

City of Mt. Pleasant, Michigan  
**SPECIFICATIONS**  
2013 Refuse Tags

INTRODUCTION:

1. The City of Mt. Pleasant, Michigan is requesting quotes for 2013 Refuse Tags at the Division of Public Works office, 1303 N. Franklin Street, Mt. Pleasant, Michigan 48858, until 1:30 p.m., (local time), on Tuesday, May 28, 2013.

2. Specifications are available at no charge by visiting the City of Mt. Pleasant website at [www.mt-pleasant.org](http://www.mt-pleasant.org) then navigate to the Bids and Quotes tab. Or they may be obtained at the Public Works office, 1303 N. Franklin Street, Mt. Pleasant, Michigan 48858, Monday through Friday from 8:00 a.m. to 4:30 p.m.

3. Any questions pertaining to the bid documents shall be directed to Julie Courtney at (989) 779-5401 or Chris Saladine, DPW Asst. Interim Director, at (989) 779-5376.

4. The City of Mt. Pleasant reserves the right to accept or reject any or all quotes, to waive any irregularities in the quotes, and to select the quote considered to be most advantageous to the city.

**SPECIFICATIONS**

GENERAL:

This proposal includes a request for quotes for printing orange refuse tags for refuse collection within the City of Mt. Pleasant. These tags will be attached to refuse containers for curbside collection. The tags supplied under this proposal must be suitable for this purpose.

The quote also includes paper envelopes to hold ten (10) refuse tags for retail sale.

REFUSE TAGS:

1. The refuse tags shall be rectangular, 6-1/4" x 3-1/8", with the hole reinforced on both sides. Paper stock shall be 7.0 weight. The tag shall be perforated parallel to the short dimension of the tag, behind the hole reinforcement.

2. The color shall be orange. The hole reinforcement shall be of a contrasting color.

3. The refuse tags shall be printed on both sides with black ink. The city shall provide copy to be printed on the tags to the successful bidder.

4. Each refuse tag shall be consecutively numbered with a six (6) digit number. The numbering sequence shall run from 250,000 to 400,000.

5. The refuse tags MUST BE MADE OF GANGS OF FIVE (5) TAGS TO A GANG. They will be attached on the 6-1/4" dimension by perforations that permit easy separation of the individual tags.

6. One five inch (5") paper or plastic covered, wire tie must be provided for each tag.

7. The bidder shall provide a sample of the tags and/or pouches for approval by the city prior to beginning production.

PACKAGING:

1. The refuse tags shall be packaged in boxes of five hundred (500) or one hundred (100) gangs per box.

2. The boxes of refuse tags shall be packaged ten (10) boxes to a shipping carton.

REFUSE TAG POUCHES:

A printed paper envelope is required to hold groups of ten (10) tags for retail sale. The tags will be 7.0 weight and 3-1/8" x 6-1/4" in size.

The tags will be stacked singly so that a pouch size of approximately 7-1/2" x 3-1/2" will be required. Ten (10) refuse tags and ten (10) wire ties will be placed in the pouch. A flap-type closure, located on the short dimension that is self-sealing is required. The pouch will be printed with a 1/5" to 2" reproduction of the City of Mt. Pleasant recycling logo in two colors, white background areas with black impressions and the contents as follows:

Refuse Tag Pouch:

CONTENTS	(1/4" characters)
10 CITY OF MT. PLEASANT	(1/4" characters)
REFUSE TAGS	(1/4" characters)
HELP KEEP OUR CITY CLEAN	(1/4" characters)

Fifteen thousand (15,000) tag pouches are required. The quotation includes manufacturing, printing, and shipping the envelopes only. Placing materials in the envelopes is the responsibility of the city.

PRINTING SCHEDULE:

Delivery of the tags and envelopes is required by July 8, 2013. Due to the time needed to package and distribute the tags, receipt of the shipment must occur by this date.

SHIPPING INSTRUCTIONS:

All bid prices shall include F.O.B. delivery of the refuse tags and/or envelopes to the Division of Public Works, 1303 N. Franklin Street, Mt. Pleasant, Michigan 48858.

Failure to meet any of the above specifications could result in termination of this agreement. Please note any exceptions to the specifications on your proposal.

[2013 REFUSE TAG SPECS]

