



2020  
Green Waste  
Processing  
Project  
Manual

November 2020

**TABLE OF CONTENTS**  
**2020 GREEN WASTE PROCESSING PROJECT**

---

1. Notice and Call for Bid
2. Project Description
3. Bid Form/Bid Schedule
4. Bid Bond
5. Agreement
6. Performance Bond
7. Payment Bond
8. Notice of Award
9. Notice to Proceed
10. Change Order
11. Pay Estimate

**NOTICE AND CALL FOR BID  
2020 GREEN WASTE PROCESSING PROJECT**

NOTICE IS HEREBY GIVEN that sealed Bids will be received at the Finance Office in City Hall in Green River, Wyoming, 50 East 2nd North, on or before 2:00 pm (local time) December 3, 2020, on said date; at which time all Bids in hand will be publicly opened and read.

The following is a brief description of the project, which consists of three work sites and a flexible schedule. In September of 2020, the City of Green River experienced a severe winter storm that damaged trees throughout the City. The green waste storm debris generated since that storm has been stockpiled at three locations within the City: outside the Riverview Cemetery, at the Rodeo Grounds on East Teton Boulevard, and at the closed landfill. The project will entail grinding/mulching the three distinct green waste piles located at the various sites and transporting the resultant mulch to the closed landfill site.

Specifications are on file and may be obtained free of charge from the office of the Public Works Department, mailing address 50 East 2<sup>nd</sup> North, physical address 325 East Teton, Green River, Wyoming. Specifications are also available at [www.cityofgreenriver.org](http://www.cityofgreenriver.org)

No Pre-Bid Conference will be held for this project. Bidders wanting to inspect the project material and locations may call Mark Westenskow, PE, Public Works Director, at 307-872-0525 for access.

No Bid shall be awarded by the City until such time as the City has had sufficient time to study all Bids to assure that the Bid awarded will meet the standards as set out in the Specifications.

All Bids shall be accompanied by a Bid Bond or Cashier's Check in the amount of five (5) percent of the amount of Bid. No personal or company checks will be accepted. Bid Bonds must be issued in the name of the Bidder.

Pursuant to W.S. 16-6-106, "preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state".

Preference shall be given to Wyoming resident contractors as defined by Wyoming Statutes, Section 16-6-101, in accordance with the provisions of Section 16-6-102, and in accordance with the provisions of Section 16-6-103 with respect to limitations on nonresident subcontractors by a successful resident Bidder. Proof of Wyoming Department of Employment certification of residency status, if applicable, must accompany the Bid. All Bids shall be subject to the Wyoming Preference Act of 1971, Wyoming Statutes, Section 16-6-201, et seq, regarding the employment of Wyoming laborers.

The Green River Governing Body hereby reserves the right to reject any and all Bids and to waive irregularities or informalities in the Bids, and award the bid in consideration of the best interest of the City.

/s/ Chris Meats  
City Clerk

Publish: November 11 & 18, 2020

## **PROJECT DESCRIPTION**

### **2020 GREEN WASTE PROCESSING PROJECT**

#### BACKGROUND

In September of 2020, the City of Green River experienced a severe winter storm that damaged trees throughout the City. The green waste storm debris generated since that storm has been stockpiled at three locations within the City: outside the Riverview Cemetery, at the Rodeo Grounds on East Teton Boulevard, and at the closed landfill. The project will entail grinding/mulching the three distinct green waste piles located at the various sites and transporting the resultant mulch to the closed landfill site.

#### PROJECT DESCRIPTION

This project consists of grinding/mulching approximately 18,000 cubic yards of green waste prior to May 1, 2021. The processing may occur at the three locations where the green waste is stockpiled. Alternatively, the contractor may choose to transport the unprocessed Rodeo Grounds and Cemetery piles to the closed landfill site for processing. The contractor will be responsible for:

- All green waste to be processed is stockpiled at the three locations noted. The piles will remain open for additional green waste to be added to the piles as storm cleanup continues. However, it is anticipated that the majority of the material to be processed is already on site and that relatively little will be added through the winter months.
- The stockpiled material includes stumps and larger diameter logs.
- All debris that is unacceptable for grinding/mulching shall be removed from the stockpiled material.
- Equipment to move material and complete grinding/mulching operation.
- To feed the grinder/mulcher from the green waste stockpiled.
- All grinding/mulching equipment required to produce the specified product.
- All equipment necessary to transport the processed material to the City designated mulched material stockpile at the closed landfill.
- All required conveyor belts to move product through the grinding/mulching process up to the discharge conveyor.

Material moved to the closed landfill site will be required to pass over the transfer station scale for tracking purposes. Payment for the processed material will be by the ton based on actual quantities processed and transported from the Cemetery and Rodeo Grounds stockpiles to the closed landfill, plus the recorded weight of the material stockpiled at the closed landfill site (as based on transfer station records). Counting of truckloads is not an acceptable method of measurement. The City intends to provide no manpower or equipment to complete the mulching/grinding or trucking operations.

