



Alachua County Budget and Fiscal Services Procurement

Theodore "TJ" White, Jr. CPPB
Procurement Manager

Thomas J. Rouse
Contracts Supervisor

May 5, 2025

MEMORANDUM

To: Theodore "TJ" White, Jr. CPPB, Procurement Manager
From: Mandy Mullins, Procurement Agent I *MM*
Subject: **INTENT TO AWARD**
ITB 26-46-MM Annual Office Recycling Services

Solicitation Deadline: 2:00 PM, April 16, 2025
Solicitation Notifications View Count: 499 Vendors
Solicitations Downloads: 14 Vendors
Solicitations Submissions: 1 Vendor

Vendor:

Recycling Services of America, Inc
Gainesville, FL 32609

RECOMMENDATION:

The Board to approve the bid award to Recycling Services of America, Inc., as the lowest, most responsive, and responsible Vendor.

The actual bid award is subject to the appropriate signature authority identified in the Procurement Code.

TJ White
TJ White (May 8, 2025 08:55 EDT)
Approved
Theodore "TJ" White, Jr., CPPB
Procurement Manager

05/08/25
Date

TW/mm



DISCOVER
200
1824-2024

**ALACHUA
COUNTY**
BICENTENNIAL

Alachua County Solid Waste & Resource Recovery

Gus Olmos, P.E. Director
gus@alachuacounty.us
Tel: 352-548-1282

MEMORANDUM

May 5, 2025

To: Theodore "TJ" White, Jr., Procurement Manager

From: Gus Olmos, P.E., Director  5/5/25

Subject: Recommendation for Award of ITB 26-46-MM, Annual Office Recycling Services

The Solid Waste & Resource Recovery Department has reviewed the responses to ITB 26-46-MM for Annual Office Recycling Services, and has determined that the bid was compliant with the bid documents and instructions. Based on our review, it is our recommendation that the bid be awarded to Recycling Services of America, Inc. This recommendation is based on price, responsiveness to bid requirements, industry experience, and references.

The agreement is to begin October 1, 2025, and continue through September 30, 2026. The County has the option to renew the Agreement for two (2) additional three (3) year periods at the same terms and conditions outlined in the Agreement. Please let me know if you have any questions or need additional information.

cc: Mandy Mullins



Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager
County Administration Building, Gainesville, FL 32601
(352) 374-5202

EXECUTIVE SUMMARY

ITB No. ITB 26-46-MM

Annual Office Recycling Services

RESPONSE DEADLINE: April 16, 2025 at 2:00 pm

Monday, May 5, 2025

SOLICITATION OVERVIEW

Project Title	Annual Office Recycling Services
Project ID	ITB 26-46-MM
Project Type	Invitation To Bid
Release Date	March 5, 2025
Due Date	April 16, 2025
Procurement Agent	Mandy Mullins
Project Description	<p>The purpose of this bid is for the collection, removal, processing, and marketing of recyclable material generated from various Alachua County offices and buildings. This material includes a variety of paper (fiber) material and commingled containers. The contractor will be required to service existing containers throughout the buildings, and provide containers as needed for special projects/pickups or to supplement containers that are owned by the county. The Contractor shall provide proof to the County that materials collected from the Office Recycling Program are being recycled, and into what form they are recycled.</p> <p>Paper materials collected by the county may include office paper, confidential/sensitive documents, corrugated cardboard (OCC), paperboard, and other items determined to be valuable to recycle by the county. Comingled containers may include metal, glass, and plastic (bottles, cans, jars, yogurt cups, and butter tubs). Paper materials and comingled containers shall be collected in separate containers (dual stream).</p>

Introduction

Summary

Alachua County Board of County Commissioners are requesting the submission of Bids for ITB 26-46-MM Annual Office Recycling Services.

The following apply to this Invitation to Bid (ITB): [Introduction](#), [Instruction to Bidders](#), [Terms and Conditions](#), [Insurance](#), [Scope of Services](#), [Attachments](#), [Sample Agreement](#), [Submittals](#), and [ITB Pricing Form](#). Specifications and supplementary documents are essential parts of the ITB and requirements occurring in one are as binding as though occurring in all.

Services, as defined herein, are to include all labor, materials, supplies and equipment in accordance with the terms, conditions, and specifications set forth within this solicitation.

Bidder must be qualified and fully capable of performing the required Services while adhering to all laws, specifications, procedures, protocols, applicable guidance, and industry best practices.

The purpose of this bid is for the collection, removal, processing, and marketing of recyclable material generated from various Alachua County offices and buildings. This material includes a variety of paper (fiber) material and commingled containers. The contractor will be required to service existing containers throughout the buildings, and provide containers as needed for special projects/pickups or to supplement containers that are owned by the county. The Contractor shall provide proof to the County that materials collected from the Office Recycling Program are being recycled, and into what form they are recycled.

