



August 11, 2026

INVITATION TO BID

Please note, the City of Auburn is updating its online bid notification system to better communicate with those interested in bidding on City Projects. To receive notifications bidders need to register in the City's [Vendor Self Service \(VSS\) System](#).

Those already registered in VSS will need to add their NIGP commodity codes. Previously entered codes were removed from all vendor records in VSS during the system update. Please note, NIGP commodity codes are required for vendors to receive bid notifications.

1. GENERAL INFORMATION AND SUBMISSION REQUIREMENTS

Sealed bids will be received by the City of Auburn, Alabama, until 10:00 a.m., local time, on Friday, August 14, 2026 in the Office of the City Manager, 144 Tichenor Avenue, Auburn, Alabama, and then publicly opened and read for furnishing the following:

Recycling Processing Services

Bid specifications are attached. The City of Auburn is requiring bid prices for recycling processing services.

Please direct any questions to Catrina Cook at 334-501-3081 or ccook@auburnal.gov

Bids must be submitted on the attached form within a sealed envelope addressed:

Purchasing Officer, City of Auburn
144 Tichenor Avenue
Auburn, AL 36830

Envelope must be plainly marked on the outside as follows:

BID: Recycling Processing Services

OPENING: 10:00 a.m. local time

DATE: Friday, August 14, 2026

The City reserves the right to select the lowest responsible bidder as the best interest of the City may require, to award the purchase contract from any of the bids, to reject any or all bids, and to waive any informalities in bids received. Bid will be good for sixty (60) days after being opened by the City of Auburn, Alabama.

2. CONTRACT AWARD

Award of the contracts, if to be awarded, will be made within sixty (60) calendar days after opening of bids to the lowest responsible bidders whose proposal complies with the requirements of the invitation to bid. Should no awards be made within the sixty (60) days, all proposals will be rejected unless the successful bidders agree in writing to a stipulated extension in the time limit for award. The successful bidders will be notified by letter, mailed to the address shown on their proposal, that their bids have been accepted and that they have been awarded a service contract. The City of Auburn believes fully in equal opportunity in the provision of supplies, equipment, construction and services. Positive steps should be taken to assure that minority-owned business enterprises, veteran-owned business enterprises, or disadvantaged-owned business enterprises are given many opportunities to provide the above-mentioned services when economically feasible. Under Section 41-16-50(d), the City may award a contract to one of the above-mentioned business types if their bid no more than ten (10) percent greater than the bid of a foreign entity that is deemed the lowest responsible bidder.

3. E-VERIFY AND NO-BOYCOTT CLAUSE

All bidders are required to be compliant with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, No. 2011-535 Code of Alabama (1975) § 31-13-9 as amended May 16, 2012 regarding employment practices. For all bidders that employ persons in the State of Alabama, documentation of enrollment in E-Verify should be included with the bid and will be required as a condition for the award of any contract. All bidders are advised that the award of the contract is conditioned on the bidder not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. The awarded contract will contain a provision whereby the bidder pledges not to violate federal immigration law.

Legislative Act 2016-312 (the "Act") prohibits the City from entering into contracts with any business entity that is actively engaged in or plans to engage in the boycott of a person or an entity based in or doing business with a jurisdiction with which the State can enjoy open trade; unless such business entity provides the goods or services for at least 20 percent (20%) less than the lowest business entity in compliance with the Act. All bidders understand and agree that in the awarded contract, the lowest

responsive bidder must either certify that it is in compliance with the Act and agree that it will not violate the act during the term of the contract; or agree to offer the goods or services for at least 20 percent (20%) less than the lowest business entity certifying compliance with the Act.

4. LICENSING REQUIREMENTS

The successful bidder is responsible for acquiring the appropriate business licenses and permits to conduct work with the City of Auburn. In addition to the business license and permit requirements, the bidder is required to remit all applicable sales and use tax, occupational license fees, and contractors/subcontractors license fee in accordance with City ordinances and codes. In accordance with Section 39-3-5 of Sate Code, any non-Alabama bidders must submit a written opinion from an attorney stating the amount and criteria, if any, of local preference granted by law to non-resident businesses in his state of residence. Questions regarding business license and applicable taxes may be directed to the Revenue Office at (334) 501-7239.

5. PAYMENT AND INVOICING

Contractor(s) awarded a contract shall submit invoices for services performed during the preceding month no later than the fifth (5th) of each month. Charges on those invoices shall reflect the amounts stated by the contractor on its bid proposal form. No services shall be paid in advance. Invoices shall have payment terms of net thirty (30) days. The City pays by invoice on each Friday of the month. Only invoices received by Accounts Payable at least seven working days before the scheduled check write will be included for payment disbursement in the upcoming check write. The City reserves the right to inspect services performed prior to the releasing of payment. Payment will only be released for services not in dispute. If you have any questions concerning billing, contact the City's accounts payable office at (334) 501-7237 or coaaccountspay@auburnalabama.org.

