Exhibit A- MRF Transload Operation and Safety Plan

MRF TRANSLOAD OPERATIONS AND SAFETY PLAN

May 14, 2020

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As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.

City of Ann Arbor
MRF Transload and Operation Safety Plan

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1) Background and Purpose

Recycle Ann Arbor (RAA) has prepared this Operations Transition Plan in order to provide the City of Ann Abor (the City) with supplemental information regarding the redevelopment and operations of the Materials Recovery Facility (MRF) that is either updated or in more detail than the information provided in the response to RFP 19-28 MRF Operations and Recyclables Processing.

This Operations Transition Plan addresses the main concerns that the City has expressed to date in the transition from the current operation of transloading single stream recyclables to an offsite MRF to the planned operation of modifying the MRF to operate it as a processing facility. This plan addresses:

- MRF Operations and Retrofit Organizational Charts
- Operations/transloading during equipment retrofit
- Equipment modifications (reused/re-conditioned and removal list and narrative)
- Building modifications
- Updated construction schedule
- Safety Plans
- Retrofit References

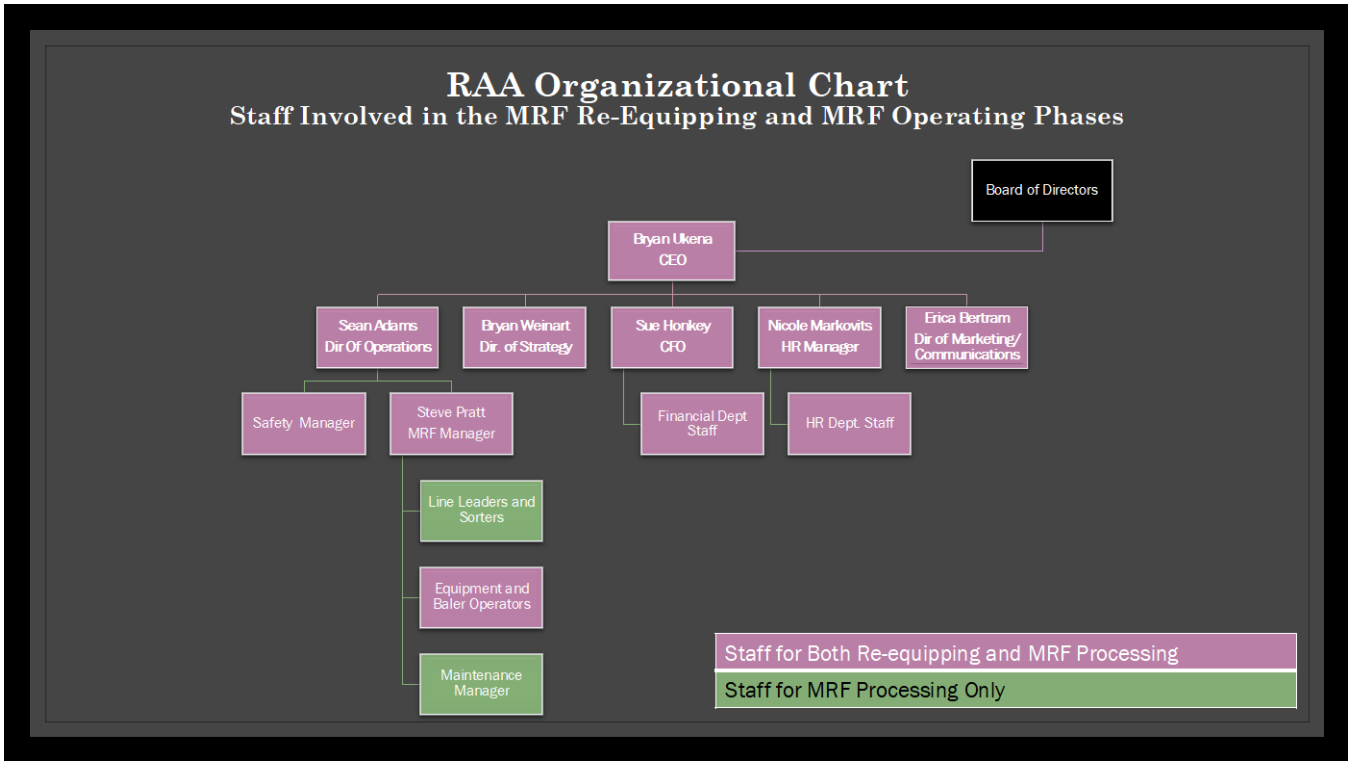
The information included in this plan is provided by the RAA team of experts including our staff, our equipment provider, Machinex, and our technical consultant and Owner's Engineer, Resource Recycling Systems (RRS). RAA has presented the information here in a detailed, but concise manner, with the goal of full understanding by all parties as the project moves forward.

2) RAA Team

RAA has developed both an RAA-specific MRF re-equipping and ongoing operations org chart as well as a transload and re-equipping org chart showing RAA and subcontractor/partner roles.

a) RAA MRF Operations Organizational Chart

Below is an RAA Organizational Chart for staff involved in both the MRF re-equipping and ongoing operating phases. Team members not yet identified will be hired as the contract negotiations with the City evolve. Bios of each RAA team member are provided below the org chart.



Bryan Ukena, RAA CEO
As CEO, Bryan ensures that the organization meets its mission through financial soundness, strategic planning and overall performance. Bryan is the lead on all important strategic initiatives at RRA and will oversee the implementation and the overall operations of this project and has direct oversight of the Directors of Operations, Strategy, Human Resources Manager, Marketing/Communications as well as the CFO for RAA in general and, specifically for this project in order to ensure its success. Bryan has experience building several Material Recovery Facilities (MRF's) and recently redeveloping a MRF in Minneapolis. He has marketed recyclables for over two decades and has numerous industry contacts that have

already proved themselves invaluable to Ann Arbor's recycling program in these difficult times. He will provide oversight on the materials marketing though two agreements with private entities. (see more on Subcontracts: Materials Marketing, below).

Sue Honke, RAA CFO
Control of project finances and operational finances. Responsible for the management of the finance function and overseeing the finance team; preparation of budgets, forecasts and cash flows. Responsible for the maintenance of financial ledgers and accounting processes: preparation of monthly consolidated P&L and Balance Sheet; financial modeling and analysis and overseeing the payroll process; strategic planning and risk management for the growth of the corporation. She has direct oversight over Finance staff.

Sean Adams, RAA Director of Operations
Director of Operations directly oversees the subcontractors for the Re-equipping Phase and the MRF Manager for all phases and has oversight of all operational staff for all phases. He is the primary contact for Resource Recovery and Recycling Authority of Southwest Oakland County, (RRRASOC) (the primary processor for the MRF Re-equipping phase.) Leads in the project management of the MRF construction with RRS and Machinex in equipment installation etc. and directs the facility operations through operational oversight of the facility, tracking and adjusting operations for processing requirements for meeting end-market specifications; Direct oversight of the Safety Manager who oversees adherence with all safety program policies and procedures; provides oversight of operations equipment and facility in compliance with OSHA requirements; ensures that accurate records, reports, and data collection are kept; and assures that the MRF meets federal, state, local, and corporate safety policies, procedures, and programs. Sean has initiated multiple safety-focused site improvements to improve patron and staff safety, resulting in an injury free safety record to date. He was responsible for obtaining RAA's Recovery Yard licensure and has maintained the site in continuous compliance with federal, state and local ordinances and administrative rules, reporting to multiple compliance agencies.

Bryan Weinart, RAA Director of Strategy
Responsible for all government relations. Bryan will lead in building a collaborative partnership with the City, the County, and the newly forming Washtenaw Regional Resource Management Authority, (WRRMA) and potential commercial "merchant" customers. He will also lead in Community Engagement and the integration of the Collections and Processing systems.

Erica Bertram, Marketing/Communications Director
Plans and oversees communication strategies both internally and externally, leads in communications developing and delivery, advertising, media relations and marketing. Erica also oversees IT for the organization.

Nicole Markovits, HR Manager
Responsible for all legal requirements and government reporting regulations affecting HR functions, and ensure policies, procedures, and reporting are in compliance. Oversees all employee discipline and separation notices and related documentation. Supervises

timekeeping and payroll, plans and conduct new employee orientation, and administers benefit programs (life, health, dental, prescription, disability, COBRA, 401(k), vacation, sick leave, leave of absence, employee assistance, workers' compensation and unemployment.) Administer DOT fleet safety compliance program, including the FMCSA drug and alcohol substance abuse program. Currently directs Safety Committee, including accident reporting program, and coordinates OSHA reporting and record keeping and will work with the Safety Manager when they are hired to facilitate these activities.

Steve Pratt, RAA MRF Manager
The MRF manager will lead in the MRF recycling operations and supervises and directly oversees and leads line leaders, sorting staff, equipment operators and the maintenance manager; ensures smooth day-to-day operations of facility; optimizes materials processing requirements to meet end-market specifications. This individual will lead day-to-day management of the facility and its operations and interface with both RAA management and City staff.

TBD, RAA Safety Manager
The Safety Manager is responsible for ensuring that workers are properly trained regarding company-specific and Occupational Safety and Health Act, OSHA, safety requirements. The Safety Manager will track and report to the Director on the adherence with all Safety Program policies and procedures; maintains operations equipment and facility in compliance with OSHA requirements; maintains accurate records, reports, and data collection; and maintains a MRF that meets federal, state, local, and corporate safety policies, procedures, and programs. RAA will bring in Rumpke, Pratt, and other expert partners as needed to assist with safety activities. This position may be hired external or RAA may train and hire from within current staff.

TBD, RAA Maintenance Manager
Responsible for predictive and preventative maintenance and unscheduled repairs with the aim of minimizing down time and maximizing productivity of MRF production. Activities include inspections, repairs, general maintenance duties on MRF and equipment as appropriate. Maintenance staff conduct regular daily monitoring of the system to ensure each element of the MRF is performing to throughput and product recovery and quality expectations. Any issues identified are documented and inspected and repaired if necessary. All maintenance tasks and repairs are recorded and from these records, measures are taken to prevent and/or minimize future breakdowns and non-conformance issues. RAA will bring in Machinex, Rumpke, Pratt, and other expert partners as needed to assist with maintenance activities. RAA will hire this this position.

RAA Quality Control Sorters
Provide quality control, pulling off the line one type of material at each position. RAA will hire these positions.

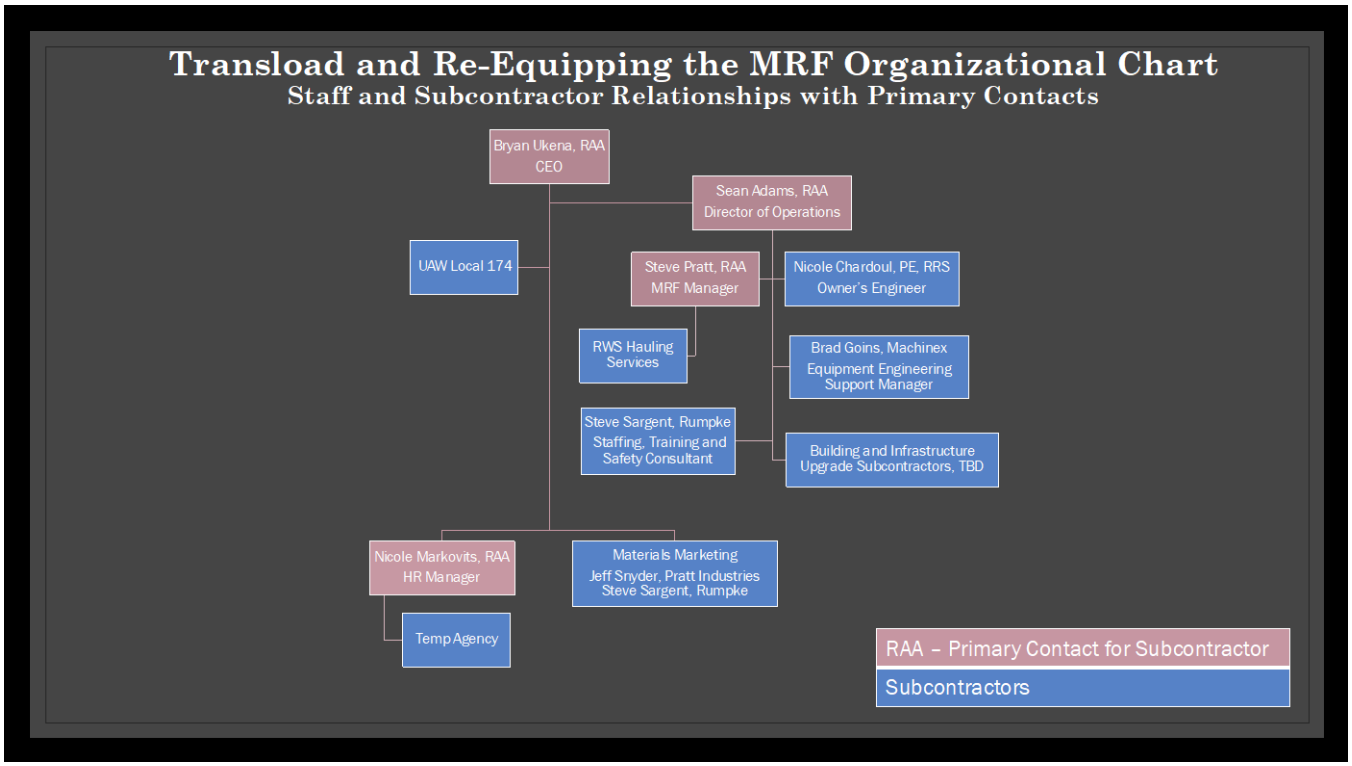
RAA Line Leads
Act as liaisons between quality control sorters and MRF management, directing the sorters in their rotations and cleaning assignments; enforce MRF work rules and safety standards, and

assist with communications; provide quality control, pulling off the line one type of material at each position. RAA will hire these positions.