Paper materials collected by the county may include office paper, confidential/sensitive documents, corrugated cardboard (OCC), paperboard, and other items determined to be valuable to recycle by the county. Comingled containers may include metal, glass, and plastic (bottles, cans, jars, yogurt cups, and butter tubs). Paper materials and comingled containers shall be collected in separate containers (dual stream).

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

Mandy Mullins

Procurement Agent I

Email: mmmullins@alachuacounty.us

Phone: [\(352\) 384-3090](tel:(352)384-3090)

Department:

Solid Waste & Resource Recovery

Timeline

Solicitation Release Date	March 5, 2025
Question Submission Deadline	April 6, 2025, 12:01am

<p>Solicitation Submission Deadline</p>	<p>April 16, 2025, 2:00pm</p> <p>The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the bid opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22id%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service)</p>
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SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Feb 11, 2025 6:10 AM	Draft	Mandy Mullins
Feb 11, 2025 6:19 AM	Review	Mandy Mullins

Date	Changed To	Changed By
Mar 3, 2025 10:21 AM	Final	Mandy Mullins
Mar 3, 2025 10:21 AM	Post Pending	Mandy Mullins
Mar 5, 2025 6:00 AM	Open	OpenGov Bot
Apr 16, 2025 2:00 PM	Pending	OpenGov Bot
Apr 22, 2025 6:16 AM	Evaluation	Mandy Mullins

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
No Bid	Fisher Scientific	John Bailey john.bailey@thermofisher.com	Mar 5, 2025 7:56 AM
No Bid	Patterson Veterinary	Gregory Pounds pvs.orders.gov-institute@pattersonvet.com	Mar 5, 2025 7:42 AM
Submitted	Recycling Services of America, Inc	Arlene Ingram arlene.ingram@recyclingservicesofamerica.com	Mar 31, 2025 5:22 PM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Recycling Services of America, Inc
Submittal Confirmation	Pass
Corporate Resolution	Pass
State Compliance	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass
SBE Certificate	Pass
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	Pass
Option 3: SBE Participation.	Pass
Option 4: SBE Good Faith Effort.	Pass
Alachua County Government Minimum Wage (GMW)	Pass

Question Title	Recycling Services of America, Inc
DRUG FREE WORKPLACE	Pass
Vendor Eligibility	Pass
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	Pass
Responsible Agent	Pass
Number of years in this type of service?	Pass
Number of years licensed in Alachua County?	Pass
How many employees "ON THE JOB" each week?	Pass
Number of employees "ON CALL" each week?	Pass
Major Equipment	Pass
Do you currently hold any municipality contracts?	Pass
If you indicated yes to holding municipality contracts please list them below:	Pass
References	Pass
Are your employees screened by:	Pass
Cancelled or Termination	Pass
Cancellation and Termination	No Response
What constitutes your normal business days and working hours?	Pass
Describe below, the Bidder's operational plan for providing the Services to Alachua County.	Pass
Conflict of Interest	Pass
Acknowledgement of Requirements	Pass

PRICING RESPONSES

COLLECTION AND REMOVAL SERVICES

Contractor's charge per indoor bin serviced

Collection and Removal Services			Recycling Services of America, Inc
Line Item	Description	Unit of Measure	Unit Cost
1	Cost per Indoor Bin Serviced	Per Bin	No Bid
Total			No Bid

COLLECTION, REMOVAL, PROCESSING, AND MARKETING OF RECYCLABLE MATERIAL

Contractor's charge per indoor bin serviced.

Collection, Removal, Processing, and Marketing of Recyclable Material			Recycling Services of America, Inc
Line Item	Description	Unit of Measure	Unit Cost
2	Cost per Indoor Bin Serviced	Per Bin	\$9.25
3	Revenue Paid to the County for Recyclable Paper	Short Ton	-\$30.00
Total			-\$20.75

QUESTIONS AND ANSWERS

No Questions Received.

ADDENDA & NOTICES

ADDENDA ISSUED:

Addendum #1

Apr 1, 2025 10:18 AM

The Submittal Date has been Extended April 16, 2025

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Recycling Services of America, Inc	X	Apr 2, 2025 8:10 AM	Arlene Ingram

NOTICES ISSUED:

No Notices issued.

EVALUATION

SELECTED VENDOR TOTALS

Vendor	Total
Recycling Services of America, Inc	\$0.00

COLLECTION AND REMOVAL SERVICES

Contractor's charge per indoor bin serviced

Collection and Removal Services				Recycling Services of America, Inc
Selected	Line Item	Description	Unit of Measure	Unit Cost
	1	Cost per Indoor Bin Serviced	Per Bin	No Bid
Total				\$0.00

COLLECTION, REMOVAL, PROCESSING, AND MARKETING OF RECYCLABLE MATERIAL

Contractor's charge per indoor bin serviced.

Collection, Removal, Processing, and Marketing of Recyclable Material				Recycling Services of America, Inc
Selected	Line Item	Description	Unit of Measure	Unit Cost
	2	Cost per Indoor Bin Serviced	Per Bin	\$9.25
	3	Revenue Paid to the County for Recyclable Paper	Short Ton	-\$30.00
Total				\$0.00