



***Morgan County Board of Commissioners***

***180 S. Main Street Suite 112***

***Martinsville, IN 46151***

***www.MorganCounty.in.gov***

**Request for Proposals  
Collection, Transportation, and Processing of Recyclable Materials  
Collected at the Morgan County Recycling Drop-Off Center**

**Notice To Bidders**

The Morgan County Recycling Department, under oversight from the Morgan County Board of Commissioners, would like to invite firms to provide sealed proposals for the collection, transportation, and processing of recyclable materials collected at the Morgan County Recycling Center.

**SECTION 1: RFP OVERVIEW**

**Section 1.1: Milestones**

- A. RFP Issued: January 29, 2026
- B. Pre-Bid Conference: February 13, 2026
- C. Written Questions Due: February 20, 2026
- D. RFP Addendum Issued: February 27, 2026
- E. RFP Responses Due: March 13, 2026
- F. Contract Start Date: April 1, 2026

**Section 1.2 RFP Contact**

A copy of the necessary documents to submit a Request for Proposal can be obtained by emailing Kyle Swalls, Morgan County Administrator at [kswalls@morgancounty.in.gov](mailto:kswalls@morgancounty.in.gov) and carbon copy Deb Verley, Executive Assistant at [dverley@morgancounty.in.gov](mailto:dverley@morgancounty.in.gov).

**Section 1.3 Pre-Bid Conference & Written Questions**

For firms that request RFP documents, there will be an **optional** virtual pre-bid conference on February 13, 2026 from 1:30PM – 2:30PM EST hosted on Microsoft Teams for any companies that would like to attend to ask questions. The meeting will be recorded. Questions and responses will be emailed to all companies that requested a copy of the RFP documents. In addition to the pre-bid conference interested contractors may email their written questions to the contact above by no later than February 20, 2026.

## **Section 1.4 RFP Addendum**

The questions submitted, either during the pre-bid conference or in writing to the Morgan County Administrator will be answered as an addendum to the RFP and emailed to each company that requested RFP documentation. This is also an opportunity for Morgan County to make any last clarifications before the RFP is due. Company acknowledgement of the addendum is part of the RFP submission.

## **Section 1.5 RFP Submission**

Two (2) hard copies of RFP response and all associated documents are required to be submitted via mail to:

Morgan County Board of Commissioners  
ATTN: Kyle Swalls  
180 South Main Street, Suite 112  
Martinsville, Indiana 46151

Submissions MUST be received in the office by or before 4:00PM EST on March 13, 2026. There will be no late submissions accepted.

## **Section 1.6 RFP Page Limit**

Please limit your response to ten (10) pages or less using a minimum of 12 point font. Any pages beyond the initial ten pages will not be considered as part of the RFP submission.

## **SECTION 2: SCOPE OF SERVICES**

### **Section 2.1 Contract Term**

The Morgan County Recycling Department, under the authority of the Morgan County Board of Commissioners, plans to issue a contract from this RFP for the following term:

TERM

April 1, 2026 – March 31, 2029

OPTIONAL TWO (2) YEAR RENEWAL

April 1, 2029 – March 31, 2031

### **Section 2.2 Location**

A single county-wide recycling drop-off facility is being constructed at:

Morgan County Recycling Facility  
6801 State Road 67 North  
Martinsville, IN 46151.

A rendering of the facility is included as APPENDIX A.

### **Section 2.3 Current Status**

Previously, Morgan County provided several recycling drop-off sites for use by residents. Due to persistent illegal dumping, most of the recycling locations were permanently closed. At the completion of the new facility, Morgan County will have one, centrally located facility to serve all Morgan County residents. The new location will be fenced, have security cameras, and will be staffed during operating hours under the supervision of the Morgan County Recycling Director.

### **Section 2.4 Recycling Volume**

Due to the closing of most recycling locations, it is difficult to estimate the exact volume that will be collected at the new recycling site. The 2022 Recycling Index Report from the Indiana Department of Environmental Management indicates that Morgan County reported shipping 1,802 tons to Indiana Recycler Facilities and another 1,102 tons through Brokers.

The RFP will ask the vendor to propose the number of 30 yard dumpsters and any compactors that for the location, along with the frequency of pickup.