RAA Equipment Operators
Operate front-end loaders, forklifts, skid-steer loaders and baler operator; contribute to maintaining an efficient flow of recyclable materials; operate MRF equipment and vehicles with the highest standard of safety, reporting any incidents, work area hazards, or equipment malfunctions. RAA currently employs equipment operators.

b) MRF Transload and Re-Equipping Organizational Chart

Below is an organizational chart specifically for the transload and re-equipping the MRF. RAA CEO, Bryan Ukena, will direct all activities with RAA Operations Manager, Sean Adams, overseeing the transload/ongoing operations and RAA MRF Manager, Steve Pratt, overseeing daily activities at the MRF. RRS' Nicole Chardoul will be the Owner's Engineer to assist Bryan and Sean with retrofit equipment and building modification project management and coordination of activities, as well as review and sign off of design drawings, facilitating construction meetings, conduct regular site visits and communications with contractors and subcontractors.



Building subcontractors will be selected and pricing finalized as the building and infrastructure modifications needs are identified after the building inspection and negotiations with the City. All contractor and subcontractor agreements will be finalized upon a signed agreement between RAA and the City.

Nicole Chardoul, PE, RRS - Owner's Engineer
Primary Contact at RAA is Sean Adams
Responsible for overall project management, including facility performance requirements, process design, process equipment manufacturer/supplier selection and management, equipment performance specifications, facility design, facility performance requirements, etc. RRS, the largest consulting firm solely focused on material recovery in North America, will provide RAA with engineering, project management, strategic, and contract support as the key part of its team role. As participants in numerous state level initiatives for recycling and infrastructure funding, RRS will work with RAA to make sure that additional state funds are available for development of the facility and its programs.
Nicole is a principal and vice president at RRS bringing over 24 years of expertise in corporate sustainability, facility health and safety, waste and resource management, organics program design, construction management, and engineering and has also managed the design, construction, and implementation of numerous material recovery facilities, transfer stations, drop-off stations, and compost sites. Nicole is licensed as a Professional Engineer (PE) and certified as a Hazardous Materials Manager (CHMM). Nicole will be supported by Kerry Sandford, RRS Senior Engineer.

Brad Goins, Machinex - Equipment Engineering Support Manager
Primary Contact at RAA is Sean Adams
MRF equipment system design, installation, testing, and commissioning. Machinex will coordinate and manage all technically-based and engineering activities. Machinex is the world leader in planning, designing and installing recycling equipment for Material Recovery Facilities (MRF) and equipment upgrades and facility construction. Machinex will be available for all major maintenance and repairs at the MRF. This will be led by Brad Goins. As the Sales & Engineering Support Manager, Brad Goins helps with designing the recycling system to suit the customer's needs and ensures these designs are forwarded through the proper systems and that the finished product satisfies the highest industry standards. From the document preparation to the start-up, the Sales & Engineering Support Manager will help support the Project Director with overview and handle each step of the project realization.

Steve Sargent, Rumpke - Consultant on Staffing, Training and Safety
Primary Contact at RAA is Sean Adams
This Ohio-based, family-owned business is a regional powerhouse centered in the greater Cincinnati area and has established itself as one of the ten largest waste and recycling companies in the US. In this role, they will provide advisory services to RAA during its transition to full-scale operations including recycling facility startup, staffing recommendations, and safety planning, training and programming. Rumpke will also provide marketing services for the roughly 30% of product mix that is not committed to Pratt Industries as fiber, including glass, metals and plastics.

Recycle Waste Services (RWS) - Hauling Services
Primary Contact at RAA is Steve Pratt, MRF Manager
RWS is an environmentally responsible recycling, disposal and hauling company in the Toledo, Ohio area that specializes in waste diversion and disposal hauling. A Stansley Family venture, RWS began operations in 2009**.** *Backup trucking services will be provided, as necessary by R*

& J Trucking, 8063 Southern Blvd., Youngstown, Ohio 44513, and /or CEI Trucking, 3842 Highlands Parkway SE, Smyrna, GA, 30082

UAW Local 174
Primary Contact at RAA is Bryan Ukena
RAA has a long-standing relationship with UAW Local 174 and they will be the recognized collective bargaining unit at the Ann Arbor MRF (once operational), ensuring fair wages (beyond living wage), safe working conditions and ongoing employee input to maximize the success of facility operations. At RAA, community values built on both environmental and economic justice are the cornerstone of our identity, with over 20 union jobs created through this proposal.

LeadPoint Temp Agency
Primary Contact at RAA is Steve Pratt and Nicole Markovits
LeadPoint focuses exclusively on MRF staffing and have been a national leader in supplying staffing for Material Recovery Facilities (MRF) since 2000.

3) Operations/Transloading During Construction

With some exceptions, the existing equipment is separate from the tipping floor which allows for the equipment retrofit while the site is still being used for transfer. During construction, RAA will transload materials to the RRRASOC facility operated by Republic at 20000 Eight Mile Road, Southfield, Michigan. RRRASOC will continue to serve as the designated processing location while the Ann Arbor MRF is being modified and re-equipped.

a) Operations Safety

Recycle Ann Arbor (RAA) has an extensive Safety program to minimize the risks of accidents and injuries to all individuals with whom the organization interacts, whether they be RAA staff, representatives, contractors and other businesses that come to our location to conduct business, or the general public with whom we interact. Safety is of the utmost importance on site during MRF retrofit and operations. Each new and existing employee and contractor will be trained on RAA's Safety policies as they apply. Training will be given at the beginning of work/employment, and also on an ongoing basis as it is appropriate and required. The following categories are included in RAA's Safety Handbook with accompanied Safety Training where applicable:

RAA Safety Handbook Index
[redacted]
Material Handling Safety Policy

Confined Spaces Entry Program
Workplace Violence Safety Policy
Traffic Control Plan
Fire Prevention Plan
Heat Illness Prevention Plan
Emergency Action Plan (EAP)
Blood Borne Pathogens Exposure Control Plan (BCP)
Incident Investigation Policy
Reporting Unsafe Conditions & Hazards Policy
Safety Training Policy
Accident & Incident Reporting Policy
MRF Tipping Floor Safety Policy Commercial Vehicles Backing into all Facilities Tip Floor Policy
PPE - Personal Protective Equipment Safety Policy
Slip, Trip, Fall Injury Prevention Safety Policy
Ladder Safety Policy
MRF Workers Training Policy
MRF Equipment Operator Training Policy
Ergonomics Safety Program
Hazard Communication Program
Contractor Safety Policy
Job Hazard Analysis (JHA) Policy
Hot Work Program
Hearing Conservation Program
Fall Protection Program
Lockout, Tag out Program
Arch Flash – Electrical Safety

RAA has provided a Safety Handbook as well as Safety Policy & Procedures for commercial vehicle drivers backing into the facility tip floor as part of this Operations Transition Plan. RAA's Safety plans during construction are attached in Appendix A. Additionally, Machinex has provided a Safety Plan for Installations that will be followed during the MRF retrofit as well as a copy of the Machinex Safety Commitment.

b) Retrofit During Operations

The RAA/Machinex team is confident that this upgrade can be completed and still allow RAA to bring material into the facility and transload material out as they are currently doing. The tip floor will remain operable and safe during construction to accommodate material delivery and transloading.

- Push walls will be included to allow materials to be pushed up into piles and arranged around the tip floor to maximize tip floor capacity while keeping the processing activities separate from the retrofitting activities
- A fire blanket will be installed to protect the recyclable material on the tip floor from any cutting/torching out old equipment
- The tip floor will be available for transloading activities during all phases of construction
- The RAA project manager or designated representative will be on-site during transloading to ensure safe and efficient operations, including wayfinding signage and traffic flow around site.

The following phase descriptions and diagrams show the areas in which Machinex will be working during different phases of the upgrade and which part of the facility RAA will have access to for transloading.

Phase 1
During Phase 1 of the installation/upgrade, Machinex will require access to a section of tipping floor noted in the diagram on the following pages. During this time, Machinex will work in sector 1,2, & 3 for the mechanical installation phase which will take approximately 28 days. When sector 1,2 &3 are being worked on, RAA will have access to the "Client Access & Working Zone" shown in Phase 1 diagram. This area will be used for unloading and loading of recyclable materials needing to be processed.

Over the weekend between Phase 1 and Phase 2, the tip floor dividers will be re-located. The RAA project manager or designee will be responsible for managing the details on the floor and redirecting the incoming and outgoing traffic.

Phase 2
During Phase 2 of the installation/upgrade, Machinex will require access to a section of tipping floor noted in the diagram on the following pages. During this time, Machinex will work in sector 4,5 & 6 for the mechanical installation phase which will take approximately 25 days. When sector 4,5 & 6 are being worked on, RAA will have access to the "Client Access & Working Zone" shown in Phase 2 diagram. This area will be used for unloading and loading of recyclable materials.

c) Communications and Signage

Prior to commencing any work, RAA will lead a pre-work safety meeting. The purpose of the meeting will be to introduce the contractor's safety plans and policies to the contractor's personnel, as well as all subcontractors and others involved in the project. Additionally, RAA will provide employees and their Contractors with a formal communication chain to be adhered to during the Re-Equipping Phase. The Communication Chain Document (CCD) will identify the members of the Re-Equipping Phase (REP) Team and include: person's name, their role (including decision-making authority), and the way to communicate with them (cell phone, 2 way radio, etc.) The REP Team will meet formally before any work starts on the site and at the

day's completion to determine the communications and signage needs. The REP Team is responsible for identifying the signage required for that day's work activity and ensuring it is in place. The REP Team is also responsible for identifying which customers will be impacted by changes to the traffic flow or tip floor access and contacting them in advance of their arrival at the facility or at the entrance of the facility.

Accidents happen when people occupy the same space as vehicles or other types of moving equipment. By paying attention to the tip floor spacing RAA will increase employee safety during and after the MRF Re-Equipping. Tip Floor safety is outlined in RAA's Safety Handbook.

The REP Team will identify, on a daily basis, the danger zones in the facilities where accidents could occur. That could include unloading/loading areas, tipping floors, push pits, material handling and storage areas and construction work areas. Once the REP Team has identified the danger zones, they will develop protocols for each that focus on maintaining adequate safety protocols and communications while taking into consideration the following:

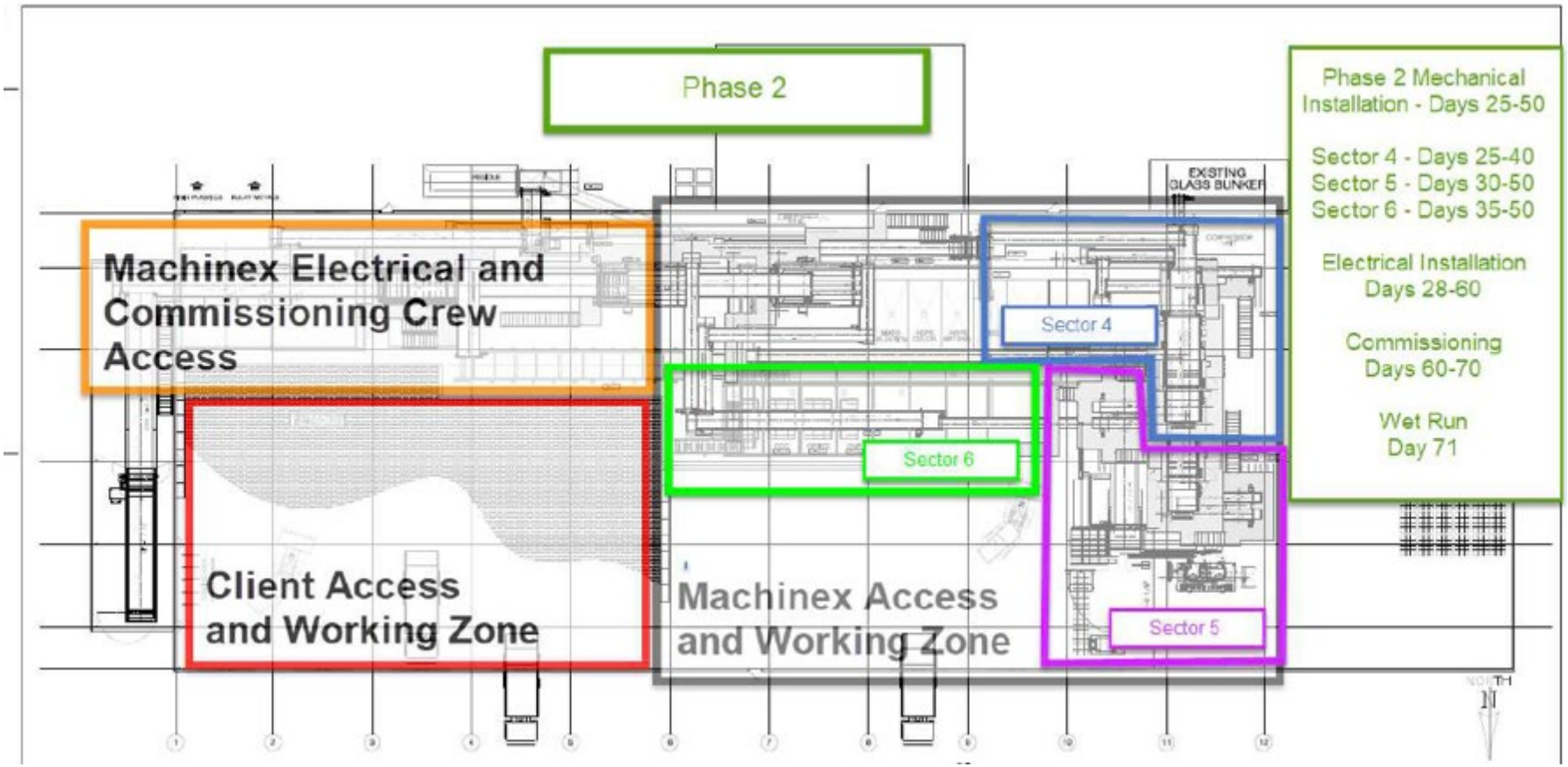
- traffic flow;
- pedestrians;
- the presence of spotters;
- visibility vests;
- construction areas:
- signage;
- types of vehicles;
- types of material; and
- radio communication.