6. INSURANCE REQUIREMENTS

When the contract(s) is awarded, the successful bidder(s) shall be required to provide a certificate of insurance showing that it carries, or has in force, automobile liability insurance, general liability insurance, workers' compensation insurance, and third-party dishonesty bond with the following limits of liability.

6.1 Limits of liability for automobile liability insurance shall be, a minimum, \$1,000,000 combined single limit. If umpires drive personal vehicles to the work site, this requirement is waived.

6.2 Limits of liability for general liability insurance shall be, at a minimum, \$1,000,000 per occurrence; \$1,000,000 personal and advertising injury; \$1,000,000 general aggregate; and \$1,000,000 products/completed operations aggregate. General liability insurance will include coverage for contractually assumed liability. If general liability coverage is on a claims-made basis, the successful bidder will maintain coverage in force for a period of two years following the termination of the contract at the limits specified in this paragraph.

6.3 Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000 (each accident); \$500,000 disease (each employee); and \$500,000 disease (policy limit). If the bidder is not required by law to provide workers' compensation insurance, the bidder understands and agrees that the bidder is responsible for any workers' compensation type benefits incurred by it, its employees or subcontractors.

6.4 The certificate of insurance shall provide the City of Auburn thirty (30) days written notice of cancellation of any of the coverages name in said certificate and waivers of subrogation in favor of the City for each of the coverages shown on the certificate.

6.5 The City of Auburn shall be named as additional insured under the successful bidders' general liability insurance and automobile liability insurance policies.

6.6 The successful bidder(s) shall require certificates of insurance for all subcontractors. Subcontractors shall carry limits of insurance equal to or greater than those carried by the successful bidder(s). These certificates shall evidence waivers of subrogation in favor of the City and the successful bidder and shall be made available to the City upon request.

6.7 The successful bidder(s) is responsible for payment of any deductibles or self-insured retentions. The successful bidder(s) insurance will be primary and non-contributory. If the successful bidder(s) carries higher coverage limits, the higher limits shall apply.

6.8 Questions concerning insurance coverage may be directed to the Risk Manager, McCarthy Autry at (334) 501-7247.

7. INDEMNIFICATION

The successful bidder(s) agrees to indemnify, hold harmless, and defend the City of Auburn, their officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorneys' fees and litigation expenses, in whole or in part arising out of, connected with, or in any way associated with the activities of the successful bidder, its employees, or its sub-contractors in connection with the work to be

performed under this contract. This obligation survives the payment of any loss by the successful bidder's insurance carrier

8. LEGAL ACTION

Legal action arising from the performance of this contract will be filed in the Circuit Court of Lee County, Alabama located in Opelika, Alabama or the Federal District Court for the Middle District of Alabama - Eastern Division located in Opelika, Alabama.

9. ASSIGNMENT OF CONTRACT

Any and all contracts entered into as a result of this invitation to bid may not be assigned by the successful bidder(s) without the written permission of the City of Auburn.

10. PRICING

All bid prices must remain firm throughout the contract term.

CITY OF AUBURN, ALABAMA

Skylar Burgin

Purchasing Officer

FOR SPECIFIC INFORMATION CONCERNING THIS PROJECT, PLEASE CONTACT CATRINA COOK AT 334.501.3081 or ccook@auburnal.gov



RECYCLING PROCESSING SERVICES BID

INTRODUCTION

The City of Auburn, Alabama ("City"), through its Environmental Services Department, is soliciting sealed bids from qualified and experienced recycling processors to receive, process, market, and manage recyclable commodities generated through the City's Solid Waste and Recycling Program.

The City's objective is to divert clean and marketable recyclable materials from landfill disposal in a cost-effective and environmentally responsible manner while promoting sustainable recycling practices, public education, and operational efficiency. The City seeks to establish a partnership with a qualified processor capable of supporting the City's long-term recycling goals and providing reliable recycling commodity management services.

The successful bidder shall furnish all labor, supervision, facilities, equipment, transportation coordination, processing capabilities, and related services necessary for the receipt, processing, marketing, and lawful disposition of commingled loose recyclables and selected source-separated recyclable materials delivered by the City in an automated side loader, front end loader, rear loader or roll of truck to an approved processing facility.

The selected processor shall ensure that all recyclable materials are processed in accordance with applicable federal, state, and local environmental regulations and industry standards. The processor shall also maintain adequate markets for recyclable commodities and provide reporting documentation as requested by the City.

Interested firms are invited to submit sealed bids demonstrating their qualifications, experience, processing capabilities, pricing structure, and ability to fulfill the scope of services outlined in this solicitation.

