

Bootheel Solid Waste Management District

105 E. North Main, Dexter, MO 63841

Phone: (573) 614-5178

Fax: (573) 614-5182

Kent Luke Planner

*Kent Hampton Dunklin
Dave Wilkerson, Pemiscot
Don Day, New Madrid*

*Carol Jarrell, Stoddard
Dennis Ziegenhorn, Scott
Darrell Jones, Mississippi*

DISTRICT GRANTS APPLICATION PACKET

BOOTHEEL SOLID WASTE MANAGEMENT DISTRICT

**105 E. North Main
Dexter, Mo 63841**

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REDUCE, REUSE, RECYCLE

FY2020

**BOOTHEEL
SOLID WASTE MANAGEMENT DISTRICT
DISTRICT GRANTS PROGRAM**

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INTRODUCTION

Major revisions to Missouri's Solid Waste Management Law (Senate Bill 530) became effective in August of 1990. The intent of this legislation was to provide clear direction to Missourians concerning the solid waste management practices necessary to reach a 40% reduction in the amount of solid waste generated for disposal by 1998.

Pursuant to Section 260.305.1, *Revised Statutes of the State of Missouri* (RSMo), the Bootheel Solid Waste Management District (BSWMD) was created and officially recognized on June 18, 1992.

In accordance with state law, the Missouri Department of Natural Resources (MDNR) has authorized to provide grant funds to each of the officially designated Solid Waste Management Districts for the utilization and funding of solid waste management projects.

A major provision included in Senate Bill 530 was the creation of financial incentives designed to stimulate resource recovery within the State. The source of these funds is a \$1.50 per ton tipping fee levied on solid waste sanitary landfills, a \$1.00 per ton fee on solid waste received at transfer stations to be shipped out-of-state for disposal. This fee is adjusted annually according to the cost of living and is now \$2.11 and \$1.40 respectively. The Solid Waste Management Fund was created to receive these fees. The fund is being administered by the Missouri Department of Natural Resources' Solid Waste Management Program.

Award of any grant funds is dependent upon the appropriation of funds by the legislature of the State of Missouri and approval of the transfer of funds and authorization for the projects by the Missouri Department of Natural Resources' Solid Waste Management Program.

GENERAL INFORMATION

STATEMENT OF AUTHORITY

The proposal to provide solid waste management district grants from the Bootheel Solid Waste Management District is in accordance with the Section 260.335.2(4), *Revised Statutes of the State of Missouri*.

The requirements and the evaluation criteria developed for this packet were based on the administrative rule, 10 CSR 80-9.050. Copies of the Missouri's Solid Waste Management Law are available from:

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176
Jefferson City, Missouri 65102
(573) 751-5401

ELIGIBILITY

Grant monies will only be available for projects which will be included in the revisions to the Bootheel Solid Waste Management District's approved solid waste management plan. No grant funds will be made available for incineration.

Proposed projects should be in conformance with the integrated waste-management hierarchy as described in the "Missouri Policy on Resource Recovery" (Appendix VI). The following funding categories have been identified by the Missouri Department of Natural Resources. These funding categories were based upon 10 CSR 80-9.040(C), the regulation which administers Section 260.225 (5) RSMo:

Waste Reduction Projects:

Waste Reduction
Education on Waste Reduction
Research and Development on Waste Reduction

Recycling Projects:

Collection/Processing
Composting
Education on Recycling
Recyclables Marketing
Market Development

APPLICATION PROCESS

Potential applicants are encouraged to review the District's "Targeted Materials List" (Appendix IV) and to discuss their proposals with the District's officers or administrative staff. A list of District contact persons is provided in Appendix IV.

Applicants are ineligible if they are directly involved in the selection and award of financial assistance under the administrative rule, 10 CSR 80-9.050, or have a conflict of interest in the selection and receipt of such assistance. For the purpose of this application, a conflict of interest occurs when an applicant's employee, spouse or partner participates in the selection, award or administration of financial assistance under 10 CSR 80-9.050, and receives an award, contract, gratuity, or favor from such participation.

REQUIRED PROPOSAL CONTENT AND SUPPORTING DOCUMENTS

In order to comply with the regulations and laws of the State of Missouri, the Bootheel Solid Waste Management District requires that the following information be included in all proposals submitted in the following order:

1. Application Form (Appendix II of this packet)

Fill out the application form and place it at the beginning of your proposal.