RAA performs audits or inspections of the work site daily and any inspections that identify safety issues are documented along with any corrective actions that were taken. If corrective actions cannot be implemented immediately, the non-compliant condition is protected against by restricting access to the area or employing a lockout/tagout procedure. Inspections are maintained by RAA. At the end of the day the REP Team will debrief on the day's activities, identify and review any areas of concern and how they will be addressed, prepare and send the communication for the next day's customers and, if needed, identify any new signs needed or required changes to signage and placement.

d) Retrofit Experience

In Appendix B, Machinex has provided references of projects where they have performed Material Recovery Facility upgrades while keeping the facility operational or limiting the downtime of a facility. These examples are only a few of the upgrades performed with simpler scope. Machinex has performed many other installation/upgrades in facilities in North America and can provide additional references if required.


Phase 1
EXISTING GLASS BUNKER
Phase 1 Mechanical Installation - Days 1-28
Sector 1 - Days 1-12
Sector 2 - Days 8-28
Sector 3 - Days 8-28
Sector 3
Sector 2
Sector 1
Machinex Access and Working Zone
Client Access and Working Zone


Phase 2
Phase 2 Mechanical Installation - Days 25-50
Sector 4 - Days 25-40
Sector 5 - Days 30-50
Sector 6 - Days 35-50
Electrical Installation Days 28-60
Commissioning Days 60-70
Wet Run Day 71
Machinex Electrical and Commissioning Crew Access
Client Access and Working Zone
Machinex Access and Working Zone
Sector 4
Sector 5
Sector 6
EXISTING GLASS BUNKER
NORTH

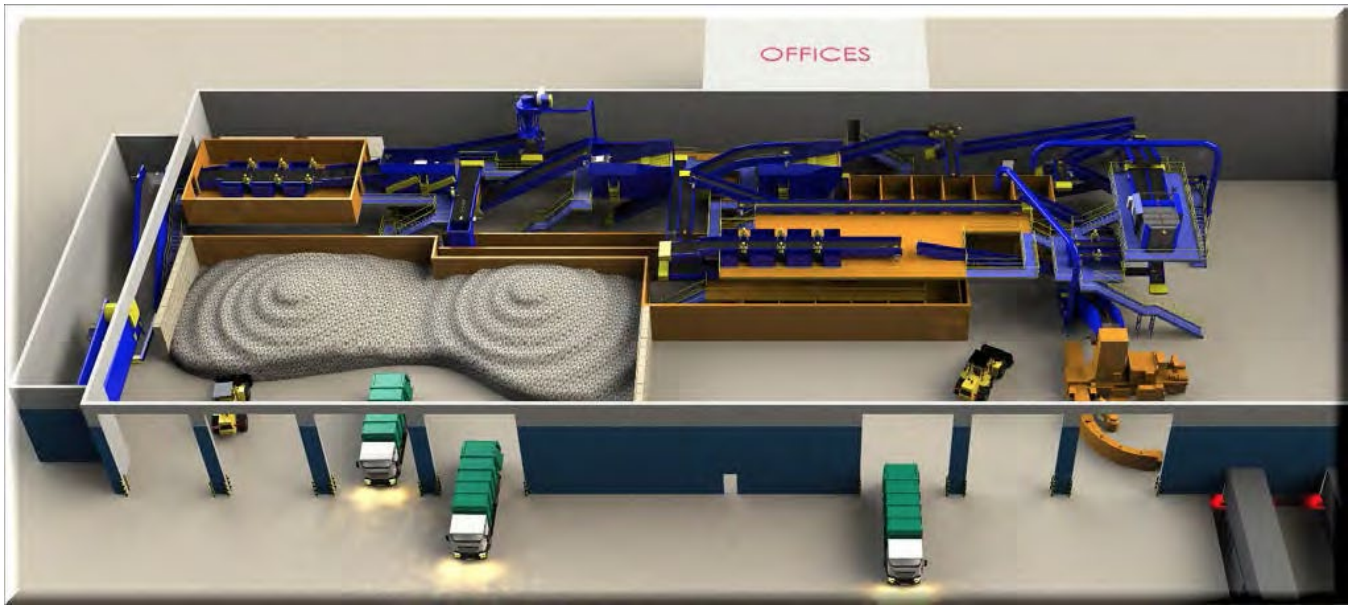
4) Equipment Modifications

RAA has already invested over a year completing the design of the MRF. Machinex has been working with RAA on the redevelopment of Ann Arbor's MRF including three site visits and a systematic engineering evaluation of the existing facility.

The proposed system is a single stream system (upgrade) which features a new OCC screen along with other benefits to address processing challenges previously faced by the Ann Arbor facility. The facility is designed to process approximately 20 tons per hour or 130 tons per 8-hour shift. All components of the facility have been designed to process this volume of material. All building and equipment modifications will be the responsibility of RAA.

There are select pieces of equipment that Machinex has evaluated and will rebuild and recondition for use within the recycling equipment system. Machinex is an experienced MRF designer and equipment supplier and has evaluated the usefulness and safety of the select equipment outlined below. RAA will replace and provide equipment that meets ANSI standards (e.g., conveyors, guards) and all equipment will be safe and serviceable once it is fully reconditioned and fits within the new system layout.

In general terms, the front-end processing system equipment will be removed and recycled, the front-end transfer conveyors will be removed and recycled, the (second) pre-sort house and conveyor will be rebuilt and reconditioned and the OCC screen will be removed and recycled. The glass breaker/fines screen will be reused but the cyclone system will either be replaced or redesigned. The final sorting conveyor system, bunkers, OCC surge hopper and conveyors will be rebuilt and reconditioned. The baler will also be reused.



FEATURES

- New drum feeder with new incline configuration to help maximize tipping floor area;
- New pre-sort conveyor with six sorting chutes (3 products), existing enclosure will be used as is;
- New two (2) deck OCC screen, 7'-0" wide, 12 shafts with relocated existing fines screen under;
- One (1) new primary ballistic separator for large fiber separation;
- One (1) new finishing ballistic separator for final 2D/3D separation;
- New paper sort line with container return device, giving each sorter to ability to send flattened container straight to the container line;
- Using existing (5) fiber bunkers (1 OCC, 1 Other, 2 Mixed Paper, 1 ONP) with automated bunker conveyors for loading to balers;
- One (1) new optical sorter for PET & 3D Fibers;
- Option for second container optical sorter for HDPE & 3-7 Plastics;
- Container sort line equipped with new magnet and eddy-current;
- Existing six (6) high capacity slope floor bunkers for containers;
- New baler reclaim conveyor for conveying material for bunkers to existing two ram baler.

a) Planned Improvements Narrative

Tipping Floor

The existing metering hopper and existing feed conveyors and (first) pre-sort station will be removed to allow the tipping floor to be expanded. The volume of City generated tonnage

poses no issue with regard to space constraints and can be fully accommodated by the current tip floor. The tip floor space will be a guiding factor for RAA in the acceptance of additional material – nothing that exceeds the capacity of the tip floor will be accepted. The facility is carefully designed to accept additional material up to a total of 30,000 tons/year City and 3rd party tons.

Specifically, the installation of the single stream sorting line in 2010 resulted in a tipping floor with a relatively shallow depth (from doors to pushwall) for the unloading of recyclables from collection vehicles. It was also noted during one of the equipment audits that "the way the system is currently laid out, it is nearly impossible to safely reach many of the system components to service them. These deficiencies will be remedied by removing all "front end" equipment, including the drum feeder, feed conveyors and (first) pre-sort area above the existing main feed conveyor. They will be replaced with a single hopper and drum metering device that will carry material into the primary pre-sort house. By replacing the existing feed system with a single hopper and feed drum and re-positioning the new feed system, the pushwall can be moved back approximately 15 feet, allowing for easier tipping and loading and freeing up several hundred feet of tip floor space. This will also make the equipment more accessible for timely and safe servicing.

Upfront System Replacement
Machinex will install a new feed system which will help free up the loader operator time so she/he can manage other items on the tipping floor. This new feed system includes a 33' long hopper that the loader operator can fill with material and let the drum feeder meter the materials into the new processing system while the loader operator manages the tipping floor.

Pre-sort system
The existing enclosure will be reused. A new pre-sort conveyor will be installed along with new sorting chutes so sorters can target & remove materials that need to be removed before the stream reaches downstream equipment. To reduce double handling of material, the system includes transfer conveyors for large rejects directly to the existing trash compactor located outside the building. The sorted rigid plastics and bulky metals will be dropped through sorting chutes which will direct the materials into roll-off bins below the platform area.

OCC screen
The material will pass over a new 2 deck OCC screen; the larger OCC will be mechanically separated from the rest of the stream. The overs from

the OCC screen will pass by a QC station where a final inspection of the material can be done before OCC is discharged into the OCC storage bunker.

Unders
The existing three-deck glass breaker/fines screen has been determined to be in good condition will be reconditioned and placed in a new location under the OCC screen. The unders that fall through the OCC screen decks will feed onto the glass breaker/fines screen which will be relocated under the OCC screen. This screen will remove the 2” minus materials (fines/glass) from the rest of the OCC under material and direct that material to the glass clean up system.

Glass Clean-up System
A portion of the existing glass clean up system will be re-conditioned and repurposed, and new glass clean up components will be installed to help remove light materials such as shredded paper from the 2” minus fraction before being conveyed to and stored in the existing glass bunker. The light fraction will be conveyed to the existing waste compactor outside the building.

ONP Ballistic Separator
The material that rides over the glass breaker/fines screen will be conveyed to a new scalping screen. The overs from the scalping screen will fall onto the new ONP ballistic separator. The paddles in the ONP ballistic separator will move larger flat materials in a forward and upward motion up and over the top end of the ballistic separator. Smaller pieces will fall through openings in the paddles, and 3D materials will tumble to and off the lower end of the ballistic separator. These materials along with the materials that passed through the scalping screen will fall onto a conveyor that feeds the finishing ballistic separator.

The materials that travel over the top of the ONP ballistic separator will be deposited onto a manual QC conveyor on the paper sort deck. The containers will be conveyed to the container sort line and the non-recyclable materials will be conveyed to the existing waste compactor.

Finishing Ballistic Separator
The finishing ballistic separator is similar in function to the ONP ballistic separator, but with smaller paddles and smaller openings. The remaining paper and flat materials are carried forward and upward by the paddles. 3D materials tumble down the face of the paddles to drop off the lower end of the ballistic separator. These materials are then conveyed to the container sort line. Any fines reaching the finishing ballistic separator drop through holes in the paddles and are conveyed to the existing waste compactor. This new technology creates a much higher quality of paper and strengthens the collaboration between RAA and their paper market, Pratt Industries.

The materials that travel over the top of the finishing ballistic separator will be deposited onto a manual QC conveyor on the paper sort deck. The containers will be conveyed to the container sort line and the non-recyclable materials will be conveyed to the reconditioned waste compactor.

Paper Sort Deck
The two new paper QC conveyors are located on a double deck structure located over the sorted fiber bunkers. Manual sorters can sort ONP, mixed paper, OCC, Office Paper into the bunkers below. Containers can be sorted to a conveyor that takes them to the container line and trash can be sorted to the residue conveyor.

Container Sorting Line
Containers are conveyed under the reconditioned over-belt magnet that pulls off steel. The steel is conveyed to the steel storage bunker. The remaining container stream falls onto an acceleration conveyor for the first optical sorter which will have two channels of material flow. The first channel will eject PET to a QC conveyor. The non-ejected container stream passes over an eddy current separator (ECS) to remove aluminum, which are then manually sorted before being blown into a bunker. After the eddy current separator, the remaining containers will be conveyed to the second channel of the optical sorter where 3D fiber including cartons and other fiber in a 3D form are ejected. The ejected fraction will be collected onto another QC conveyor then over to a carton storage bunker. The remaining container stream will be fed to a second dual channel optical sorter.

The first channel of the second optical sorter will separate HDPE. The ejected HDPE will pass by a QC sorting where HDPE could be manually sorted to separate the natural from the mixed. The non-ejected fraction from the optical sorter will pass over the eddy current separator and then back to second channel of the first optical sorter to remove the 3D fiber and cartons. The cartons will be conveyed to the carton storage bunker. The remaining mixed plastics will be conveyed to the second channel of the second optical sorter where mixed plastics 3-7 will be ejected and conveyed to the 3-7 plastic bunker. All remaining material will be conveyed past a final sort station where missed materials can be manually sorted if needed. Any residuals will be conveyed to the waste compactor.

The container manual sorting/QC stations will be designed so Robotic Sorters can be added further down the line if the customer elects to.

Baling
As the live bottom bunkers under the paper sort lines fill and as the container slope-bottom bunkers fill, these materials can be sequentially baled using the existing baler. One at a time, a bunker is discharged onto the new baler reclaim conveyor. That conveyor discharges on to the existing inclined baler feed conveyor, which in turn discharges into the charge hopper of the existing baler. As bales are produced, they are stacked in the bale warehouse area, or live loaded into semi-trailers at the loading docks.

Controls
A completely new control system which will include a new control panel along with a new field wiring for the new portions of the processing system.

Baler Reclaim Conveyor Replacement
A new baler reclaim conveyor, which will extend to the head of the OCC storage conveyor, will be installed. This will allow the operator to be able to use the OCC storage conveyor. The current reclaim conveyor has been shortened which doesn't allow the OCC storage conveyor to be used so it will need to be modified as well.

b) Dismantling and Salvage Value of Existing System

This proposal includes the removal of the existing "front end" of the system through the finishing screens. This will allow enough room for the base system package to be installed and leave the rest of the system in place but not functional. None of the equipment left in place will inhibit the effectiveness of the operation, safety or maintenance of the equipment and facility.

RAA will reimburse the City the revenue from salvaging (recycling) any unusable, removed equipment. RAA will pay the City the salvage or appraised value (depreciation of the existing MRF equipment is 7-10 years) of the equipment that will be rebuilt and reconditioned. Any dismantled equipment that cannot be sold for salvage will be cut up and recycled.

c) Equipment Repair, Replacement and Removal List

Machinex and RRS have conducted a thorough assessment of the existing building and facility in order to provide the cost estimates and initial drawings for this project.