GENERAL INFORMATION

The City currently provides curbside recycling collection services to approximately 19,500 residential households and seeks proposals from

qualified processors for the receiving, processing, analysis and marketing of loose single stream recyclable materials.

The City provides once a week pick-up of garbage (household waste), trash (yard waste) and recycling. Below are some statistics associated with these divisions:

	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021
RECYCLING COMMODITIES	3,051	2,729	2,738	2,473	2,804
GARBAGE	18,003	17,804	17,992	17,676	17,059
BULKY/YARD WASTE	12,235	10,966	11,593	10,676	12,637
CUSTOMERS	19,454	18,838	18,284	17,902	17,283

SPECIFIC REQUIREMENTS

1. The Processor shall maintain a properly permitted recycling processing facility and/or transfer station in compliance with all applicable federal, state, and local regulations.
2. The Processor shall receive loose commingled recyclable materials collected and delivered by City personnel and equipment.
3. The facility shall be capable of accepting materials Monday through Friday between the hours of 6:00 a.m. and 4:00 p.m cst.
4. Saturday receiving hours shall be available upon reasonable advance notice by the City.
5. The Processor shall provide all required scales certified in accordance with applicable Alabama weights and measures requirements.
6. The Processor shall provide weight tickets for each delivered load at the time of delivery and shall provide electronic reporting capabilities.
7. The Processor shall identify the final processing, analysis and end-market destinations for recyclable materials.
8. The Processor shall ensure recyclable materials are processed in accordance with accepted industry standards and environmentally responsible practices.
9. The City reserves the right to inspect the Processor's facility during normal business hours.
10. The Processor shall identify all contamination thresholds, unacceptable materials, and applicable contamination charges in its proposal.

ACCEPTABLE RECYCLABLE MATERIALS

The City seeks processing services for loose commingled recyclable materials including, but not limited to:

Fiber Materials

- Corrugated cardboard
- Mixed paper
- Newspapers
- Magazines
- Junk mail
- Office paper
- Paperboard
- Paper grocery bags

Plastics

- PET and HDPE bottles and containers
- Plastic jugs
- Food-grade plastic containers
- Rigid plastics acceptable within Processor's processing system

Metal Containers

- Aluminum beverage cans
- Steel food cans
- Mixed household metal containers

Excluded Materials

The following materials shall NOT be included:

- Glass bottles or glass containers
- Hazardous waste
- Medical waste
- Electronics
- Tires
- Construction and demolition debris
- Automotive fluids
- Yard waste

Processors may identify additional recyclable commodities accepted within their response.

The City of Auburn reserves the right to reject any or all bids, waive informalities or irregularities in the bidding process, and award a contract in the best interest of the City.

Term of Engagement

It is anticipated that the engagement will be a three-year agreement with the option to renew for two (2) additional three-year terms. Agreement will automatically renew each year unless either party provides the other with 90 days written notice of termination.

SUBMITTAL REQUIREMENTS

All proposals must follow the same format. To be accepted for evaluation, the proposal format must address all required components in order. The aim of the required format is to achieve a uniform evaluation process, to obtain the maximum degree of comparability and to ensure that all proposals receive the same orderly review.

1. Cover letter should include the following:
 - a. A brief introduction of the processor
 - b. Identification of the authorizing agent of the processor
 - c. Assurances of the ability by the processor to meet the insurance and licensing qualifications as outlined in the proposal
2. Address of recycling facility and understanding of the scope of services
3. Highlights of the processor's qualifications to perform proposed services
4. References
 - List of at least three (3) references where and when your processor has provided similar services within the last five (5) years. Please provide the name and telephone number of a contact person for each reference
5. Fee Schedule
6. Timeline of processing begins October 1, 2026.

Bid Submission Form**TO: CITY OF AUBURN, AL**

Submitted: _____, (Date)

The undersigned, as Bidder, hereby declares that he or she has examined the scope of work and informed themselves fully in regard to all conditions of the request for bid; that they have examined the equipment list and specifications for the contract and contractual documents relative thereto; and have read all special provisions furnished prior to the opening of bids; that they have satisfied themselves relative to the work to be performed.

The Bidder proposes and agrees, if this proposal is accepted, to provide data processing, print, electronic and mail services for utility billings on a weekly basis.

Bid will be awarded based on an estimation of our annual usage of the pricing terms.

Price Proposal

DESCRIPTION	PROCESSING PRICE PER TON	REVENUE SHARE PERCENTAGE
Commingled collections average of 2,700 tons	\$	%

Miles to facility from 4277 Wire Road, Auburn, AL 36832 _____

Submission Checklist:

All 6 items listed on page 4 are included with this submission ____

EXCEPTIONS: If "none", so state here: _____

If any exceptions of specifications are offered, attach full explanations to this bid.

BY: _____

TITLE: _____

ADDRESS: _____

CITY: _____

STATE: _____

PHONE: _____