### **Section 2.5 Accepted Recyclables**

Morgan County plans to accept the following items at its recycling center:

- Glass: Bottles and Jars
- Plastic: Bottles, Jugs, and Tubs
- Metal: Steel cans, aluminum cans, food cans, and foil
- Paper Products: Paper, magazines, newspaper, catalogs, mail, phone books, paperboard, and cartons.
- Corrugated Cardboard

### **Section 2.6 Responsibilities of the Morgan County Recycling Department**

The Morgan County Recycling Department Shall:

- A. Provide for security of the site including video surveillance as well as installation and maintenance of a fence surrounding the property.
- B. Provide signage for the site that provides information such as operating days and hours, holiday closure dates, contact information, illegal dumping information, and recyclable materials that are accepted.
- C. Communicate service issues to the contractor in a timely fashion, typically less than or equal to 48 hours of when the occurrence has been reported.

### **Section 2.7 Responsibilities of the contractor collecting, transporting, and processing recyclables**

**The Contractor Shall:**

- A. Ensure that no recyclable materials collected are disposed of or taken to a landfill or final disposal facility.

- B. Provide a list of end-users or qualified brokers that will receive the recyclables collected from the Morgan County drop-off site.
- C. Provide recycling dumpsters, in good working condition, as determined by the Morgan County Recycling Department, that hold approximately 30 cubic yards of recyclable materials.
- D. Replace recycling dumpsters that become damaged, regardless of fault, within 24 hours.
- E. Remove and transport the recyclable materials from the dumpsters.
- F. Ensure that personnel assigned by the contractor have been trained in all required safety measures.
- G. Ensure that workers compensation insurance is provided to all employees who will be utilized to fulfill the required scope of services
- H. Provide a report by the 2<sup>nd</sup> Friday of each calendar year quarter (January, April, July, and October), a report detailing the tonnages of each specific recyclable category collected and processed, and the tonnages of rejected recyclables.

### **SECTION 3. PROPOSAL EVALUATION**

#### **Section 3.1 Evaluation Criteria and Process**

The Contractors shall provide in their response their Qualifications and other additional information within their submission to this RFP. The information below constitutes only the minimum information being requested. The Contractor is encouraged to provide additional information as they deem important to their proposal. The responses shall be evaluated on:

- A. Location of the firm
- B. Prior/Current similar experience
- C. Qualifications of key individuals
  - 1. A list of the firm's prior similar experience, especially in central Indiana, including contact person with phone numbers, and beginning and ending dates for each referenced job.
  - 2. List of the name(s), email address and cell phone number of the key person assigned to work with the Morgan County Recycling Department on this contract.
- D. Type of containers and labeling (show pictures of containers and labels to be used).
- E. Site maintenance procedures (clearly define the level of service you propose to provide).