The planned equipment includes the following:

EQUIPMENT LIST						
ITEM #	DESCRIPTION	MODEL	HP	VFD	WIDTH	LENGTH
BFD-1	DRUM FEEDER		0.75	X	72"	33' 4"
"	DRUM FEEDER (Moteur Drum)		7.5	X	72"	33' 4"
C-2	INCLINE CONVEYOR	Z SHAPE	7.5	-	60"	53'
C-3	PRE-SORT CONVEYOR	SLIDER BED	5	X	60"	63' 4"
S-4	2 DECK OCC SCREEN (Main gearbox)		5	X	---	---
"	2 DECK OCC SCREEN (Bigger main gearbox)		7.5	X	---	---
C-5	OCC QC CONVEYOR	SLIDER BED	2	-	60"	21' 5"
S-6	FINES SCREEN - EXISTING		5	X	---	---
"	FINES SCREEN - EXISTING		5	X	---	---
"	FINES SCREEN - EXISTING		5	X	---	---
C-7	ONP FEED CONVEYOR	SLIDER BED	5	-	60"	34' 8"

S-8	SCALPING DECK (Main gearbox #1)		5	X	---	---
S-9	PRIMARY BALLISTIC SEPARATOR (Main gearbox)	SEPB 819	7.5	X	---	---
"	PRIMARY BALLISTIC SEPARATOR (Blower Kit gearbox)	"	5	-	---	---
C-10	LARGE FIBER TRANSFER CONVEYOR	SLIDER BED	2	-	36"	37'
C-11	LARGE FIBER SORT CONVEYOR	SLIDER BED	5	X	48"	46'
"	LARGE FIBER SORT CONVEYOR (Re-routing device)	"	5	-	48"	46'
C-13	FINISHING BALLISTIC FEED CONVEYOR	SLIDER BED	5	-	60"	51' 8"
S-14	FINISHING BALLISTIC (Main gearbox)	SEPB 819	7.5	X	---	---
"	FINISHING BALLISTIC (Fan Kit #1)	"	0.5	-	---	---
"	FINISHING BALLISTIC (Fan Kit #2)	"	0.5	-	---	---
"	FINISHING BALLISTIC (Fan Kit #3)	"	0.5	-	---	---
C-15	MIXED PAPER TRANSFER CONVEYOR	SLIDER BED	2	-	36"	16'
C-16	MIXED PAPER TRANSFER CONVEYOR	SLIDER BED	2	-	36"	43' 7"
C-17	MIXED PAPER TRANSFER CONVEYOR	SLIDER BED	2	-	36"	21' 8"
C-18	MIXED PAPER SORT CONVEYOR	SLIDER BED	5	X	48"	54' 9"
C-19	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	30"	45' 10"
C-20	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	36"	14'
C-21	CONTAINER TRANSFER CONVEYOR	SLIDER BED	5	-	36"	63' 9"
M-22	MAGNET (Belt)	UME 95 130R	3	-	---	---
C-23A	FERROUS TRANSFER CONVEYOR - EXISTING	SLIDER BED	2	-	24"	18'
C-23B	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	36"	52' 6"
C-24	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	60"	21' 10"
C-25	SPEED BELT	SPEED BELT	7.5	-	96"	21' 3"
OS-26	DUAL CHANNEL OPTICAL SORTER - PET & FIBER (Roller gearbox)	Single Eject - 2400	1	-	---	---
C-27	EJECTED PET TRANSFER CONVEYOR	SLIDER BED	2	-	24"	25' 3"
AB-28	PET BLOWER SYSTEM (Blower)		10	-	---	---
C-29	EJECTED FIBER TRANSFER CONVEYOR	SLIDER BED	2	-	30"	25' 3"
C-30.	FIBER TRANSFER CONVEYOR	SLIDER BED	2	-	30"	40' 10"
C-31	CONTAINER RETURN	SLIDER BED	2	-	24"	16' 6"
C-40.	EDDY CURRENT FEED CONVEYOR	SLIDER BED	2	-	48"	42' 8"
ECS-41	EDDY CURRENT (Belt)	MEC-V	2	X	---	---
"	EDDY CURRENT (Drum)	"	5	X	---	---
C-42	ALU QC CONVEYOR	SLIDER BED	2	-	24"	20' 5"
AB-43	ALU BLOWER SYSTEM (Blower)		10	-	---	---

C-44	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	30"	30' 11"
C-45	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	30"	9' 6"
C-46	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	30"	25' 3"
C-47	CONTAINER TRANSFER CONVEYOR	SLIDER BED	2	-	30"	38' 5"
C-48	CONTAINER TRANSFER CONVEYOR	SLIDER BED	3	-	30"	36' 11"
C-49	MANUAL CONTAINER SORT LINE	SLIDER BED	3	X	30"	70'
R-100	PRE-SORT REJECTS TRANSFER	SLIDER BED	2	-	48"	15' 5"
R-101	PRE-SORT REJECTS TRANSFER	SLIDER BED	3	-	48"	65'
R-102	COMPACTOR FEED CONVEYOR	SLIDER BED	2	-	48"	15'
R-103	REJECTS TRANSFER CONVEYOR - EXISTING	SLIDER BED	2	-	36"	42' 10"
R-104	REJECTS COMPACTOR FEED - EXISTING	SLIDER BED	3	-	36"	65'
R-105	RESIDUE TRANSFER CONVEYOR	SLIDER BED	2	-	60"	24' 10"
F-200	FINES TRANSFER CONVEYOR	PICKING IDLER	2	-	60"	17' 11"
F-201	FINES TRANSFER CONVEYOR	PICKING IDLER	2	-	24"	18'

F-202	FINES TRANSFER CONVEYOR	PICKING IDLER	2	-	36"	36'
GC-203	GLASS CLEANUP SYSTEM (Blower Air Knife)	GCS	2	-	---	---
"	GLASS CLEANUP SYSTEM (Blower cyclone)	"	25	-	---	---
"	GLASS CLEANUP SYSTEM (Rotary valve)	"	2	-	---	---
F-204	FINES TRANSFER CONVEYOR - EXISTING	PICKING IDLER	2	-	24"	58'
F-205	FINES TRANSFER CONVEYOR - EXISTING	PICKING IDLER	2	-	24"	18'
F-206	FINES TRANSFER CONVEYOR - EXISTING	PICKING IDLER	2	-	24"	48'
F-207	GLASS TRANSFER CONVEYOR	PICKING IDLER	2	-	24"	29'
F-208	GLASS TRANSFER CONVEYOR	PICKING IDLER	2	-	24"	20'
B-300	OCC BUNKER - EXISTING	CHAIN ROLLER	5	X	60"	60'
B-301	RECLAIM CONVEYOR	CHAIN ROLLER	10	-	60"	99' 6"
B-302	BALER FEED CONVEYOR	CHAIN ROLLER	7.5	X	60"	52' 3"
B-303	TWO RAM BALER - EXISTING		---	-	---	---
B-304	OCC BUNKER CONVEYOR - EXISTING	CHAIN ROLLER	3	X	72"	19'
"	OCC BUNKER CONVEYOR - EXISTING (Door to Reclaim)	"	0.75	-	72"	19'
B-305	OFFICE BUNKER CONVEYOR - EXISTING	CHAIN ROLLER	3	X	72"	19'
"	OFFICE BUNKER CONVEYOR - EXISTING (Door to Reclaim)	"	0.75	-	72"	19'
B-306	ONP CONVEYOR - EXISTING	CHAIN ROLLER	3	X	72"	19'
"	ONP CONVEYOR - EXISTING (Door to Reclaim)	"	0.75	-	72"	19'
B-307	MIXED PAPER CONVEYOR - EXISTING	CHAIN ROLLER	3	X	72"	19'
"	MIXED PAPER CONVEYOR - EXISTING (Door to Reclaim)	"	0.75	-	72"	19'
B-308	MIXED PAPER CONVEYOR - EXISTING	CHAIN ROLLER	3	X	72"	19'
"	MIXED PAPER CONVEYOR - EXISTING (Door to reclaim)	"	0.75	-	72"	19'
CP-1	COMPACTOR - EXISTING		---	-	---	---
COMP-1	COMPRESSOR UNIT		---	-	---	---
ENC-1	PRE-SORT ENCLOSURE MODS		---	-	---	---
PLA	PRE-SORT & OCC SCREEN PLATFORM-STEEL PACKAGE		---	-	---	---
PLA-1	BALLISTIC PLATFORM - STEEL PACKAGE		---	-	---	---
PLA-2	OPTICS & EDDY CURRENT PLATFORM-STEEL PACKAGE		---	-	---	---
PLA-3	SLOPE FLOORS - STEEL PACKAGE(Door #1 guillotine with Hoist)		0.75	-	---	---
"	SLOPE FLOORS - STEEL PACKAGE(Door #2 guillotine with Hoist)		0.75	-	---	---
"	SLOPE FLOORS - STEEL PACKAGE(Door #3 guillotine with Hoist)		0.75	-	---	---
"	SLOPE FLOORS - STEEL PACKAGE(Door #4 guillotine with Hoist)		0.75	-	---	---
"	SLOPE FLOORS - STEEL PACKAGE(Door #5 guillotine with Hoist)		0.75	-	---	---
"	SLOPE FLOORS - STEEL PACKAGE(Door #6 guillotine with Hoist)		0.75	-	---	---

5) Building Modifications

RAA will have a building inspection completed and will share with the City prior to beginning any improvements. RAA and the City will mutually agree to any select repairs that are needed

that will facilitate the redesign of the recycling equipment line and the safe operation of the facility.

The inspection will follow the ANSI standard for recycling facilities and will include, at minimum, an inspection and written report of findings and recommended improvements with:

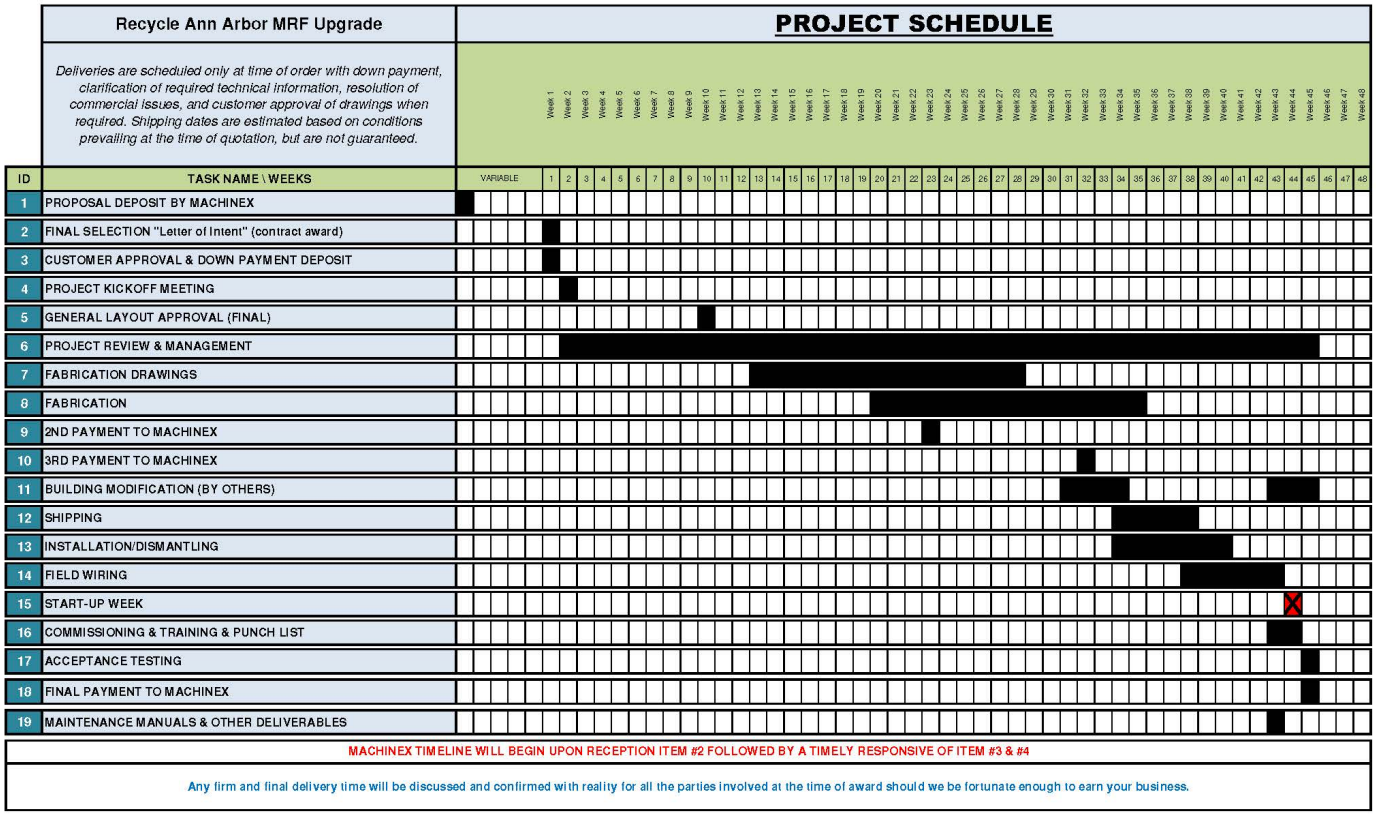
- HVAC: air flow and heat and cool zones will be reviewed and upgraded to reduce dust and provide a comfortable work environmental for sorters and operators
- Sprinklers: replace any sections with corrosion problem. Most of the lines currently mounted on or under equipment will need to be removed during retrofit and new lines installed after with a schedule that assures that the sprinklers are not shut down for work on them while transloading and assures appropriate lines are deadheaded while a functional sprinkler system covers the rest of the building.
- Roof: the roof will be inspected for leaks and damage.
- Side walls, wall/door repairs including an effort to make needed conveyor penetrations critter-proof.
- Insulation: repair/replace/trim dangling pieces from rodent damage.
- Electrical repairs: will be upgraded as needed and integrated with the equipment electrical system.
- Lighting upgrades: lighting above equipment and workstations and throughout facility will be reviewed; LED is preferred.
- Sort enclosures: will be repaired and painted as needed.
- Concrete/floor: areas of wear and cracking will be repaired.
- Conveyor pits: the conveyor pits are supposed to be water-tight, but they leak and need to be pumped, especially in spring. If possible, they should be waterproofed to keep water out and protect the conveyors. The pit on the north side of the building will need to be filled to accommodate equipment.
- Bollards: protective bollards inside and outside the building will be evaluated for condition and function. Where they do not adequately protect doors and equipment, new bollards may be needed.
- Glass bunker: needs to be evaluated for condition and suitable access for load-out. Some pavement repairs, drainage or other improvements may be needed.
- Office: The office and bathroom areas will be evaluated for lighting, electrical, plumbing, ceiling and wall repairs/upgrades.
- Maintenance Area: The maintenance space will be evaluated for functionality and appropriate space for parts and tools inventory. It is anticipated that that this area will need to be relocated for equipment retrofit.

