative proposals are submitted, clearly describe the system changes proposed and a separate estimate of cost for those alternative services.

**Attachment A**  
**PROGRAM DEFINITIONS**

1. "Base Program" means the minimum scope of services as described in this RFP in Sections 3 through 5. Responsive proposals must include a service cost estimate for the base program.
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 selected recycling service vendor, once a final agreement is negotiated and officially executed.
5. "County Recycling Facility" means the Aitkin County Recycling Facility located at 36488 400<sup>th</sup> Avenue in Aitkin, Minnesota.
6. "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 "minimum, base list" of the drop-off centers, including description of specific site locations and schedules of operations, for purposes of this RFP.

Attachment D is the corresponding map of the "minimum, base list" of designated drop-off centers for purposes identifying of this RFP.

7. "Designated Drop-Off Center Host" or "Site Host" means the site sponsor, agency or business. The container may be on or near host's property. If the site is an unattended drop-off center, the site host will designate a contact person responsible for monitoring the recycling container as it fills up.
8. "Designated Private Recycling Facility" means a private facility that engages in the processing and marketing of recyclable materials.
9. "End Markets" mean 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.
10. "Haulers" means solid waste management and/or recycling firms that provide collection services to residents and businesses in or near the Aitkin County region.
11. "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.
12. "Mixed-Color Glass" Acceptable food and beverage glass jars and bottles (as per Attachment C) as prepared by residents, but not sorted by color. I.e., all colors of glass mixed into one compartment in the containers.

13. “Proposed Recycling Agreement” or “Final Agreement” means the new recycling services contract between the County and the selected firm as the Contractor. The final terms of the Proposed Recycling Agreement will be negotiated, but are intended to follow the purpose, intent and elements and of this RFP and the accepted proposal.
14. “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.
15. “Recyclable Materials” means those “minimum list of materials” identified by the County in Attachment C.
16. “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.
17. “Recycling Facility” is a general term and means either the County recycling facility a designated private recycling facility.
18. “Rejects” means materials that, after processing by the Contractor, are not marketable as recyclables and must be disposed as mixed municipal solid waste.
19. “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.
20. “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. Unattended drop-off sites, in general, are open 24-hours per day, seven days per week, as specified by the County in Attachment B.

Attachment B

**LIST OF DESIGNATED DROP-OFF CENTERS FOR THE BASE PROGRAM**

Site No.	City/Location	Establishment (As Host for Site)	Service Type/Materials <sup>(b)</sup>	Minimum Frequency of Service <sup>(c)</sup>
1.	Aitkin Co. Courthouse	Aitkin County	Unattended/Cardboard only	On Call
2.	Aitkin Co. Recycling Center	County/Contractor	Attended/Full service	Empty as needed (On-site)
3.	Aitkin High School	High School	Attended/Full service (For school use only)	On Call
4.	Aitkin Rippleside Elem School	Elementary School	Attended/Full service (For school use only)	On Call
5.	Hill City (new proposed site)	<i>City of Hill City</i>	Unattended/Full service	On Call
6.	Hill City School	School	Unattended/Cardboard only (For school use only)	On Call
7.	Long Lake Conservation Center	<i>Conservation Center</i>	Unattended/Full service	On Call
8.	Malmo	<i>Petry's By The Lake</i>	Unattended/Full service	2 <sup>nd</sup> and 4 <sup>th</sup> Monday (12PM) thru Thursday (12PM) <sup>(c)</sup>
9.	McGrath	Pour Lewey's	Unattended/Full service	2 <sup>nd</sup> Wednesday of Month (12PM) thru Thursday (12PM)
10.	McGregor School	School	Unattended/Full service (For school use only)	On Call
11.	Palisade	Palisade Public Works	Unattended/Full service	On Call
12.	Savanna State Park	MN DNR	Unattended/Full service (For park guests only)	On Call (Seasonal)

Notes:

(a) The County reserves the exclusive right to add or subtract designated drop-off centers to be serviced by the Contractor.

(b) "Service" means collection of all Single Stream Specifications set forth in Attachment C

(c) These Unattended Drop-Off Centers will have the Container dropped of by 11:00am on Monday and removed after 1:00pm on Thursday.

Attachment C

**LIST OF DESIGNATED RECYCLABLE MATERIALS**

<b>Acceptable</b>	<b>Items NOT recyclable ("Nonrecyclables")</b>	<b>Resident Preparation Instructions</b>
<b>Glass</b> 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
<b>Plastic No. 1 through 6</b> Plastic bottles (empty – remove caps) Milk, pop, beverage containers, Laundry Soap, cool whip and butter tubs	Plastic Bags, Any type of plastic film Pails, tubs, plates, plastic cups, bowls, caps, lids, Ketchup cups Plastic utensils, dirty bottles, rubber products, Styrofoam cups and packing materials, polyvinyl sheeting, heat shrink wrap	Rinse to remove residue Do not try to recycle more than these types of bottles Throw away all other non-plastic  May be mixed with tin and aluminum cans
<b>Cans: Aluminum and Tin</b> Steel/tin cans Aluminum cans (emptied) Aluminum pie and meat tins Aluminum foil	Wire strapping, dirty cans, aluminum foil, cardboard cans, appliances, power tools or batteries, metalized-look plastics, screw-on lids	Rinse to remove residue No need to remove labels