### **SECTION 4. PROPOSAL PRICING SHEETS**

#### **Section 4.1 Cost to provide dumpsters, pull dumpsters, transport, and process recyclables**

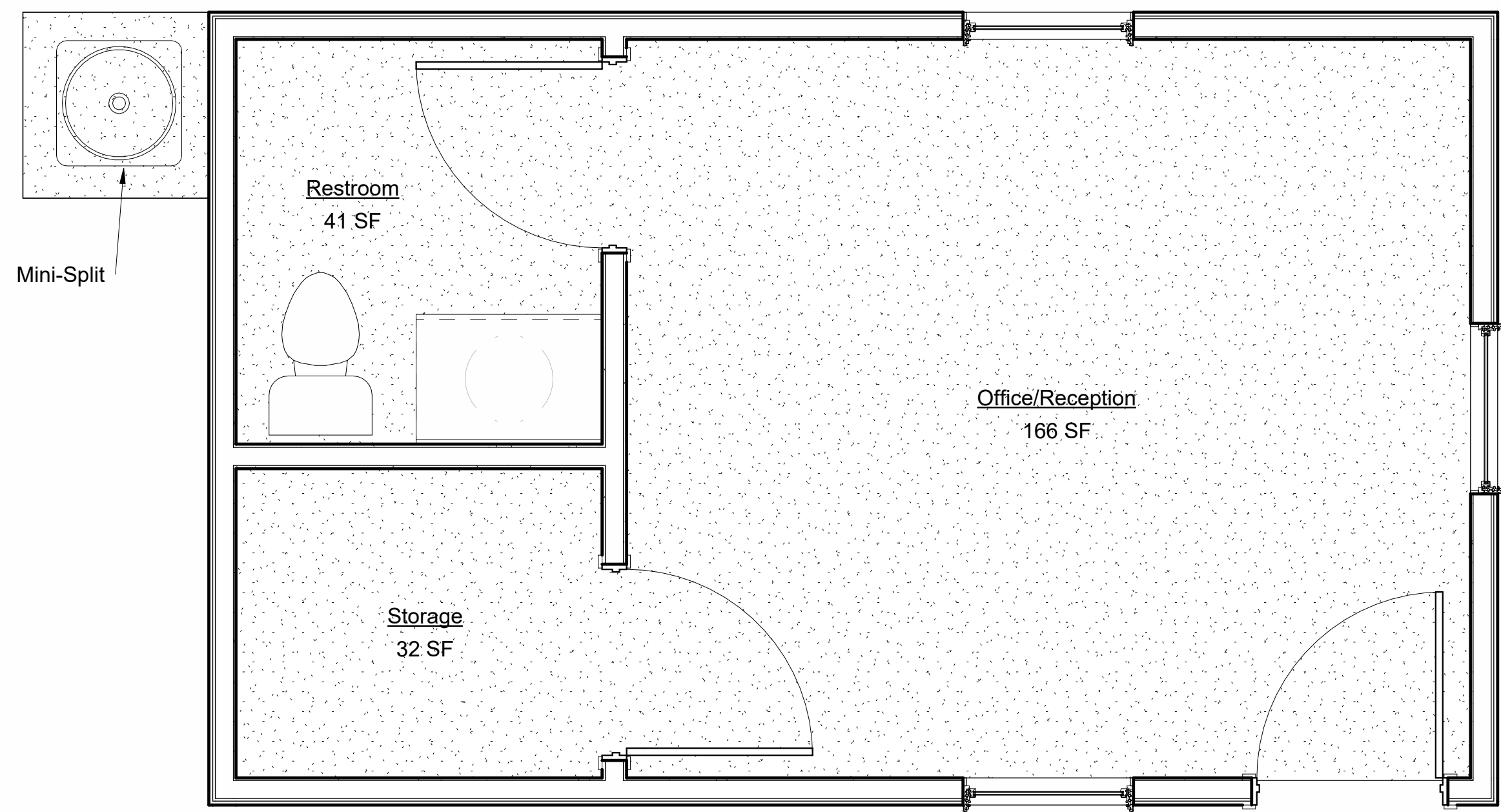
This cost proposal will include the frequency of service. It is of paramount importance that the center be emptied as use dictates and therefore the proposed frequency of service shall be

calculated to meet that use, and shall include the cost, if any, for any additional service required over the proposed frequency of service. All collection containers, provided by the proposer, will be kept clean and in good repair, and shall be painted a distinctly different color than disposal bins, as determined by the Morgan County Recycling Department, at no additional cost to the County.