2. Estimate of Costs

Complete a budget using the sample "Budget Worksheet" (Appendix III of this packet) and place immediately after the Application Form in your proposal. Subheadings may be adjusted to suit your specific proposal. Itemize the estimated costs for conducting the project. Estimated costs should be provided for all major planned activities or purchases and shall be supported by documentation showing how each cost estimate was determined. The estimated cost should include a column showing the amount of funds that the local entity is committing toward the various line items, the amount of funds being requested from the Solid Waste Management District for each line item and the total amount of funds required for each line item.

3. Executive Summary

An executive summary of the project objectives and the problem solved. This should be no longer than two pages.

4. Site Location

The location of the project, to include the name of the county; if within the corporate boundaries of a city, the name of the city; the street or road location (i.e., 821 Elm Street, County Road 854, etc.). Ownership status of the project site should also be included under this heading.

5. Work-plan and Personnel

A work-plan which identifies project tasks, the key personnel that are to be involved with the project and their qualifications. This information should be sufficient to determine what the project tasks are to be and a work-plan to accomplish these, along with sufficient information on the key personnel and their qualifications.

6. Timeline Graph

A timeline graph showing anticipated dates for individual project tasks, major planned activities and expenditures, and submittal of quarterly reports and the final report. Number of tasks should be adjusted to suit your specific project. List all project tasks below the graph in order of occurrence. A sample timeline graph is included (See sample at Appendix VII). It is not necessary to generate the graph by computer or have it professionally prepared.

7. Verification of Permits, approvals, Licenses or Waivers

Verification that all applicable federal, state and local permits, approvals, licenses or waivers necessary to implement the project have been obtained or applied for and will be obtained prior to an award. This may include, in the case existing transfer stations or landfill sites, copies of applications for other required approvals and licenses shall be included. Also, a written statement guaranteeing that all permits will be received prior to initiating any project action must be signed and submitted to the Solid Waste Management District.

8. Project Evaluation Procedures

A description of the evaluation procedures to be used throughout the project to quantitatively measure the success of the project.

9. Commitment Documentation

Documentation that shows a commitment for the match, if applicable. If the local government is provided a portion of the costs for the project, a letter signed by the highest elected official of the county or city, or the president of a corporation, must be submitted verifying that the funds are committed in an approved budget, readily available, and will be expended as a part of the project.

10. Supporting Documents

The following supporting documents for projects involving allocations over \$50,000 are required:

- A. To demonstrate technical feasibility, a preliminary project design, engineering plans and specifications for any facilities and equipment required for a proposed project.
- B. A financial report including:
 - 1. A three year business plan, and for projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for recovered material and recycled products necessary for sustained business activity;
 - 2. A description of project financing, including projected revenue from the project;
 - 3. A credit history;
 - 4. Up to three years' previous financial statements or reports.

11. Confidential Business Information and Availability of Information

Any person may assert a claim of business confidentiality covering a part or all of the information by including a letter in the proposal which requests protection of specific information from disclosure. Confidentiality shall be determined or granted in accordance with Chapter 610, *Revised Statutes of the State of Missouri*. However, if no claim accompanies the proposal when it is received by the District, the information may be made available to the public without further notice to the person submitting it.

SUBMITTAL OF APPLICATIONS

Application Deadline: December 1st 2018

Signature and Date: Be sure to sign and date the application in the area provided.

Mail or deliver you application to:

Bootheel Solid Waste Management Districts Grants Program
Bootheel Regional Planning Commission
105 E. North Main Street
Dexter, MO 63841

All proposal packets must be received by the Bootheel Solid Waste Management District by 4:00 p.m., December 1st 2018 to be considered for a District grant. Proposals received after the deadline shall be returned to the applicant and shall not be considered for funding.

PROPOSAL REVIEW AND EVALUATION

For all proposals received by the deadline, the Board will determine the eligibility of the applicant, eligibility of the proposed project, eligibility of the cost identified in the proposal, and the completeness of the proposal.

If the District Executive Board determines that the applicant or the project is ineligible or incomplete, the Board will reject the proposal and notify the Applicant. A project may be submitted up to the application deadline.

The Executive Board of the Bootheel Solid Waste Management District will evaluate each proposal that is determined to be eligible and complete. The evaluation method will include the following criteria as appropriate per the category.