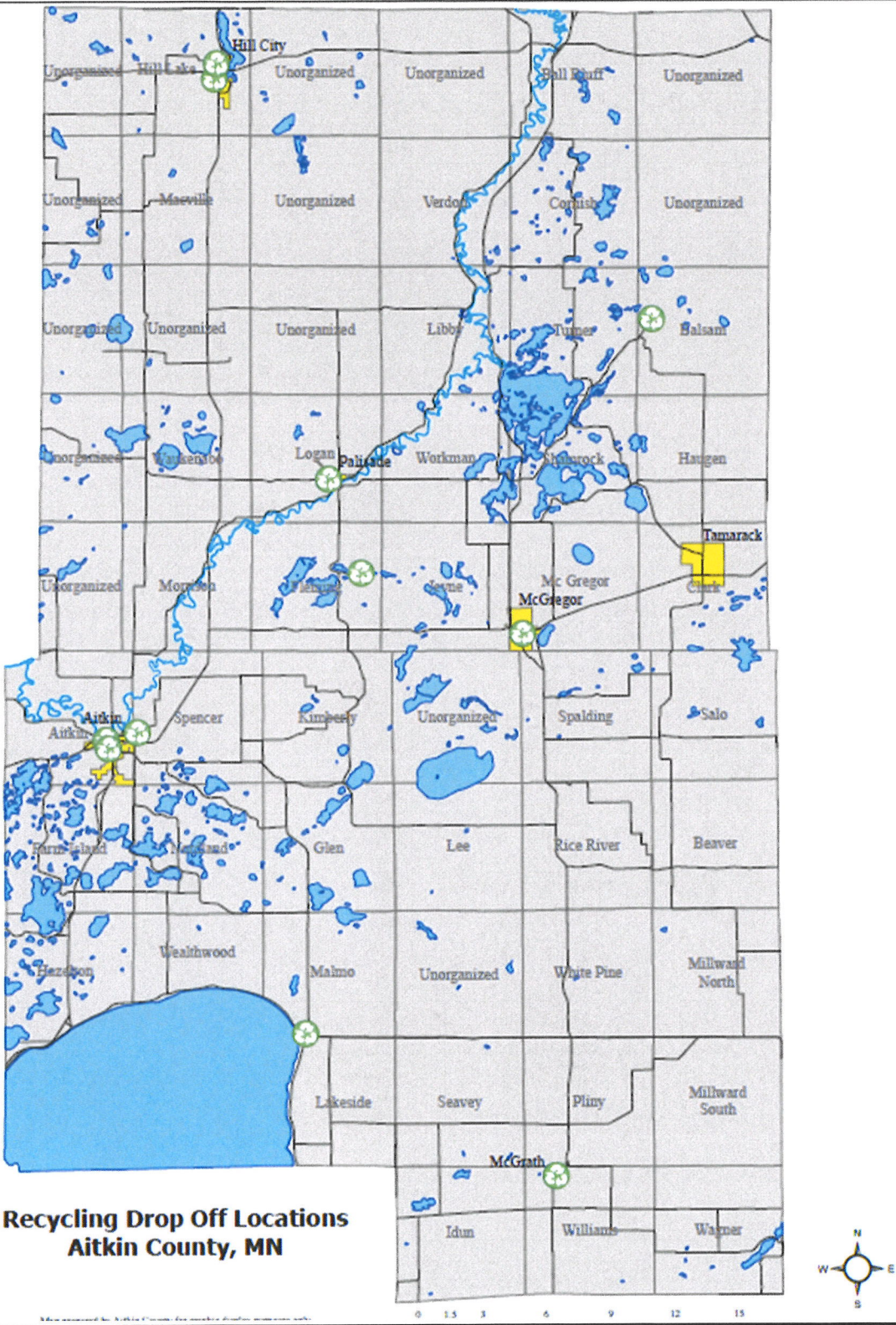
Attachment C (continued)

**LIST OF DESIGNATED RECYCLABLE MATERIALS**

<b>Acceptable</b>	<b>Items NOT recyclable ("Nonrecyclables")</b>	<b>Resident Preparation Instructions</b>
<b>Cardboard</b> Corrugated cardboard (cardboard from boxes with fluted center and two side panels) Clean Uncoated Paperboard (cereal, kleenex, chip and pizza boxes).	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	Flatten boxes Remove plastic or waxed paper liners and all Styrofoam packing materials
<b>Paper</b> 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, manila folders, note paper, thermal fax paper, NCR (carbonless copy-through paper	Blue prints, carbon paper, construction paper, food packaging, napkins, paper towels, paper plates and cups, tissue Metal bindings, plastic covers, Puzzle books, comic books, Rubber bands, paper clips, Adhesive labels and stickers Cellophane, foils	Must be dry, loose, unshredded, non-soiled paper

Attachment D

**DESIGNATED DROP-OFF LOCATIONS**



Attachment E

**MILES TO DESIGNATED DROP-OFF LOCATIONS**

(number is based round trip miles to destination from Aitkin County Recycling Center - see Attachment B)

1. Aitkin County Courthouse	3
2. Aitkin County Recycling Center	0
3. Aitkin High School	3
4. Aitkin/Rippleside Elementary	4
5. Hill City Public Drop-Off (proposed)	70
6. Hill City School	70
7. Long Lake Conservation Center	40
8. Malmo Public Drop-Off	44
9. McGrath Public Drop-Off	88
10. McGregor School	46
11. Palisade Public Drop-Off	40
12. Savanna State Park	80

Attachment F

**HISTORICAL DATA**

The following data represents records of recycling for the months of January 2025 through October of 2025.

Attachment G  
**RECYCLING CENTER HOURS**

The Aitkin County Recycling Center shall be open for the public for depositing materials during the following hours:

Monday through Friday: 7:30 a.m. to 4:00 p.m.

Saturday: 8:00 a.m. to 12:00 p.m.

Sunday: Closed

Holidays: Closed

These are the minimum hours that the County's recycling facility shall be open to the public for purposes of depositing materials at the public drop-off containers. These hours may not reflect the actual operating hours of processing and/or transfer at the recycling facility.

The Contractor shall specify the annual holiday schedule where the County recycling facility will be closed to the public.