



THE CITY OF
MT. PLEASANT, MICHIGAN

CITY HALL

320 W. Broadway • 48858-2447
(989) 779-5300
(989) 773-4691 fax

PUBLIC SAFETY

804 E. High • 48858-3595
(989) 779-5100
(989) 773-4020 fax

PUBLIC WORKS

1303 N. Franklin • 48858-4682
(989) 779-5400
(989) 772-6250 fax

REQUEST FOR QUOTES

2014 Refuse Tags

The City of Mt. Pleasant, Michigan, is requesting quotes at the Division of Public Works office, at 1303 N. Franklin Street, Mt. Pleasant, Michigan 48858, until 1:30 p.m., on Tuesday, December 2, 2014, for the production of approximately 150,000 refuse tags w/twist ties and 15,000 refuse tag pouches.

To view and download complete Specifications at no charge, visit the City of Mt. Pleasant website at www.mt-pleasant.org and navigate to the Bids and Quotes tab. Additional questions can be directed to the Division of Public Works, at 1303 N. Franklin Street, Mt. Pleasant, Michigan 48858, (989) 779-5401, Monday through Friday, from 8:00 a.m. to 4:30 p.m.

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 most advantageous to the city.

Dated: November 11, 2014

John Zang
DPW Director
(989) 779-5402

[2014 REFUSE TAG RFQ]

City of Mt. Pleasant, Michigan

PROPOSAL

2014 Refuse Tags

TO: City of Mt. Pleasant
Division of Public Works
1303 N. Franklin Street
Mt. Pleasant, MI 48858

DUE DATE: December 2, 2014
TIME: 1:30 p.m.

In compliance with the specifications heretofore provided, the undersigned agrees to provide the materials described in the Specifications at the prices set forth below.

<u>ITEMS</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL</u>
Refuse Tags w/Twist Ties	150,000 Tags/Ties	\$ _____	\$ _____
Refuse Tag Pouches	15,000 Pouches	\$ _____	\$ _____

TOTAL QUOTE \$ _____
=====

(figures)

(words)

Submitted By:

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ DATE _____

AUTHORIZED SIGNATURE _____

PRINT OR TYPE NAME & TITLE _____

City of Mt. Pleasant, Michigan
SPECIFICATIONS
2014 Refuse Tags

INTRODUCTION:

1. The City of Mt. Pleasant, Michigan is requesting quotes for 2014 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, December 2, 2014.

2. Specifications are available at no charge by visiting the City of Mt. Pleasant website at 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 John Zang, DPW Director, at (989) 779-5402.

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 January 12, 2015. 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.

color = orange . . . perforated on one end

front

CITY OF MT. PLEASANT

REFUSE TAG



This tag will indicate to City collectors that your container has been placed at pick-up site for collection by the City.

Back

IMPORTANT REMINDERS

- A plastic bag or refuse container may be used when City Tag is attached.
- EACH 34 gallon (or less) container must have a Tag attached.
- Refuse should be placed at your pick-up by 7:30 A.M. on the collection day.
- Be sure the Tag is visible to City Refuse Collectors.
- Containers should not be larger than 34 GALLONS in size and may not weigh more than 50 POUNDS when filled.
- Brush can be collected through the City's Brush Pick-up Program.
- Call for information.
- Clean, sorted recyclables are collected weekly at curbside when a Blue City Recycling bin is used.

FOR FURTHER INFORMATION CALL 779-5401



THE CITY OF
MT. PLEASANT,
MICHIGAN

CONTENTS:

10 REFUSE TAGS

HELP KEEP OUR CITY CLEAN



Pouch