- A. Conformance with the integrated waste management hierarchy as described in the Missouri Policy Resource Recovery (Appendix VI);
- B. Conformance with the District Targeted Materials List (Appendix IV);
- C. Degree to which funding of the project will adversely affect existing private entities in the market;
- D. Degree to which the project contributes to community-based economic development;
- E. Degree to which the project promotes waste reduction or recycling through the proposed process;

- F. Demonstrate cooperative efforts through a public/private partnership or among political subdivisions;
- G. Compliance with federal, state or local requirements;
- H. Transferability of results;
- I. The need for information;
- J. Technical ability of the applicant;
- K. Managerial ability of the applicant;
- L. Ability to implement in a timely manner;
- M. Technical feasibility;
- N. Availability of feedstock;
- O. Level of commitment for financing;
- P. Type of contribution by applicant;
- Q. Effectiveness of marketing strategy;
- R. Quality of budget;
- S. Selected financial ratios.

APPROVED PROJECT STIPULATIONS

ELIGIBILITY OF COSTS

All costs must be specified on the budget sheets and major expenditures must be shown in the timetable.

Eligible costs include (but may not be limited to):

1. Collection, processing, manufacturing or hauling equipment;
2. Materials and labor for construction of buildings;
3. Engineering or consulting fees;
4. Equipment installation costs;
5. Laboratory analysis costs;
6. Salaries directly related to the project;
7. Development and distribution of educational materials;
8. Development and implementation of education forums;
9. Overhead costs directly related to the project;
10. Travel necessary for project completion.

Ineligible costs include:

1. Operating expenses not directly related to the project;
2. Costs incurred before the project start date;
3. Taxes;
4. Legal costs;
5. Contingency funds;
6. Land acquisition or leasing of real property;
7. Costs incurred after the expiration of the grant period.

ACCOUNTABILITY

Recipients of financial assistance will be required to maintain an accounting system according to generally accepted accounting principles that accurately reflects all fiscal transactions, incorporates appropriate controls and safeguards, and provides clear references to the project proposal. Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contracts, and agreement award documents. The submission of an approved audit, which includes any funds granted by the Bootheel Solid Waste Management District may be required. This can be a comprehensive audit which includes Bootheel Solid Waste Management District granted funds.

RECORDS WILL BE MAINTAINED WHICH WILL REFLECT THE FOLLOWING INFORMATION TO BE SUBMITTED TO THE MDNR ON A QUARTERLY BASES:

- A. The details of progress, including the volume of waste disposal abatement for each type of recovered material utilized in the project, if appropriate;
- B. Problems encountered in the project execution;
- C. Budget adjustments made within budget categories, with justifications;
- D. Other information necessary for proper evaluation of the progress of the projects.

FINANCIAL ASSISTANCE AGREEMENT

All District grant awards are subject to the appropriation process. The Department cannot guarantee funding of a District-approved project after the close of the fiscal year in which the project was approved.

Before awarded funds are distributed to an applicant, the applicant will do the following:

- A. Obtain all applicable federal, state and local permits, approvals, licenses or waivers required by law and necessary to implement the project;
- B. Enter into a financial assistance agreement issued by the District which is consistent with the Department's terms and conditions.

NOTE: Payments from the District to the grantee for budgeted expenses are made on a reimbursement basis. A request for payment form along with all required documentation must be submitted to the executive board for approval. Fifteen percent (15%) of the total requested funds will be held until the end of the project and a final report is accepted by the executive board.

APPENDICES

- I. Pre-Application Checklist
- II. District Grant Application Form
- III. District Grant Project Budget Worksheet
- IV. Bootheel Solid Waste District Targeted Materials List
- V. District Grant Contact List
- VI. Missouri Policy on Resource Recovery
- VII. Sample Timeline
- VIII. Questionnaire

Pre-Application Checklist

Before submitting an application for financial assistance you **MUST** complete this form.