The results of the inspection and further evaluation of the building features will be shared with the City as soon as it is available. At minimum, the following items will need to be completed:

- Filling of the pit that floods on north end of the building
- Maintenance area removal and relocation
- Wall penetration closures and new wall penetrations for equipment retrofit
- Sprinkler system upgrade
- Lighting upgrades

6) Retrofit Schedule

The RAA/Machinex team has developed the following updated preliminary construction schedule over a 45-week period. The schedule includes project kickoff, final contract and design documents, equipment fabrication, building and infrastructure upgrades, equipment dismantling and installation, start-up, commissioning and acceptance testing.



The schedule below details the tasks of Lines #13-17 starting week 34 showing the rebuild of equipment by sector, including which sectors will require cutting and torching. The sectors correspond to the phase diagrams in section 1 above.

Item/Sector	Week											
	34	35	36	37	39	40	41	42	43	44	45	46
Phase 1: Tip Floor Walls Install	X											
Phase 1: Sector 1: OCC Screen*	X	X										
Phase 1: Sector 2: Pre-sort*		X	X	X								
Phase 1: Sector 3: Feed System *		X	X	X								
Phase 2: Move Tip Floor Walls				X								
Phase 2: Sector 4: Container Sort*				X	X							
Phase 2: Sector 5: Baler				X	X	X	X					
Phase 2: Sector 6: Fiber Sort*					X	X	X					
Electrical Installation/Field Installation					X	X	X	X	X	X		
Wet Run											X	
Commissioning										X	X	
Acceptance Testing										X	X	X

* includes cutting/torching to dismantle old equipment

Appendix A – Safety Plans

Included in this Appendix are:

1) RAA's Operations Safety Plan
2) RAA's Safety Policy and Procedure for commercial vehicle driver backing into the tip floor
3) Machinex' Safety Plan for Installations including a Hot Work Agreement
4) Machinex' Safety Commitment

Recycle Ann Arbor

Employee Safety Program

Last Updated: April 2020

Safety Plan Overview

Recycle Ann Arbor (RAA) is committed to providing a safe workplace for employees and has devoted resources to develop measures to reduce recognized hazards. This includes managing our safety plan, providing training for new and existing employees, and providing the necessary tools and equipment to safely perform our work.

Supervisors are responsible for the safety of their employees and as a part of their daily expectations must check work areas for unsafe conditions, observe employees and take prompt action to eliminate any hazards.

Employees are required to comply with all company safety procedures and are encouraged to actively participate in identifying ways to make our company a safer place to work. All employees are to work in a safe manner and follow safety work practices outlined in our safety plan, for their own safety as well as the safety of other employees and our customers.

RAA conducts and documents a review of the workplace accident and injury reduction program at least annually and documents how objectives in the program are met. This checklist serves as a way to track our safety objectives:

Objectives

- Provide a safe workplace for our employees.
- Comply with federal and state safety regulations.
- Minimize injury frequency and severity of occupational injuries.

Strategies

- ☐ Engage employees at all levels of the organization in safety initiatives.
- ☐ Implement systems and practices that proactively promote health and safety.
- ☐ Educate employees on regulatory requirements and common industry exposures.
- ☐ Conduct regular facility audits to evaluate control measures.
- ☐ Investigate accidents to determine root cause and corrective measures.
- ☐ Hold employees accountable using our disciplinary policy.
- ☐ Conduct an annual review and update of our safety program as it is needed.

Proactive Focus on Safety

RAA believes that, while reactive systems need to be in place to address safety incidents in a consistent and equitable way, the principle energy towards health and safety should be proactive initiatives.

The following programs contribute towards building staff engagement in safety and promoting safe work practices:

- Monthly Safety Committee meetings with Fleet and MRF representation

- Monthly safety focus topics for Fleet and MRF, including training and toolbox talks
- OSHA-required training and assessments

Management and Employee Responsibilities

Management Responsibilities

RAA's management team is committed to maintaining a safe environment for all employees. Responsibilities include:

- Establish committees to address safety and loss prevention issues in the workplace.
- Identify and evaluate workplace hazards by conducting safety audits and establishing methods and procedures for correcting unsafe work practices.
- Conduct safety training with new hires prior to starting work, ensure that each person understands his or her responsibility as it relates to this program.
- Ensure supervisors and employees receive training on regulatory and specific safety practices.
- Ensure employees are furnished with required personal protective equipment.
- Investigate accidents for corrective measures, submit injury report and maintain OSHA records.
- Maintain current knowledge of published safety regulations.
- Ensure policies and procedures are current and relevant.
- Hold employees accountable for safety expectations.

Supervisor Responsibilities

The supervisor has the direct responsibility for safety performance and has authority to take whatever action is necessary to prevent accidents. Responsibilities include:

- Evaluate work areas to identify hazards and controls to safely perform work.
- Ensure employees are completing required equipment inspections.
- Report work related injuries to Human Resources and complete required forms.
- Enforce required safety practices on job sites using the disciplinary policy.
- Set a good example.

Safety Committee Member Responsibilities

The safety committee is the key group in our program designed to create and maintain interest in safety. This group is responsible for coordinating the program, supplying the ideas and inspiration, while enlisting the wholehearted support of management, supervisors, and employees.

The duties of the safety committee include:

1. Review written safety policies and procedure.
2. Inform management of proposed safety and health recommendations.

3. Compile and distribute safety and health information to employees.
4. Review accident investigation reports and ensure corrective action implemented.
5. Review employee safety suggestions.
6. Review hazard reports.
7. Attend safety committee meetings.

Safety Committee Leads Responsibilities
The RAA Safety Committee ensures that leads are designated in compliance with our company Safety Handbook. While all members of the Safety Committee have a responsibility to uphold RAA's safety goals, these roles have additional responsibilities:

- Lead of the Safety/Loss Prevention Committee: Promotes the development and implementation of the RAA annual safety goals, as well as other written safety policies and procedures. The committee lead establishes the agenda for the safety committee meetings, provides reports on accidents, injuries, and incidents, and monitors and evaluates the effectiveness of safety and health programs. This role may be filled by the Safety Manager.
- Safety Manager: Stays up to date on OSHA requirements, assures compliance with governmental regulations, suggests new safety items for the Safety Committee to discuss, and ensures that appropriate training is implemented for new hires at time of orientation and all employees on an annual basis.
- Safety Coordinator: Assists the Safety Committee Lead and the Safety Manager with safety training and tracking, inspections, drills, and other projects as directed by the Safety Committee.

Employee Responsibilities
RAA expects and requires all employees to follow the requirements set forth in this program by becoming familiar with and complying with company safety rules and working in a way which maintains the high safety standards developed and sanctioned by RAA.

These are ways in which employees demonstrate personal responsibility for safety:
1. Follow all safety rules and regulations.
2. Wear appropriate safety equipment as required.
3. Maintain equipment in good condition, with all safety guards in place when in operation.
4. Participate in all daily/end-of-job clean-ups.
5. Report all injuries immediately to management or your supervisor, no matter how minor.
6. Encourage co-workers to work safely and report to management any workers not following safe practices.
7. Report all unsafe or hazardous work conditions to your supervisor immediately.

Any employee who is found to be performing work in an unsafe manner, knowingly commits an unsafe act or creates an unsafe work condition, disregards a safety policy, or repeatedly violates safety procedures will be subject to corrective action pursuant to RAA's employment guidelines.

Hazard Assessment

RAA's safety program with adhere to OSHA requirements and describes the methods we use to identify, analyze, and control new or existing hazards, conditions, and operations. The following procedures are in place to help achieve these goals:

- Employees are expected to look over their work areas prior to starting tasks to identify any unsafe conditions. These assessments are intended to identify any special safety equipment requirements, hazardous conditions, and other unique conditions. Any needs should be immediately reported to your supervisor so action can be taken.
- RAA upholds a Right to Know Program that identifies hazardous materials we use and provides information on material characteristics and safe handling practices. Training is part of this program.
- Periodic inspections will be made by outside parties to identify potentially hazardous conditions. Insurance company safety representatives, Fire Marshall, OSHA Consultation, or others will conduct these inspections.
- The Safety Manager will be selected to complete an inspection of the workplace annually. The inspection will be documented using the Workplace Inspection Form. The safety coordinator and management will review the results of the inspection.
- Equipment and tools must be properly maintained to prevent injuries. If an item needs repair or replacement, immediately notify your supervisor.
- Employees as required must use personal protective equipment. Follow proper training and established procedures for selection, inspection, fitting, cleaning, and maintenance.

Communication

RAA will work to make sure all employees understand the importance of safety and accident prevention. We believe that all employees need to know about on-going safety information and our safety success. Following are some of the ways this will be communicated:

- This safety policy and the OSHA safety poster will be posted in an area accessible to all employees.
- We maintain an open-door policy for any safety concerns. Do not hesitate to bring up any concerns to your supervisor or member of management.
- New employees complete an orientation to receive training on this Safety Program, company safety practices, and equipment.
- Affected employees will receive specific training on equipment and applicable OSHA standards.
- RAA will periodically distribute safety bulletins, memos, and other written materials.

General Safety Guidelines

Each department at RAA has its own set of Work Rules, but these general Safety Guidelines will be in effect in all areas of our organization:

- Wear the protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment is in good repair. Damaged equipment should be reported to your supervisor immediately.

- Report unsafe acts or unsafe conditions to your supervisor without delay.
- Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
- Behavior such as fighting, practical jokes, or throwing articles at each other will not be tolerated.
- Fire extinguishers and fire exits are not to be blocked by supplies, debris, or equipment at any time.
- Perform only those jobs you have been assigned and properly instructed to perform.
- Keep all mechanical safeguards in position during operation.
- Follow Lockout/Tagout procedures whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time.
- Compressed air should not be used for cleaning clothes, cooling or practical jokes.
- Employees must ask permission to use company tools or equipment for personal use.

Employees who violate these safety guidelines may be subject to disciplinary action.

Accident/ Injury Investigation

If an accident or near miss takes place and there is no attempt to identify the causes and take preventive action, then it is not a question of "if", but "when" the situation could happen again. All incidents, accidents and injuries are to be reported to your supervisor immediately. If an accident occurs, we will follow these steps:

- The employee immediately notifies supervisor.
- The supervisor will be responsible for completing an investigation of the accident. The investigation will be documented using the Accident Investigation Report form. The purpose of the investigation is fact finding – not fault finding. If possible, the supervisor will immediately correct any apparent hazards and document these changes.
- The supervisor will return the completed Accident Investigation Report to the Human Resources office for review by the end of the workday. Management will determine corrective actions in order to avoid similar future accidents.
- The Human Resources Department will complete a First Report of Injury form if medical treatment is necessary. Our Workers Compensation carrier will be notified of the claim.
- HR and Management will cooperate with the recommendations of our Workers Comp carrier and the treating doctor.
- If applicable, Human Resources will ensure that the injury is recorded on our OSHA Log.
- If there is an accident that results in an employee with restrictions, we will try to get that employee back to work as soon as possible. Any limitations will be accommodated to the best of our ability.

New Employee Orientation and Ongoing Safety Training

Each new and existing employee will be trained on RAA's Safety policies as they apply to the employee. Training will be given at the beginning of employment, and also on an ongoing basis during employment as it is appropriate and required.
The following categories are included in RAA's Safety Handbook with accompanied Safety

Training where applicable:

- Accident/Incident Prevention
- Emergency Procedures
- Equipment Operator Procedures
- Fleet Procedures/ Defensive Driving
- OSHA/Employee Right-to-Know
- Electrical Safety
- Lockout/ Tagout
- Scissor Lift and Ladder Safety
- Personal Protective Equipment
- Forklift Safety
- Fire Prevention
- Respiratory
- Bloodborne Pathogens
- Hoisting Equipment
- Housekeeping
- Confined Space

Accountability

RAA encourages employee compliance with this program and to comply with the mandate of state labor laws and regulations. RAA believes that employees found performing work in an unsafe manner that would endanger the employee or another employee should be subject to discipline or termination by management.

Management will determine the course of action best suited to the circumstances. The steps to be taken at a minimum will include the following:

- Verbal Warning – For minor incidents, the supervisor will review the improper safety conduct with the employee. The supervisor will document the verbal warning.
- Written Warning – For safety violations a written warning will be issued clearly stating the violation and steps for corrective action by the employee. Disciplinary steps are as follows: First Warning, Second Warning, Final Warning, Suspension, and Termination. Per the RAA Work Rules, some safety violations will proceed immediately to at least the level of Final Warning.
- Termination – The employee may be terminated if no improvement is noted or the employee has reached this step according to the RAA disciplinary policy.

SAFETY POLICY AND PROCEDURE
for Commercial Vehicle Drivers Backing into the Facility Tip Floor

- The drivers/loaders must report to and obey all traffic control devices and directions given by the MRF staff, scale attendant at all times.
- Driver must identify company name and collection location of the recycling.
- The driver shall approach scale SLOWLY.
- Collection vehicles operators are required to weigh their vehicle at the weigh scale before proceeding to unload.
- Drivers shall travel at safe speeds at all times when entering or driving on the property. Excessive speed will not be tolerated. Adverse weather conditions will dictate safe speeds on the site. Under no circumstances is the driver of a commercial motor vehicle to exceed 10 mi/hr on the site.
- A full stop is a MUST before getting in the tipping floor. Wait for the Loader Operator's instruction before entering.
- Drivers/loaders shall properly wear (laced) safety foot wear with steel toed protection at all times when outside the cab of his/her truck. The safety footwear shall meet the ASTM F24 I 305 and display the green tag.
- Drivers/loaders shall properly wear a safety vest which meets the ANSI Class II at all times when outside the vehicle. The safety vest must be in good condition so as to retain its high visibility standard.
- Drivers/loaders shall properly wear safety glasses at all times when outside the cab of his/her truck.
- Commercial Motor Vehicle Driver's must be alert to mobile equipment and pedestrian traffic at all times when on site or the City's property. Drivers must make eye contact with pedestrians and mobile equipment operators before safely proceeding with their intended path of travel.
- The use of radio communication/cell phones and other distractive devices are strictly prohibited while operating a commercial vehicle on the premises. The driver must pay full attention to his/her surroundings at all times.
- No Visitors or Unauthorized personnel will be allowed inside the Tip Floor. All Visitors should REPORT to the Front Office before entering in the Tip Floor.

