



## REQUEST FOR PROPOSALS

### Recycling Services

The City of Ammon will accept Residential Recycling Services Proposals at the office of the City Clerk, Ammon City Hall, 2135 South Ammon Rd, Ammon, ID 83406 until 4:00 PM local time on Wednesday, March 8, 2023. Electronic or hardcopy proposals are accepted. Electronic copies shall be emailed to the City Clerk, Kristina Buchan, at [kbuchan@cityofammon.us](mailto:kbuchan@cityofammon.us) by the deadline listed in this paragraph. No submittals will be accepted after that time and date. Proposals are limited to a maximum length of ten (10) standard 8 ½" X 11" pages.

If submitting hardcopies, six copies of the Residential Recycling Services Proposal must be submitted in a sealed envelope bearing the project name "**Residential Recycling Services Proposal.**" All submissions become property of the City of Ammon and are subject to public information requests.

The City reserves the right to reject any or all proposals, or to accept any proposal, which in its judgment will best serve the City's and residents' interests. The City reserves the right to waive any and all informalities in the submittal process, or within any Statement of Qualifications. The City may require up to ninety days (90) days after opening the proposals to make a final decision.

Any questions or requests for clarification related to this Request for Proposals should be submitted in writing to [kbuchan@cityofammon.us](mailto:kbuchan@cityofammon.us). Answers to the questions submitted shall be posted on the City's website. Firms interested in submitting Proposals shall be responsible to check the website for updated responses to questions. Answers to questions will also be shared with all known recipients of the RFP.

Firms should include a cover letter with their Proposals, addressed to Mayor Sean Coletti and the Ammon City Council. All costs incurred by the firm in preparing a response to this Request for Proposals shall be at the submitting parties sole expense.