FOR ALL FUNDED PROJECTS	YES	DISTRICT PERSONNEL VERIFICATION INITIALS
1. Applicant profile sheet.		
2. Executive summary and reference to the district's solid waste management plan component to which it applies.		
3. Location of project (physical and mailing address.)		
4. A work plan or scope of work identifying: a.) project tasks and descriptions (directly related to the project intent. b.) main key personnel involved in the project, and c.) project manager's qualifications (why this person is qualified to manage the project.) d.) timetable showing dates for activities and expenditures		
5. Line-item budget (independent support of items \$5,000 and over in total cost.)		
6. Plan implementation project documentation has been received and reviewed by the district's executive board including cost estimates.		
7. Intent or verification of permits, approvals, licenses, security interest or waivers (i.e. ucc-1, certificate of title, or deed of trust.)		
8. Compliance with local zoning ordinances.		
9. Match commitment documentation (if applicable) (note: this is district required match.)		
10. An evaluation procedure describing both quantitatively and qualitatively how the success of the project will be measured.		
11. Additional information for the projects over \$50,000 A.) Demonstrate technical feasibility by submitting: 1. A preliminary project design or 2. Engineering plans and/or specifications for any facilities and equipment. B.) Financial report including: 1. A three (3) year business plan. For projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for recovered material and recycled products necessary for sustained business activity. 2. A description of the project financing, including projected revenue from the project. 3. A credit history. 4. Up to three (3) years previous financial statements or reports for governmental entities a bond rating.		
12. Applicant certified all information was true and conforms to the application requirements.		
13. Authorized applicant official signature provided.		

Signature of Authorized Official: _____

Project Name _____

APPENDIX II

**BOOTHEEL
SOLID WASTE MANAGEMENT DISTRICT
DISTRICT GRANTS PROGRAM**

APPLICATION FORM

(Place at the front of your application packet)

I. Project Information

1. Name of Project: _____
2. Type of Project:
3. Project Description:

4. Indicate any other affiliated federal, state or local agencies.

II. Applicant Profile

1. Legal Name of Business or Organization:

Mailing Address: _____

City: _____

Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Fed Tax ID #: _____

2. Name of Authorized Official: _____

Official Title: _____ E-mail: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

3. Type of Applicant

_____ Individual

_____ Business

_____ Public Entity or Institution

_____ Non-profit Organization (including legal status documents)

4. Project Manager: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

5. This project is (check one):

_____ A new business

_____ An expansion of a current business

_____ A completely new venture for an existing business

_____ Other (explain _____)

6. Do you have pending violation on environmental issue with any government entity?

_____ Yes

_____ No

III. Recovered Materials

1. Type and amount of waste material(s) being recovered:

Material	Amount
_____	_____
_____	_____
_____	_____

2. Source of recovered materials used by proposed project (Check all that apply)

_____ Post-consumer

_____ Post-industrial

_____ Internal

Applicant's Signature

Title

Date

APPENDIX III

**BOOTHEEL
SOLID WASTE MANAGEMENT DISTRICT
DISTRICT GRANTS PROGRAM
BUDGET WORKSHEET**

X	Budget Category	Cost Category			
		Requested Funds	Match Funds*	Match In-Kind*	Total Funds
	Labor Expenses:				
	Operating Expenses:				
	Overhead				
	Supplies				
	Travel (miles x .37/mile)				
	Other _____ (specify)				
	Equipment Expense (itemize):				
	Management Expenses:				
	Office Supplies				
	Advertising				
	Other				
	Additional Expenses (itemized):				
	Total Budget for the Project:				

* Match funds can be cash outlays directly benefiting the project from other sources, including, but not limited to, bank loans, equity capital, etc.

** Match in-kind contributions are encouraged and are allowable project costs, if they are eligible costs and are specifically identifiable with the project. These can include but are not limited to the cash value of goods or services directly benefiting the proposed project.

APPENDIX IV
BOOTHEEL
SOLID WASTE MANAGEMENT DISTRICT

TARGETED MATERIALS LIST*

Preference shall be given to projects that reduce, reuse, recycle or strengthen consumer demand for the following post-consumer wastes based upon the following:

- Cardboard
- Old Newspaper
- Old Magazines
- Nonhazardous Wastes from Industrial/Commercial/Institutional Operations
- Demolition Waste (wastes from construction/demolition activities)
- Organic Waste (food wastes)
- Household Hazardous Waste
- Other Paper (office paper, pasteboard, mixed paper, etc.)
- Scrap Tires
- Mixed Glass
- Major Appliances
- Yard Waste
- Ferrous Metals
- Plastics (all resins)
- Bi-Metal Containers
- Non-Ferrous Metals
- Waste Oil
- Lead-Acid Batteries
- Electronics
- School Lab Waste
- Textiles

Proposals which address other items in the waste stream not specifically itemized above will be given due consideration by the Executive Board.

* These priorities may be modified by the District as circumstances warrant.

