



**OPERATIONAL SERVICES CONTRACT SPECIFICATIONS
CITY OF MADISON
MADISON RECYCLING CENTER**

I) General

The Madison Recycling Center is located at 800 SW 7th Street in Madison, SD. Operational services will include operation of conveyor, sorting of recyclables, and light custodial duties.

II) Insurance Requirements

The successful Contractor will not be an employee of the City and will pay all applicable taxes and provide proof of insurance (liability, workers compensation) for itself and its employees. Insurance requirements include General Liability of \$1,000,000 per occurrence and \$2,000,000 aggregate, naming the City as additional insured, with said insurance coverage to include owner/operator coverage. Contractor agrees to keep the insurance in full force and effect during the term of the contract. Contractors will be required to provide proof of insurance prior to the contract start date and may be required to provide such proof at any time during the contract period.

III) Sub-Contractor

Under no circumstances will sub-letting, sub-contracting, leasing or transfer of services be allowed.

IV) Hours of Service

Services will be performed between the hours of 7:00 a.m. and 4:00 p.m. Monday - Friday. Specific hours will be determined by mutual agreement of the City and Contractor.

V) Responsibility of Operational Services Contractor

A Contractor supervisor shall be on the job regularly and be active in the oversight, supervision, and inspection of the operational services process. The Contractor will be expected by the City to be responsive to address concerns and insist on a high degree of service quality.

VI) Owner-Provided Supplies

The City will provide and maintain all sorting equipment, safety wear, and custodial supplies. Contractor personnel will be instructed by the City's representative on the use of equipment and supplies.

VII) In-Service Training Provided by Owner

The City's representative will provide initial, mandatory, in-service training to all Contractor employees on proper use of equipment and supplies and sorting procedures. Additional training will be provided as necessary due to personnel changes.

VIII) Payment to Contractor

Contractor must submit a monthly invoice to the City in the amount of \$ _____. City will process invoice for payment approval in a timely matter.

IX) Contract Term

This contract shall be in effect for **24** months beginning **February 1st of 2027**. City may terminate the contract at any time during the contact term only for just cause related to performance. City shall give the Contractor a reasonable opportunity to remedy and cure unsatisfactory performance prior to termination.

X) Temporary Pause / Suspension

The City may, upon forty-five (45) days' prior written notice, temporarily suspend recycling collection and processing services if sustained adverse market conditions render continued performance commercially unreasonable. The Parties shall review market conditions every sixty (60) days. Either Party may terminate the recycling services portion of this Agreement if the suspension continues for more than one hundred eighty (180) consecutive days. Contractor shall be paid for all Services satisfactorily performed through the effective date of suspension. Contractor shall not be entitled to lost profits or consequential damages.

XI) Scope of Services

- Operate conveyor
- Sort recyclables and prepare for baling
 - Plastics (natural, hard, colored)
 - Cardboard (including chipboard)
 - Newspaper (including newsprint)
 - Office paper
 - Aluminum
- Maintain cleanliness of work area, office, and restrooms
 - Empty trash containers, including recycling bins and replace liners when necessary
 - Wipe counters
 - Clean and disinfect sinks and toilets
 - Clean and disinfect water fountain
 - Check and clear stairs of any debris
 - Wet and mop floors
- Secure building at completion of workday

CITY OF MADISON

By: _____
Printed Name: _____
Title: _____
Date: _____

CONTRACTOR

By: _____
Printed Name: _____
Title: _____
Date: _____