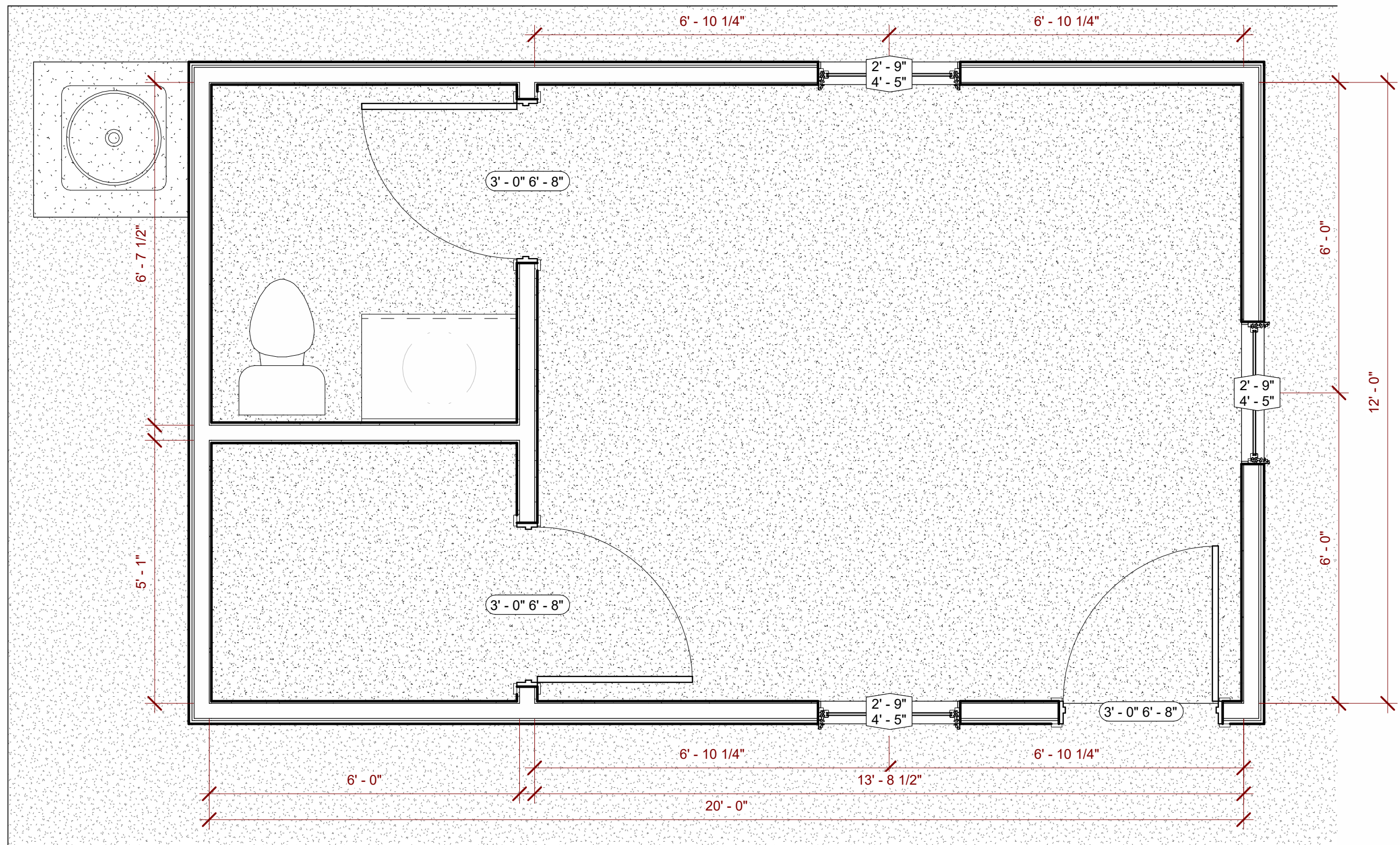
Morgan County shall provide in the email an EXCEL spreadsheet to be used by the Contractor to fill out their responses to the RFP. The Contractor shall resubmit their pricing proposal on in electronic format with the PDF version of the response to the RFP.