Procedure for Truck Unloading

- During the MRF retrofit, the tip floor area available for transloading will shift. The driver must pay attention to and follow wayfinding and door signage posted to ensure backing up and unloading at correct bay.
- The driver must also be aware that during the equipment and building retrofit, contractors will be working in the facility on the other side and above the tip walls so extreme caution of workers and equipment will be necessary when unloading on the tip floor.
- Position your truck well back from the entrance of the bay door so that it is ready to back up. If the bay is vacant (no trucks inside bay) back your truck to the door but

remain outside the building (approximately 5 feet from the entrance). Exit the cab of your truck, stand at the edge of the door and establish hand/eye communication with the loader operator that it is safe to back in. Sound your horn twice (two short blasts) before you make the final entry into the plant as a final warning. Never reverse your truck into the plant unloading area unless you have established communication with the loader operator.

- Note: If the loader operator is not available, the driver or loader must exit the cab and make sure the bay is safe to back into, before reversing the truck. Always be aware of mobile equipment in the area. Once it is safe to back in, the driver can proceed at a very low rate of speed. Use of the air horn (two short blasts) is required as a final warning prior to entry. At this point, the spotter must get back into the cab of the truck. Driver to back in slowly and with extreme caution.
- The vehicle shall not exceed 5 mi/hr, while reversing into the tipping floor area.
- Once inside the bay, properly secure your vehicle. Only the driver may exit the cab of the truck. Be aware of your surroundings at all times.
- NOTE: The driver must never be outside a one-meter radius from his/her truck at any time when on the tipping floor. Do not wander out of this area. If there is a need for the driver to move outside the one-meter radius, eye contact must first be made with mobile equipment operator(s) and hand signals must be used to communicate the intention. The driver is to return immediately back to the one-meter radius.
- Never place yourself under the hydraulic tailgate unless the safety bar on the truck has been engaged. Once this safety bar is engaged you must only stand in the space between the bar and the back of the truck (not the back of the tailgate).
- The driver shall ensure that all loose materials are removed from the collection vehicle prior to leaving the tipping floor area.
- The driver shall never enter or exit the tipping floor area with the vehicle box in the upward position.
- Upon completion of the unloading procedure, drive safely out of the bay door stopping and honking your horn just before edging the nose of the truck out. Ensure there are no pedestrians or mobile equipment in your path of travel, before proceeding.
- Loader Operator will conduct a VISUAL inspection of the unloaded materials as well as when the material is being pushed. Loader Operator will contact Supervisor in charge for assistance in case of material object or ANY unusual products.
- Drive to the scale house to weigh out under a safe controlled speed.
- Driver shall not allow litter to be discharged from the body or cab of vehicle.
- Driver shall not loiter in the yard.
- Loader operator will report drivers and helpers who do not comply with this procedure. Drivers/loaders who fail to comply with these policies and guidelines will not be permitted to access the facility.
- Processor has the right to amend the Rules.

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MACHINEX

Health & Safety Document for Installations

The health and safety of our employees is our primary focus. The prevention of occupational injuries and Illnesses will be given priority over operative productivity where necessary. The greatest degree possible management will provide all mechanical and physical facilities required for personal health and safety in keeping with the highest standards.

Our health and safety program involves:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of health and safety inspections to find and eliminate unsafe working conditions and practices, to control hazards, and to fully comply with the health and safety standards for every job.
- Training employees in good safety and health practices.
- Providing necessary personal protective equipment and instruction for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating every accident/incident, promptly and thoroughly to find out what caused it and to correct the problem so that it won't happen again.
- We operate within the philosophy of an Internal Responsibility System and recognize that the responsibility for health and safety are shared.
- The employer accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement and providing the safeguards required to ensure safe conditions.
- The Worker Health & Safety Representative is responsible for identifying unhealthy or unsafe aspects of the workplace through participation in inspections or investigations, promoting health and safety education programs, and by developing recommendations and maintaining records.
- Supervisors are responsible for developing the proper attitudes toward health and safety in their work and in the work of those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved.
- Employees are responsible for the cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.

716 Gallimore Dairy Road, Suite 103, High Point, North Carolina, 27265 USA
Tel. : 336-899-8514 / sales@machinextechnologies.com / www.machinextechnologies.com

MACHINEX

Working as a contractor, we are required to follow the hot work policy held by our customer. The Hot Work Policy Authorizer will confirm by signature of this document that we as the contactor have been given adequate training and explanation of their hot work procedures. Further to this the customer confirms that existing fire extinguishers have been properly maintained and will indicate their locations. All Machinex workers that may need to use a fire extinguisher have beeen properly trained on how to use them.

Machinex will contact the customer prior to starting any hot work and will follow the rules of the customer permit before beginning said hot work.

Machinex will follow the customer defined hot work area pertaining to the type of hot work being done and will indicate with barrier that area.

The customer will assign post hot work fire monitoring duties to their staff. During the hot work being done Machinex will have continuous fire watch. During breaks and lunch Machinex will request the customer supply hot work fire monitoring.

Machinex is bound by its safety practices to notify the customer if the hot work permit policies are not being followed by other sub-contractors on site and employees of the customer.

Signature of Customer Date

716 Gallimore Dairy Road, Suite 103, High Point, North Carolina, 27265 USA
Tel. : 336-899-8514 / sales@machinextechnologies.com / www.machinextechnologies.com

MACHINEX SAFETY COMMITMENT

As a responsible manufacturer of recycling systems, Machinex is proud to deliver sorting systems among the most secure on the market. Beyond such, we strive to insure your employee's safety by remaining engaged in the evolution of industry standards through various ssociations and national standards institutes.

INTERNAL HEALTH AND SAFETY COMMITTEE (HSC)

In order to guarantee a thorough risk assessment and safety commitment of the company, Machinex developed its internal Health and Safety Committee (HSC) composed of key players.

Among its main responsibilities the HSC undergo the assessment of all possible risks attached to the development and manufacturing of equipment, implementation of the layout along with its travel ways, installation & start-up as well as customer service.

R&D Equipment: All new equipment are developed in close collaboration between the HSC and the Research & Development team to ensure all safety criteria are applied.

Installation & Start-Up: When installing a turnkey project, the system is tested to meet the desired performance and, above all, ensure compliance with the highest standards with regard to the safety of workers on site.

24/7 support: All situations reported by a customer related to security will be supported in parallel by the Legislation Standardization sector. Thus, we ensure that the equipment and solutions applicable are maintained in compliance with the legislation.

SAFETY IMPLEMENTATION

Additional safety measures according to the American National Standard ANSI Z245.41 are fully integrated in Machinex's systems, among others safety rails and fall protection norms along with ergonomic considerations to name a few. As an exemple of residual risk assessment, Machinex develops its own safety pictograms meeting the norms of Standard for Product Safety Signs and Labels, ANSI Z535.4. Safety pictograms are intended as an element of protection of last resort, once the intrinsic risk reductions have been achieved to a reasonable extent.

Electrical panel featuring trapped keys system and safety pictograms

Single-Ram Baler featuring magnetically coded access doors equipped with the option to add a trapped key system (not shown). Also an E-Stop at proximity of every access and its residual warning pictograms

CERTIFICATION & ACCREDITATION

Among the five members of the HSC, two are titled **CMSE® (Certified Machinery Safety Expert)**, which is accredited by the international valid TÜV NORD Certification. CMSE® is a globally recognized competence which enables a 360° approach to machinery safety, ensuring a completely safety environment.

We count three of our colleagues **NWRA ANSI Z245** Accredited Standards Committee members, whom actively contribute to the drafting of national industry standards for waste and recycling equipment, facilities and operations. Machinex team members also sit on **Subcommittee 2—Stationary Compactors, Subcommittee 4—Facility Safety, Subcommittee 5—Baling Equipment and Subcommittee 7—Size Reduction Equipment**, to ensure high security standards in the industry but also apply safety norms within its own engineering and manufacturing process.

Health & Safety Committee Members

David Marcouiller— VP Sales Engineering, member of the NWRA ANSI Z245 Safety Committee
Based on his 16 years at Machinex and valuable expertise in sorting technology engineering, David ensures all quality standards of the sorting solutions are maintained according to the continuously evolving market needs.

Sebastien Delisle— Health & Safety Regulation Manager, CMSE®, member of the NWRA ANSI Z245 Safety Committee
Based on his 11 years at Machinex and extensive knowledge of the market safety norms, Sebastien ensures that system integrity meets and exceeds security requirements, offers the appropriate options to secure all operation and maintenance tasks.

Jonathan Fortier— Application Specialist, CMSE®, member of the NWRA ANSI Z245 Safety Committee
Based on his 12 years at Machinex and electrical specialist, Jonathan is a technical advisor for the sales department and help them design and quote the electrical systems.

David Marcoux— Start-Up Supervisor
Based on his 10 year at Machinex and to his background which covers inspection, programming start-up, training and troubleshooting of the equipment, David valuable input contributes to Machinex safety commitment on the long term.

François Cardinal— Start-Up Technician
In charge of the start-up and commissioning of systems and MRF equipment, since 2017, Project Manager in the field of Mechanical Engineering for 22 years, François is a key-support to the continuous development of Machinex equipment through various means in Health & Safety, such as drafting prevention plans, lockout procedure, entry procedure enclosed space and more.

Appendix B – Retrofit Experience References

Eureka Recycling
Minneapolis, MN

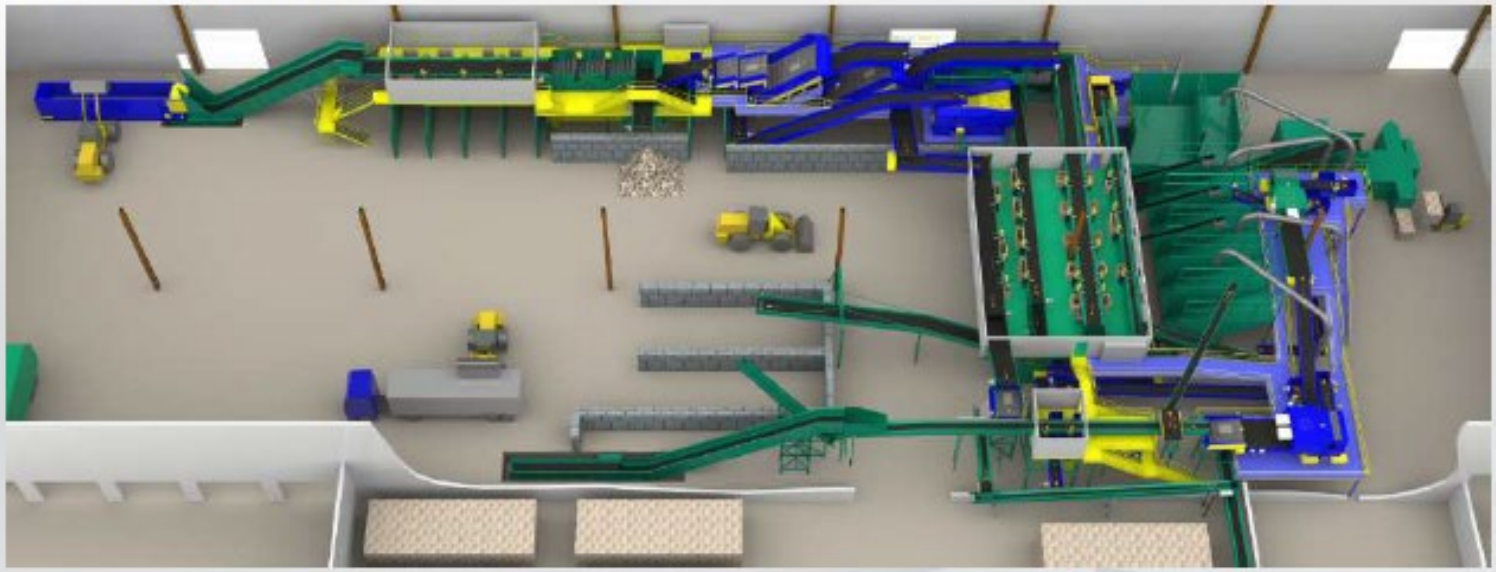
Contact: Kate Davenport
Tel: 612-455-9124
kated@eurekarecycling.org

Material Recovery Facility

Infeed and Sorting Conveyors
Back Scraping Drum
MACH OCC Screen triple deck
MACH Fines Screen
(2) MACH News Screens
MACH Ballistic Separator
Glass Breaker Screen
Optical sorter (PET & HDPE)
Glass Cleanup System

Upgrades

Scalping Screen (2016)
MACH Ballistic separator (2016)
(2) MACH Eddy current (2016)
MACH Hyspec® Optical Sorter (2019)
ejecting PET



Upgrade completed in 2019
Base System n 2014 with upgrade in 2016

Performance

30 TPH Single Stream

Experience Results

Lakeshore Recycling Systems LLC
Forest View, IL

1 of 2

Contact: Jon Schroeder
Tel: 708-458-4300
jschroeder@lrsrecycles.com

Material Recovery Facility Upgrade

Back Feeder Drum
MACH OCC Screen
MACH Fines Screen
MACH News Screen
MACH Ballistic Separator
Ferrous Magnet
(1) SamurAI™ Sorting Robot (2018)
(2) MACH Hyspec® Optical SortersBase s

- Ejecting PET (2016)
- News Cleaning (2018)

Eddy Current
Machinex II-Ram Baler
Glass Clean up System
Closed Door Baler
MACH Motion Floor®

Performance

15 to 18 TPH of
Commercial & Residential
Single Stream

Upgrade completed in 2018 – Base System in 2016

Experience Results

Republic Services
Jacksonville, FL

Contact: Jason Graves
Tel: 714-225-9754
jgraves@republicservices.com

Material Recovery Facility

Drum Feeder 60 yd^3
MACH OCC Screen triple deck
Glass Breaker Screen
Scalping Screen double deck
MACH News Screen double deck
MACH 3D Finishing Screen
(3) Optical Sorters
(PET, HDPE, MIX, TETRA)
MACH Motion Floor®
Glass Cleanup System
Dual Rejects Compactors
(3) MACH Ballistic Separators (2019)