Bootheel Solid Waste Management District

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*Carol Jarrell, Stoddard
Dennis Ziegenhorn, Scott
Darrell Jones, Mississippi*

APPENDIX V

The following is a list of Board Members who may be contacted if you have any questions or need additional information.

STAFF

Kent Luke
Regional Planner
105 E. North Main
Dexter, MO 63841

Hannah Barnett
BRPC Exec. Dir.
105 E. North Main
Dexter, MO 63841

COMMISSIONERS

Kent Hampton
Dunklin County 603
Stokelan Drive
Malden, MO 63863
Ph: (573) 888-4460
Cell: (573) 888-7281

Darrell Jones
Mississippi County
1775 N. Hwy B
Bertrand, MO 63823
Ph: (573) 683-2146

Don Day
New Madrid County
401 W. 6th St.
Portageville, MO 63873
Ph: (573) 748-2524

Dave Wilkerson
Pemiscot County
2737 W. State Hwy.
Bragg City, MO 63827
Ph: (573) 333-0440
Home: (573) 757-6666

Dennis Ziegenhorn
Scott County Chair
113 Greenbriar (Home)
Sikeston, MO 63801
(573) 545-3549

Carol Jarrell
Stoddard County
109 Westport Dr.
Dexter, MO 63841
(573) 568-3339

Kent Luke Bootheel Solid Waste Management
District S

APPENDIX VI

MISSOURI POLICY ON RESOURCE RECOVERY

STATEMENT

It is the policy of the State of Missouri to integrate appropriate resource-recovery philosophies and practices into all relevant activities in order to minimize the amount of solid waste that requires disposal, reduce environmental and public health threats, increase the manufacture and use of products made from recycled materials and preserve our natural resources.

GOALS

The goals of this policy are as follows:

To incorporate solid waste reduction, recycling, and resource recovery into the solid waste management activities of state and local governments, industries and citizens.

To apply an integrated waste management hierarchy when managing local and regional solid waste streams to minimize possible environmental impacts associated with any one technology and to achieve the maximum feasible use of waste reduction, recycling, and resource recovery. This hierarchy is as follows:

- First – reduce the amount of solid waste created
- Second – reuse
- Third – recover and recycle materials from solid waste
- Fourth – dispose of in a sanitary landfill

To facilitate the use of recycled materials by Missouri manufacturers and encourage the development of markets for recycled materials by incorporating solid waste reduction, recycling and resource recovery concepts into programs involving procurement, industrial development, capital works and other appropriate areas.

To coordinate technical and financial assistance for solid waste reduction, recycling and resource recovery in accordance with state and local solid waste management plans.

OBJECTIVES FOR STATE GOVERNMENT

State government shall assure that the implementation of state, regional and local solid waste management systems and plans support the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and the Missouri Resource Recovery Feasibility and Planning Study.

State government shall coordinate financial assistance to promote programs for waste reduction, resource recovery, market development for recovered materials, recycled materials procurement and solid waste management programs that are in accordance with the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Plan and the Missouri Resource Recovery Feasibility and Planning Study.

State government shall provide a clearinghouse of consumer information regarding the need to support resource recovery; to utilize and develop new resource recovery programs around existing enterprises; to promote the development of markets for recovered materials; to request and purchase recycled products; and to participate in resource conservation activities and other relevant issues.

State government shall update the state's solid waste management plan so it addresses the state resource recovery policy.

State government shall assure that the implementation of state and local solid waste management systems and plans are based upon the integrated solid waste management hierarchy.

OBJECTIVES FOR LOCAL GOVERNMENT

To promote waste reduction, market development for recovered materials and resource recovery, local governments, industries and citizens shall coordinate and implement economically feasible policies for integrated waste management systems, and shall increase procurement of products made from recycled materials.

Local and regional solid waste management shall be mutually supportive and consistent with the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and the Missouri Resource Recovery Feasibility and Planning Study.

Local solid waste management plans shall implement solid waste management systems based upon the integrated solid waste management hierarchy, protect the public health and the environment and meet the residential, commercial, industrial and agricultural needs of the region.

OBJECTIVES FOR LEGISLATIVE ACTION

The state legislature shall appropriate funds to fully implement the state's resource recovery policy. The state legislature also shall promote legislation consistent with the state resource recovery policy.