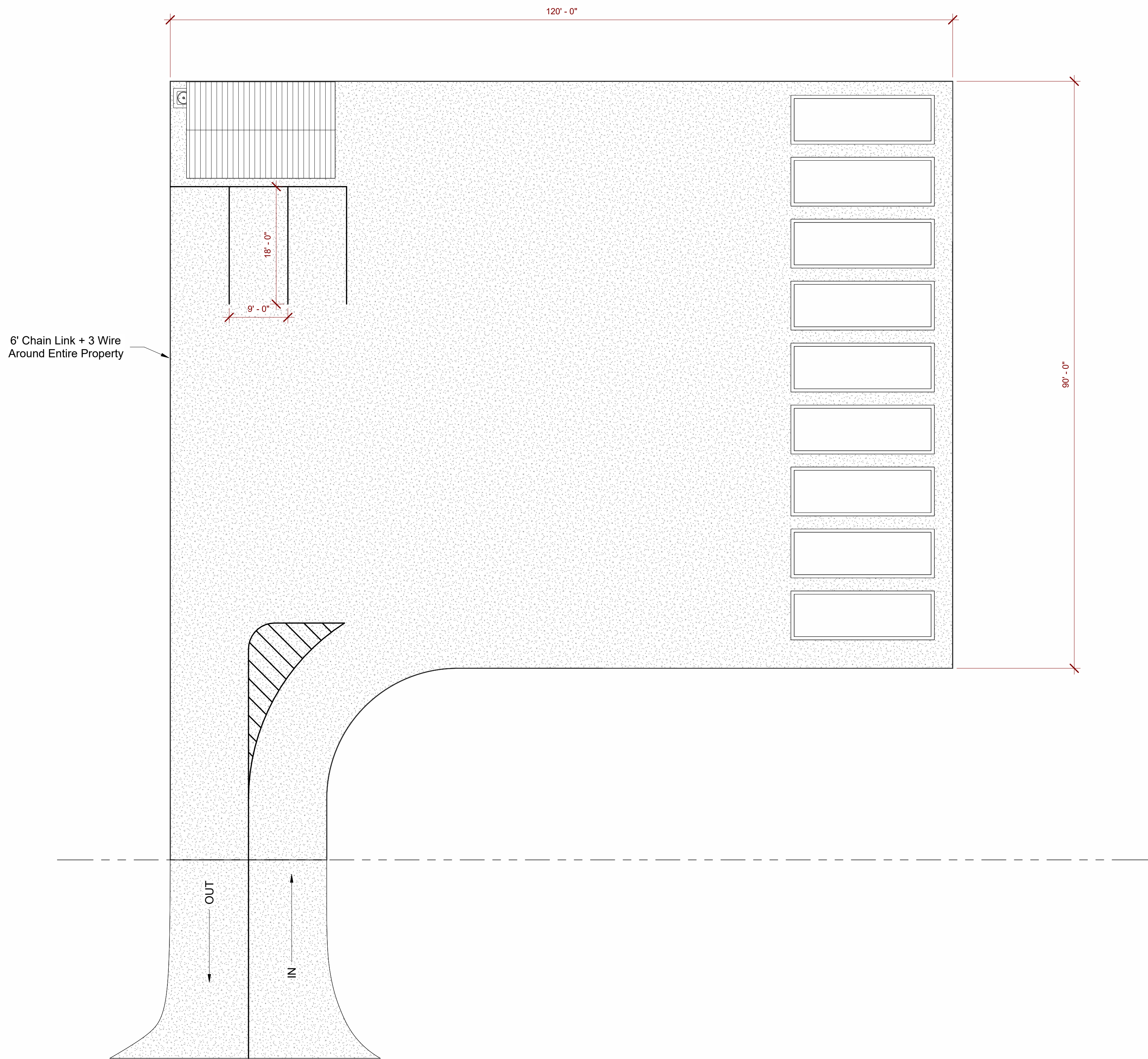
Appendix A



③ Area Plan  
1/2" = 1'-0"



⑦ Framing Plan  
1/2" = 1'-0"



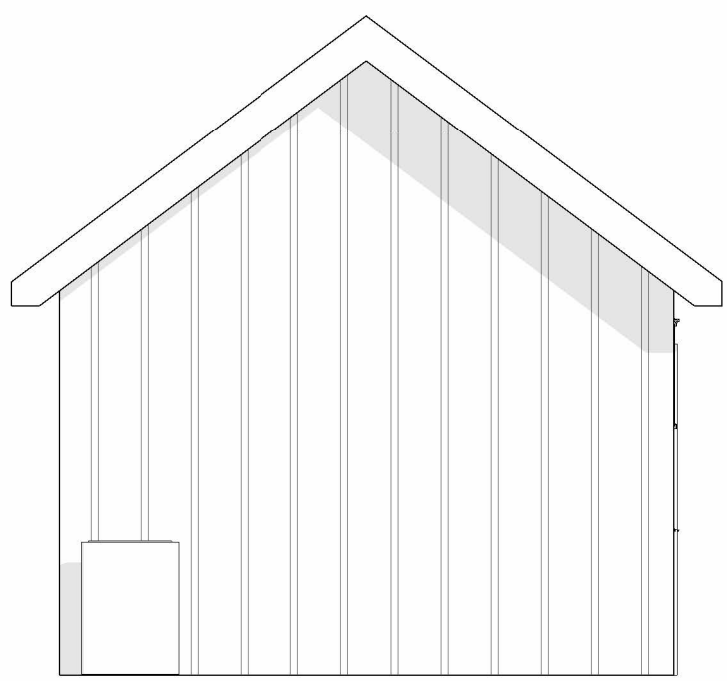
⑧ Centerton Recycling Site Plan  
1" = 10'-0"

T.O. Wall  
8'-0"

