

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

**I) General**

The Madison Recycling Center is located at 800 SW 7<sup>th</sup> 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. Contractor 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. Contractor will be required to provide proof of insurance with initial proposal 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 and 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 \_\_\_\_\_ of 201\_\_. City may terminate the contract at any time during the contract 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) 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 mop floors
- secure building at completion of work day

**CITY OF MADISON**

**CONTRACTOR**

By: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_