APPENDIX VII

SAMPLE

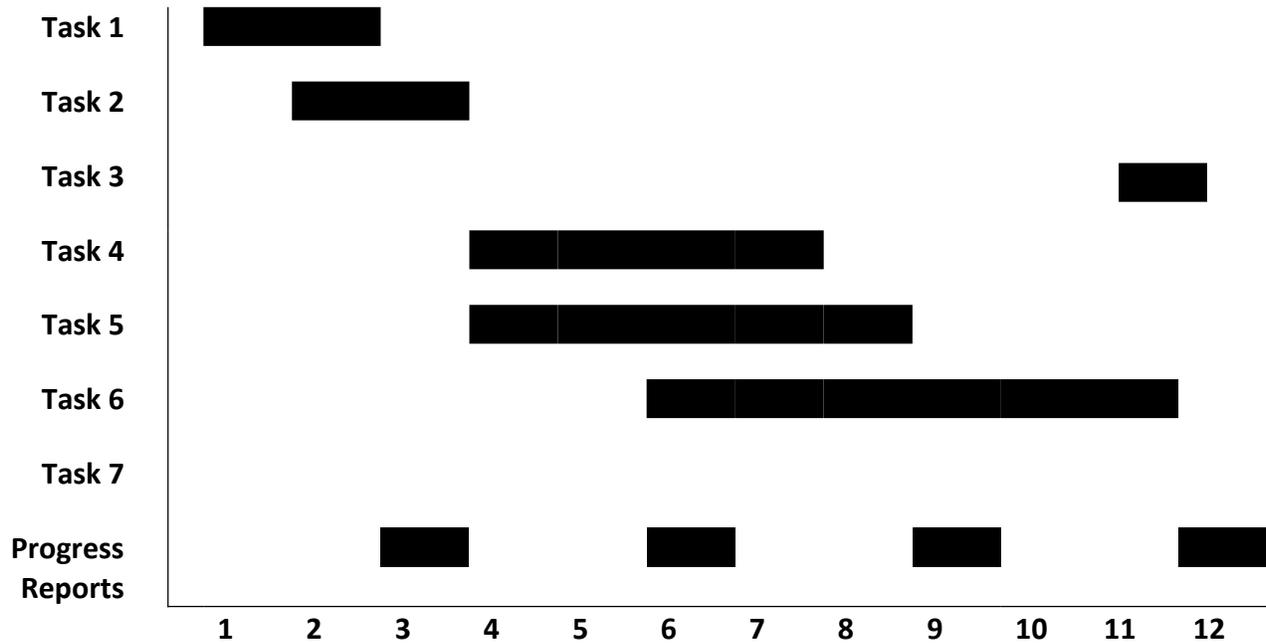
A. Project Tasks:

1. Grant Award Date (GAD) & 1st News Release to Public
2. Submittal Request for Proposals (RFP'S) for equipment
3. Site Preparation
4. Place notices and interview employee prospects
5. Issue purchase orders for equipment
Submit 1st Quarterly Report
6. Receive equipment
7. Open facility for use
Submit 2nd Quarterly Report
Submit 3rd Quarterly Report
Submit 4th Quarter and Final Report

B. Timeline Graph:

The time table should show the anticipated dates for:

- a) major planned activities;
- b) expenditures;
- c) quarterly reports and;
- d) the final report.



Example Time Table

Bootheel Solid Waste Management District

105 E. North Main, Dexter, MO 63841

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APPENDIX VIII

We have been asked to collect information concerning jobs created and retained on future grant awards.

Please complete this form and return:

Jobs created as a result of this grant _____

of new full time jobs _____

(To be a 'created job' must be someone not currently on the entity's payroll)

Jobs retained as a result of this grant _____

Of full time employees _____

Of part time employees _____

Of employees who receive additional paid hours as a result of the grant award _____

(Retained employees would be those currently employed that will remain on the payroll as a result of this grant award.)

Requirements you need to be aware of in submitting Solid Waste Grant Application.

Equipment: Any equipment costing under \$3,000.00 will not require bid. \$3,000 to \$24,999.00 requires three competitive bids but do not have to be advertised, over \$25,000.00 will require three competitive bids and advertised in at least two daily newspapers five days before bid opening.

Equipment purchases over \$5,000 will require a UCC or Lien from Sec of State office showing Solid Waste District as lien holder for five years

Equipment purchases over \$5,000.00 will require quarterly reports showing tonnage recycled by category: cardboard, newspapers etc. for first year, for next four years will be required to furnish total tonnage for the year but not by category.

You must be in compliance with all state and federal environmental laws and you can have no unresolved notice pending.