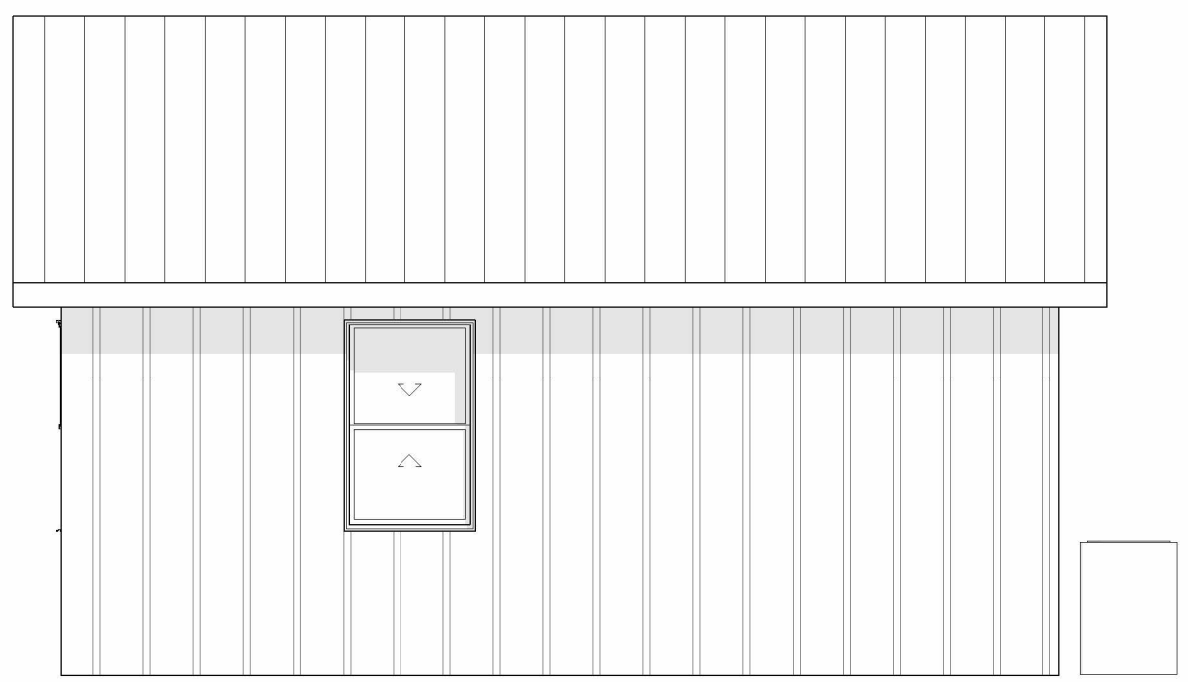
FFE  
0'-0"



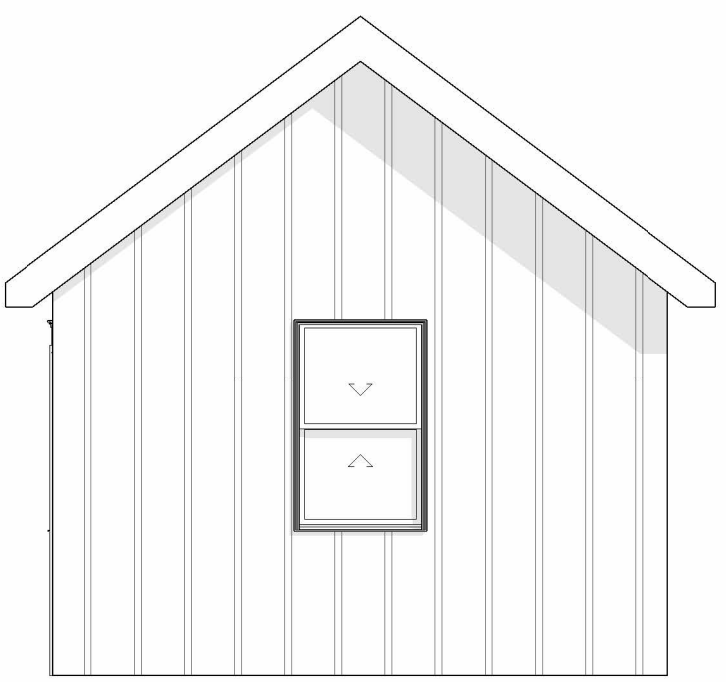
② Front  
1/4" = 1'-0"



④ Left  
1/4" = 1'-0"



⑤ Rear  
1/4" = 1'-0"



⑥ Right  
1/4" = 1'-0"

NOT FOR  
CONSTRUCTION

Scaleable on 30"x42"

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No.	Description	Date

**Centerton  
Recycling  
Proposed Plan**

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

**A01**

Scale As indicated