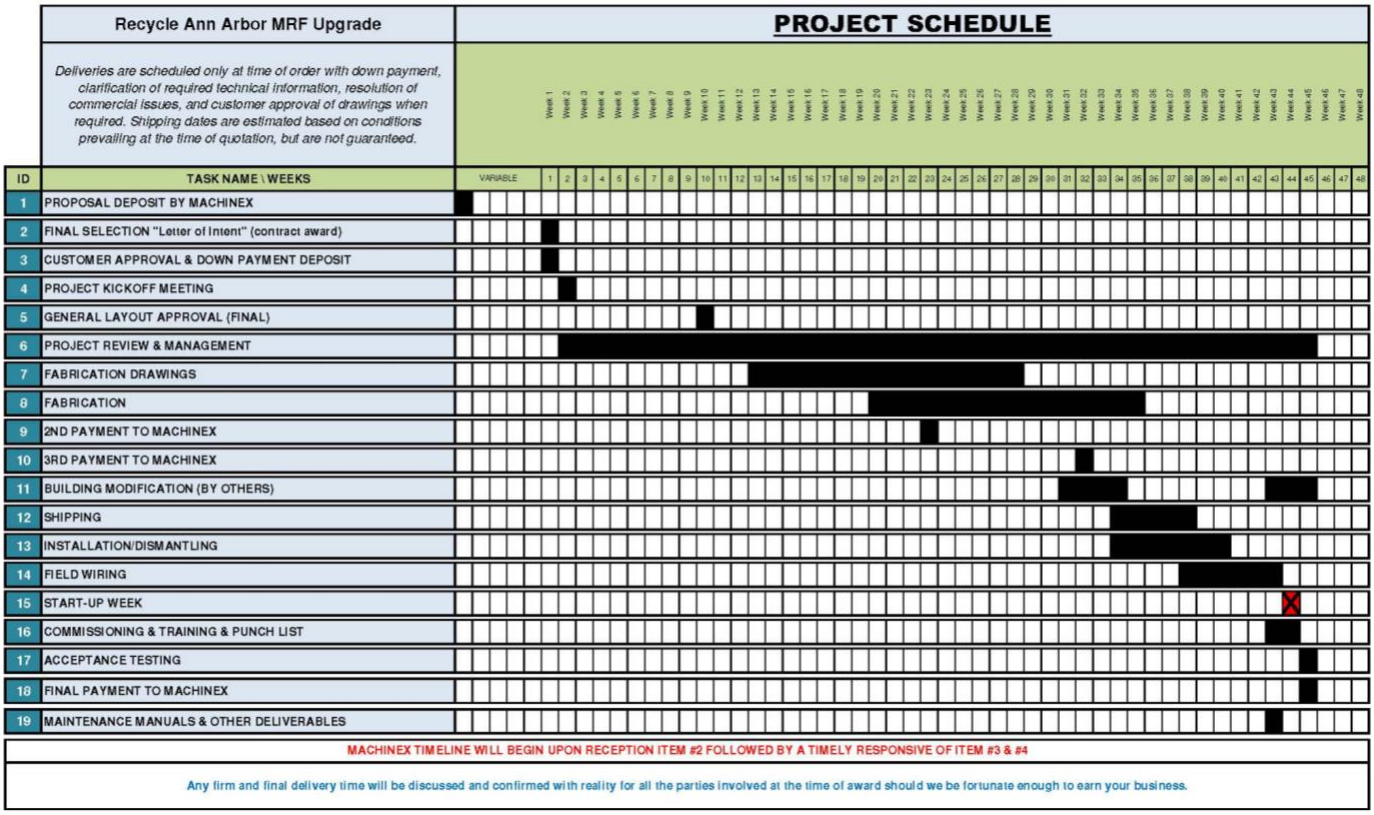
Performances

Single Stream 22 TPH
Commercial 20 TPH
Containers 8-10 TPH

Upgrade completed in 2019 – Base System in 2012

Experience Results

Exhibit B - Schedule of Construction



The schedule below details the tasks of Lines #13-17 starting week 34 showing the rebuild of equipment by sector, including which sectors will require cutting and torching. The sectors correspond to the phase diagrams in section 1 above.

Item/Sector	Week											
	34	35	36	37	39	40	41	42	43	44	45	46
Phase 1: Tip Floor Walls Install	X											
Phase 1: Sector 1: OCC Screen*	X	X										
Phase 1: Sector 2: Pre-sort*		X	X	X								
Phase 1: Sector 3: Feed System *		X	X	X								
Phase 2: Move Tip Floor Walls				X								
Phase 2: Sector 4: Container Sort*				X	X							
Phase 2: Sector 5: Baler				X	X	X	X					
Phase 2: Sector 6: Fiber Sort*					X	X	X					
Electrical Installation/Field Installation					X	X	X	X	X	X		
Wet Run											X	
Commissioning										X	X	
Acceptance Testing										X	X	X

* includes cutting/torching to dismantle old equipment

Exhibit C - Saturday and Sunday Operations Transload and MRF Processing

Saturday and Sunday Transload Operations

Below rate schedule is daily rate to receive recyclables on Saturdays on mutually agreed hours (not before 7:00 a.m. – or after 4:00 p.m.) and Sundays (7:00 a.m. - 12:30 p.m.). Daily rate is in addition to the per ton City Transload Processing Base Fee.

Contract Year	Year Ending	Daily Rate- Saturdays (Full Day)	Daily Rate- Sundays (Half Day)
1	6/30/21	$265.50	$148.50

Saturday and Sunday MRF Processing

Below rate schedule is daily rate to receive recyclables on Saturdays on mutually agreed hours (not before 7:00 a.m. – or after 4:00 p.m.) and Sundays (7:00 a.m. - 12:30 p.m.). Daily rate is in addition to the per ton City MRF Base Processing Fee.

Contract Year	Year Ending	Daily Rate - Saturdays (Full Day)	Daily Rate- Sundays (Half Day)
1	6/30/21	$265.50	$148.50
2	6/30/22	$273.47	$152.96
3	6/30/23	$281.67	$157.54
4	6/30/24	$290.12	$162.27
5	6/30/25	$298.82	$167.14
6	6/30/26	$307.79	$172.15
7	6/30/27	$317.02	$177.32
8	6/30/28	$326.53	$182.64
9	6/30/29	$336.33	$188.12
10	6/30/30	$346.42	$193.76

MRF Processing increases are annually based upon the Consumer Price Index (CPI), but not to exceed 3% annually.

Exhibit D - Acceptable Recyclable Materials

Acceptable Recyclable Materials: All materials should be clean, loose, and dry.

Paper	Plastic	Metal	Glass
Uncoated White Office Paper, Printing and Writing Paper	Empty PET (#1), HDPE (#2), PP (#5) Plastic Bottles, Jugs, Jars and Containers	Aluminum, tin, and steel beverage and product containers	Bottles and jars of any color
Colored Paper			
Newspaper			
Magazines			
Phonebooks			
Junk Mail			
Paperboard			
Tissue boxes/rolls			
Paper towel and toilet paper rolls			
(OCC) Cardboard			
Brown or Kraft paper			
Paper boxes/cartons			
Clean Pizza Boxes			

Source Separated Recyclables: Only source-separated loose or compacted OCC is acceptable from the City and City's Collection Contractors unless otherwise mutually agreed to by Contractor and the City.

Exhibit E - Non-Acceptable Materials

No bagged recyclables. The following items are considered Non-Recyclable but is not inclusive of all Non-recyclable Materials, which includes anything that is not an Accepted Recyclable Material as defined in Exhibit D:

Paper	**Plastic**	**Metal**	**Glass**
Shredded Paper	Plastic Bags & Plastic Film	All metal not listed as acceptable Recyclable Materials	All glass with the exception of that listed in Exhibit D
Containers coated with wax, plastic or other materials	All Plastic not listed as acceptable Recyclable Materials	Aerosol cans that are under pressure or partly filled	Drinking glasses, crystal or tableware
Wallpaper	Multi-layered juice pouches or other flexible packaging		Mirrors
Material with excess grease	Plastic from electronics		Non-container glass
Material with excess food residue, other organic material, or moisture	Plastic marked as biodegradable or compostable		Light bulbs
			Windows

Exhibit F - Excluded Materials

Excluded Materials include any material that contains medical, organic, food, hazardous, poisonous, dangerous, radioactive or toxic waste and other harmful substances or liquids.

Additional examples of prohibited items are:

a) Sharps and Needles
b) Batteries
c) Radioactive materials
d) Hazardous materials
e) Corrosives
f) Medical waste
g) Pesticides, poisons, bio hazards
h) Compressed gas cylinders
i) Refrigerants
j) PCB containing capacitors, transformers, ballast
k) Asbestos
l) Materials that may be damaging to equipment
m) Materials containing information protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances (i.e. Confidential Information)
n) Wax
o) Electronics
p) Large items such as tires, appliances, roofing materials
q) Wood
r) Ceramics
s) Food Waste or other items that can otherwise be composted
t) Rock, dirt, asphalt, concrete

Exhibit G - Documented Clean-Up Costs

Contractor shall be compensated by the City, on a time and material basis for labor, equipment and materials costs for loading, clean-up, alternate disposal and other material management costs for clean-up of Excluded and Rejected Loads. The actual costs under the categories noted below shall be set by the Contractor and reviewed by the City annually based upon the Consumer Price Index (CPI), but with increases not to exceed 3% annually.

Labor Costs/hr.

Equipment Costs/hr.

Materials Costs/hr.

Transportation and Alternate Disposal Costs for Materials Disposed

Other Material Management Costs (ex. Contractors for Hazardous Waste Management)

Exhibit H - Material Revenue Share Credit (MRF Processing)

Material Revenue Share Credit (MRF Processing)

Material Revenue Share Credit will be deducted from charges due by the City to the Offeror for all City tons. In the table below are the specific sources of price data, and the sample index price for RAA's proposal development (April 2020) and the revenue per ton of single-stream materials delivered by City based on the then current City material composition. Pricing is for illustrative purposes; it is recognized that index pricing and revenue per single-stream ton will vary from month-to-month, and allocation percentages may change, and will be based on the most recent contractual Inbound Material Audit.

Material	Allocation	Index Price Source (specify publication or actual)	April 2020 Index Price ($/ton)	Revenue ($/ton)
OCC	20.38%	P&PW OCC, Midwest, Mid Point	$82.50	$16.81
Mixed Paper	35.36%	P&PW Mixed Paper, Midwest, Mid Point	$7.50	$2.65
News	13.76%	P&PW Mixed Paper, Midwest, Mid Point	$7.50	$1.03
Steel Cans	1.61%	Actual	$110.00	$1.77
UBC	0.26%	Actual	$870.00	$2.26
HDPE-Natural	0.52%	Actual	$790.00	$4.11
HDPE-Colored	0.52%	Actual	$100.00	$0.52
PET	2.47%	Actual	$210.00	$5.19
Mix Plastic (1-7)	1.17%	Actual	$0.00	$0.00
Bulk Metal	0.67%	Actual	$42.50	$0.28
Aseptic Cartons	0.03%	P&PW Aseptic Cartons	$57.50	$0.02
Glass (3-Mix)	13.34%	Actual	($12.50)	($1.67)
Residuals	9.91%	Actual	($35.00)	($3.47)
ACR	**100.00%**			**$29.51**

City Revenue Share (on City tonnage):

For ACR <= MRF Base Processing Fee	=	100%
For ACR > MRF Base Processing Fee	=	55%

City Revenue Share (on 3rd Party tonnage):

For ACR > MRF Base Processing Fee	=	0%
or,		
Flat Fee (to be escalated at same rate as MRF Base Processing Fee)	=	$0.00

Exhibit I - Per Ton Transload Fee Schedule

Per Ton Transload Fee Schedule					
Base Fee					
Contract Year	Year Ending	City MRF Operation/ MRF Re-equipping ($/ton)	Transport ($/ton)	Off-site MRF Processing ($/ton)	Total ($/ton)
1	6/30/21	$14.14	$24.24	$109.00	$147.38
2	6/30/22	$14.56	$24.97	$112.27	$151.80

Exhibit J – Per Ton Processing Fee Schedule (MRF Processing)

Base Processing Fee to Process and Sort On-Site					
Contract Year	Year Ending	Base Processing Fee			
		0-18,000 tons	18,001-20,000 tons	20,001 - 25,000 tons	Over 25,000 tons
1	6/30/21	$149.00	$147.00	$145.00	$143.00
2	6/30/22	$151.98	$149.94	$147.90	$145.86
3	6/30/23	$155.02	$152.94	$150.86	$148.78
4	6/30/24	$158.12	$156.00	$153.88	$151.75
5	6/30/25	$161.28	$159.12	$156.95	$154.79
6	6/30/26	$164.51	$162.30	$160.09	$157.88
7	6/30/27	$167.80	$165.55	$163.29	$161.04
8	6/30/28	$171.15	$168.86	$166.56	$164.26
9	6/30/29	$174.58	$172.23	$169.89	$167.55
10	6/30/30	$178.07	$175.68	$173.29	$170.90

Increases are done annually based upon the Consumer Price Index (CPI), but not to exceed 2% annually.

Exhibit K - Third Party Host Fee

Third Party Host Fee

A Third Party Host Fee will be deducted from charges due by the City to the Offeror for all Third Party tons sourced by Offeror and received at the City's MRF for processing. During the Re-Equipping Phase the Host Fee is $2.00 per ton.

Specify Third Party Host Fee:	$12.50 /ton
Favored Terms Bonus:	$1.00/ton
Total Host Fee	$13.50/ton

Exhibit L - Example Calculation of City Favored Terms

Example Calculation (MRF Re-Development)				
Average Commodity Revenues (ACR)	$29.51	* Based on April 2020 values		
Tons Delivered Annually				
Total Tons Delivered To MRF Annually	**14,200**	**20,000**	**25,000**	**30,000**
A2 Tons Delivered Annually	14,200	14,200	14,200	14,200
3rd Party Tons Delivered to MRF Annually	0	5,800	10,800	15,800
Base Processing Cost				
A2 Base Processing Cost/Ton (based on overal tons delivered to MRF)	$149.00	$147.00	$145.00	$143.00
A2 Gross Processing Cost (A2 Tons X A2 Base Processing Cost/Ton)	**$2,115,800**	**$2,087,400**	**$2,059,000**	**$2,030,600**
Revenue Share				
A2 Revenue Share/Ton (ACR * 100%)	($29.51)	($29.51)	($29.51)	($29.51)
Gross Revenue Share (A2 Tons X A2 Revenue Share/Ton)	**($419,042)**	**($419,042)**	**($419,042)**	**($419,042)**
Host Fee				
A2 Host Fee/3rd Party Ton	($13.50)	($13.50)	($13.50)	($13.50)
A2 Gross Host Fee (rebate) (A2 Host Fee/3rd Party Ton X 3rd Party Tons)	**$0**	**($78,300)**	**($145,800)**	**($213,300)**
Total (Net) Cost				
Total Annual Cost (Base Processing Cost - Revenue Share- Host Fee)	**$1,696,758**	**$1,590,058**	**$1,494,158**	**$1,398,258**
Total Monthly Cost (Total AnnualCost/ 12 months)	$141,397	$132,505	$124,513	$116,522
EFFECTIVE A2 Cost/Ton (Total A2 Cost/Total A2 Tons Delivered)	**$119.49**	**$111.98**	**$105.22**	**$98.47**

Exhibit M - Safety Handbook Index

The Contractor has an extensive safety program to minimize the risks of accidents and injuries to all individuals with whom the organization interacts, whether they be Contractor staff, representatives, contractors and other businesses. Each new and existing employee and contractor is trained on their safety policies at the beginning of work/employment, and also on an ongoing basis as it is appropriate and required. The following categories among others, are included in RAA Safety Handbook. a living document frequently updated and revised.

RAA Safety Handbook Index
Material Handling Safety Policy
Confined Spaces Entry Program
Workplace Violence Safety Policy
Traffic Control Plan
Fire Prevention Plan
Heat Illness Prevention Plan
Emergency Action Plan (EAP)
Blood Borne Pathogens Exposure Control Plan (BCP)
Incident Investigation Policy
Reporting Unsafe Conditions & Hazards Policy
Safety Training Policy
Accident & Incident Reporting Policy
MRF Tipping Floor Safety Policy Commercial Vehicles Backing into all Facilities Tip Floor Policy
PPE - Personal Protective Equipment Safety Policy
Slip, Trip, Fall Injury Prevention Safety Policy
Ladder Safety Policy
MRF Workers Training Policy
MRF Equipment Operator Training Policy
Ergonomics Safety Program
Hazard Communication Program
Contractor Safety Policy
Job Hazard Analysis (JHA) Policy
Hot Work Program
Hearing Conservation Program
Fall Protection Program
Lockout, Tag out Program
Arch Flash – Electrical Safety

EXHIBIT N DEFINITIONS

Acceptable Materials – means the materials listed in *Exhibit D – Acceptable Recyclable Materials* that will be Processed by the Contractor.

Administering Service Area/Unit – means the City of Ann Arbor Public Services Area, Public Works Unit.

Agreement Officers – for Contractor shall mean Bryan Ukena, CEO of Contractor; and for the City shall mean Eileen Naples, Resource Recovery Manager for the City of Ann Arbor, or such other individual as identified by Contractor or the City.

Average Commodity Revenue ("ACR") – means the average per ton value of all recovered City Recyclable Materials.

City's Collection Contractor – means an entity hired by the City to service City specified locations with trucks such as residential and commercial recycling collection vehicles roll-offs, open body trucks, trailers, etc. that collect Recyclable Materials in the City as amended from time to time.

City's Recyclable Materials – means the Acceptable Materials delivered to the MRF in either Commingled Recyclable Materials or Source-Separated Recyclable Materials loads from the City or City's Collection Contractor(s).

CPI Adjustment - For each fee or charge under this Agreement (each an "Applicable Charge") that is subject to an increase based on the consumer price index, such Applicable Charge shall be increased as of August 3, 2021 and as of each August 3rd thereafter during the Term of this Agreement by reference to the Consumer Price Index-All Urban Consumers as reported by the U. S Department of Labor – Bureau of Labor Statistics (the "CPI") by means of the following formula:

$$\text{Adjusted Applicable Charge} = \text{Applicable Charge} \times \frac{\text{Adjustment CPI}}{\text{Base CPI}}$$

For such purposes, the Adjustment CPI is the CPI reported for the July immediately preceding the adjustment date and the Base CPI is the CPI reported for July of 2020; provided, however, that if the Base CPI is greater than the Adjustment CPI, the Applicable Charge shall remain the same as in the preceding year. For avoidance of doubt, in no event shall the Adjusted Applicable Charge ever be less than the Applicable Charge from the prior year.

Code – means the City of Ann Arbor Code of Ordinances, as amended from time to time.

Collection Vehicle – means trucks such as residential and commercial recycling collection vehicles roll-offs, open body trucks, trailers, etc. that collect Recyclable Materials.

Commingled Recyclable Materials – means all Recyclable Materials that are mixed and delivered to the Material Recovery Facility.

EXHIBIT N DEFINITIONS

Contract Administrator – means the Public Services Area Administrator acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables – means all Plans, Specifications, Reports, Recommendations, and other materials developed for and delivered to City by Contractor under this Agreement.

End Market – means the market that the Contractor uses to sell the City's Recyclable Materials.

Excluded Load – means a load or partial load rejected at the MRF due to the inclusion of Excluded Material.

Excluded Material – means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous, regulated medical, or other hazardous waste as defined in Michigan Statutes or as otherwise listed under the applicable federal and state laws and regulations, including, without limitation, putrescible waste, automotive, marine, household and all other types of batteries, dangerous waste, propane tanks, tires, motor oil bottles, bottles used for home needle disposal, or containers that held hazardous materials.

Favored Terms – means the language used to describe the fee given to the City by the Contractor based on the terms provided and in recognition of the City's investment in the MRF.

Highest and Best Use of Materials - Is the term used to describe that the City and the Contractor share a preference for End Markets that keep materials and products for a use and resuse as high on the hierarchy (Reuse, Reduce, Recycle, Compost) as possible and in the useful raw material and product loop as long as possible.

Host Fee - means a fee paid to the City in accordance with this Agreement for all third-party tons of transload and processed at the Material Recovery Facility.

Material Recovery Facility (the "MRF") – means the MRF at which the City's Recyclable Materials are delivered and processed, located at 4150 Platt Rd. Ann Arbor MI

Major Holiday – means New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Material Revenue Share Credit – means the City's share of the revenue from the sale of recovered City's Recyclable Material.

Non-Recyclable Material – means certain solid waste that may be in the City's Recyclable Materials, but which: (a) are not listed and described in this Agreement as Recyclable Materials; (b) have been contaminated through the introduction of Excluded Material; or (c) are materials delivered to the MRF that have excessive moisture content (greater than 12%).

Old Corrugated Container ("OCC") - means loose or compacted corrugated containers as specified by Institute for Scrap Recycling Industries (ISRI) specifications.

EXHIBIT N DEFINITIONS

Party or Parties – each of the City and Contractor are a "Party" and, collectively, are the "Parties."

Per Ton Processing Fee – means a fee paid by the City to Contractor on a per ton basis for processing the City's Recyclable Materials, as calculated in accordance with the schedule set forth in the Agreement.

Processing – means the sorting, volume reduction (for example, glass crushing), baling, containment, or other preparation of Recyclable Materials delivered to the MRF, and the marketing and transport/delivery of materials to end markets.

Processing Phase (Processing) – means the period of time in which Contractor is processing materials at the MRF including, but not limited to, sorting, processing, baling and marketing.

Project – means the Contractor's proposed short-term continuation of transloading, redevelopment and re-equipping of the building, and transition to MRF on-site Operations and Recyclables Processing.

Recyclable Materials – means the Acceptable Materials delivered to the MRF in either Commingled Recyclable Materials or Source-Separated Recyclable Materials.

Residual Material – means any materials that, after processing, cannot be sold or marketed for recycling.

Source-Separated Recyclable Materials – means Recyclable Materials separated by category at the source and delivered to the Material Recovery Facility. This can also include City's residential and commercial materials that are source separated.

Tare Weight – means the weight of a specific Collection Vehicle or container when empty.

Third-party – means entities delivering materials to the MRF that are not City Recyclable Materials as described above.

Tip Floor – means the location within the Material Recovery Facility where inbound Collection Vehicles deposit the loads of Recyclable Materials.

Transfer Station – means the City of Ann Arbor waste transfer station located at 4130 Platt Road, Pittsfield Charter Township, Washtenaw County, Michigan.

Transload and Re-equipping Phase (Re-Equipping) – means the initial 12-18 month period of the Agreement in which Contractor is processing materials to transfer to another facility for further sorting, processing, baling and marketing until the MRF redevelopment is completed.

Visual Pre-Sort – means the process of visual inspection to identify Excluded or Non-Recyclable items in the materials delivered to the MRF, which occurs while materials are being tipped out of the trucks or after being tipped on the tipping floor.

Exhibit O

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	( ) Relationship to employee ( ) Interest in vendor's company ( ) Other (please describe in box below)

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:

Recycle Ann Arbor		734-662-6288
Vendor Name		**Vendor Phone Number**
Bryan Ukena	9/16/19	Bryan Ukena
Signature of Vendor Authorized Representative	**Date**	**Printed Name of Vendor Authorized Representative**

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

Exhibit P
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than $10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than $10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than $10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here [___] No. of employees__

The Contractor or Grantee agrees:

(a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as $13.61/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than $15.18/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

[X] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

[X] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

(b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.

(c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.

(d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

(e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Recycle Ann Arbor
Company Name

2420 S. Industrial Hwy.
Street Address

Signature of Authorized Representative

9/16/19
Date

Ann Arbor MI 48103
City, State, Zip

Bryan Ukena, CEO
Print Name and Title

734 662-6288
Phone/Email address

Exhibit Q
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

(a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.

(b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.

(c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.

(d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Recycle Ann Arbor
Company Name

9/16/19
Signature of Authorized Representative Date

Bryan U Kena, CEO
Print Name and Title

2420 S. Industrial Hwy, Ann Arbor MI 48104
Address, City, State, Zip

734 662-6288 bryanukena@recycleannarbor.org
Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500

Revised 3/31/15 Rev. 0 NDO-2

Exhibit R – Schedule of Liquidated Damages

Item	Description	Penalty
a.	Failure to accept loads of City's Recyclable Materials that are not excluded or rejected loads.	$1,000 per incident
b.	Failure to comply with the hours of operation as required by this Operating Agreement unless mutually agreed.	$500 per Work Day
c.	Failure to maintain or submit to the City all documents, data and reports required under the provisions of this Operating Agreement.	$50 per Work Day
d.	Failure to adhere to the City's Living Wage code requirements.	$500 per Work day
e.	Failure to provide access for the City or the City's Collection Contractors to the Material Recovery Facility.	$500 per Work Day
f.	Failure to properly manage the disposal of Excluded Materials and Non-Recyclable Material.	$250 per incident
g.	Failure to provide monthly revenue share or Host Fee to the City per Agreement.	$1,000 per month

h.	Failure to provide a composition audit.	$1,000 per audit
i.	Failure to provide Scale data required under the provisions of this Agreement	$250 per work day

Exhibit S – Performance Bond

(1) _____ of _____(referred to as "Principal"), and , a corporation duly authorized to do business in the State of Michigan (referred to as "Surety"), are bound to the City of Ann Arbor, Michigan (referred to as "City"), for $ _____, the payment of which Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by this bond.

(2) The Principal has entered a written Contract with the City entitled _____ _____, for ITB No. _____and this bond is given for that Contract in compliance with Act No. 213 of the Michigan Public Acts of 1963, as amended, being MCL 129.201 et seq.

(3) Whenever the Principal is declared by the City to be in default under the Contract, the Surety may promptly remedy the default or shall promptly:

(a) complete the Contract in accordance with its terms and conditions; or

(b) obtain a bid or bids for submission to the City for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder, arrange for a Contract between such bidder and the City, and make available, as work progresses, sufficient funds to pay the cost of completion less the balance of the Contract price; but not exceeding, including other costs and damages for which Surety may be liable hereunder, the amount set forth in paragraph 1.

(4) Surety shall have no obligation to the City if the Principal fully and promptly performs under the Contract.

(5) Surety agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder, or the specifications accompanying it shall in any way affect its obligations on this bond, and waives notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work, or to the specifications.

(6) Principal, Surety, and the City agree that signatures on this bond may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this bond. This bond may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

SIGNED AND SEALED this _____ day of _____, 202_.

_____	_____
(Name of Surety Company)	(Name of Principal)
By _____	By _____
(Signature)	(Signature)
Its_____	Its _____
(Title of Office)	(Title of Office)
Approved as to form:	Name and address of agent:
_____	_____
Stephen K. Postema, City Attorney	_____
	_____

EXHIBIT T
INSURANCE REQUIREMENTS

On the Effective Date of this Agreement, and continuing without interruption during the duration and term of this Agreement, Contractor maintain the following insurance policies and coverage and provide certificates of insurance to the City on behalf of itself, and when requested any subcontractor(s). The certificates of insurance and required endorsements shall meet the following minimum requirements.

A. Contractor shall have insurance that meets the following minimum requirements:

1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - $500,000 each accident
Bodily Injury by Disease - $500,000 each employee
Bodily Injury by Disease - $500,000 each policy limit

2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements which diminish the City's protections as an additional insured under the policy. Further, the following minimum limits of liability are required:

$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
$2,000,000	Per Project General Aggregate
$1,000,000	Personal and Advertising Injury

3. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy Further, the limits of liability shall be $1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

4. Contractor Pollution Liability Insurance with minimum limits per project and per occurrence of $2,000,000. The City of Ann Arbor shall be an additional insured. The policy must provide Natural Resources Damages coverage either as part of the policy or by endorsement to the policy. A waste brokering endorsement must be provided.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of $2,000,000.

B. Insurance required under A.2 and A.3 above shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.

C. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten (10) days prior to the expiration date.