## SPECIFICATION OF PROCESSED PRODUCT

The maximum size of the mulched product shall be 4 inches with at least 50% passing the 1 inch sieve.

## BID

The City of Green River hereby requests bids for green waste grinding/mulching services at the locations described above. Bids shall contain the following documents and information:

1. A summary of contractor's equipment that will be dedicated to the project.
2. Project bid price per ton of mulched product which must cover the following contractor's expenses:
  - A. Bid Bond
  - B. Payment Bond
  - C. Performance Bond
  - D. Insurance
  - E. Workers' Compensation Certificate of Good Standing and Unemployment Insurance Certificate of Good Standing
  - F. Mobilization and Demobilization
  - G. Labor and Fuel
  - H. Grinding/mulching Equipment (including equipment to feed grinder from raw stockpile and stockpiling of final product)
  - I. Mulching Operation Set Up and Breakdown
  - J. Contractor's Profit
3. A statement of proposed time for performance of the work, including a start date and anticipated completion date.
4. Current State of Wyoming Certificate of Residency Status.
5. Bid Bond for five percent (5%) of bid amount.
6. Any additional information you may consider appropriate for the evaluation of your proposal.
7. No mandatory pre-bid meeting will be held for this project. Contractors are encouraged to visit the project locations to ascertain project conditions prior to bidding. Contact Mark Westenskow, PE, Public Works Director, at (307) 872-0525 for access.

## CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims under Workmen's Compensation Laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of

tangible property, including loss of use resulting therefrom any or all of which may arise out of or result from Contractor's operations under the Contract Documents, whether such operations be by himself or by any Subcontractor or anyone directly employed by any of them or for whose acts any of them may be legally liable.

The liability limits shall not be less than the following:

Personal Injury	\$1,000,000 each occurrence
Personal Injury	\$3,000,000 annual aggregate
Property Damage	\$1,000,000 each occurrence
Property Damage	\$2,000,000 annual aggregate or a combined single limit of \$2,000,000

Before starting the Work, Contractor shall file with Owner certificates of such insurance, acceptable to Owner; these certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least 15 days prior written notice has been given to Owner.

#### SELECTION PROCESS

The City of Green River reserves the right to reject any or all Bids. The successful Bidder shall be selected on the basis of specific qualifications and evaluation of the proposals. Items that will be considered in comparison of the proposals include, but are not limited to, cost, equipment, manpower and unit price of produced product stockpiled. It is anticipated the successful Bidder should be selected and notified by December 16, 2020 with Notice to Proceed to be issued thereafter.

**BID FORM**  
**CITY OF GREEN RIVER, WYOMING**

Bid of \_\_\_\_\_  
                    (Name of Bidder)  
\_\_\_\_\_  
                    (Street Address)  
\_\_\_\_\_  
                    (City)                                    (State)                                    (Zip)

doing business as \_\_\_\_\_ \* hereinafter called "Bidder", organized and existing under the laws of the State of \_\_\_\_\_ to the City of Green River hereinafter called "OWNER".

In compliance with the INVITATION TO BID, BIDDER hereby proposes to perform all work for construction of 2020 GREEN WASTE PROCESSING PROJECT in strict accordance with the CONTRACT DOCUMENTS within the time set forth herein, and at the prices stated below.

By the submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID, with any other BIDDER or with any competitor.

Proof of Wyoming Department of Employment Certification of Residency status, if applicable, must accompany the BID.

BIDDER hereby agrees to complete the work under this contract on or before May 1, 2021 as specified in the CONTRACT DOCUMENTS. BIDDER agrees to pay a penalty of \$500.00 for each consecutive calendar day thereafter that the project is not completed.

BIDDER acknowledges receipt of the following ADDENDUM:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

\* Insert Individual, Partnership, or Corporation

The City of Green River reserves the right to reject any or all Bids. Bids shall include all sales tax and all other applicable taxes, licenses, royalty fees and other fees. By submission of this bid, the bidder acknowledges that he is familiar with the location of the work and the work requirements to complete the project. In the event of conflict, the Bid in written form will govern.

**CITY OF GREEN RIVER  
 BID SCHEDULE  
 2020 GREEN WASTE PROCESSING PROJECT**

ITEM NO.	DESCRIPTION	Unit	EST. QTY.	UNIT PRICE	TOTAL AMOUNT
1	Mobilization	LS	1	\$	\$
2	Cemetery Pile: Wood Mulch processed and delivered to Closed Landfill Site	Ton	500	\$	\$
3	Rodeo Grounds Pile: Wood Mulch processed and delivered to Closed Landfill Site	Ton	2,000	\$	\$
4	Closed Landfill Pile: Wood Mulch processed and stockpiled on site	Ton	2,000	\$	\$

---

TOTAL ALL ITEMS \$ \_\_\_\_\_

TOTAL ALL ITEMS, IN WRITTEN FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned has examined the location of the proposed work and is familiar with the plans and specifications and all Contract Documents related thereto, and the local conditions at the place where the work is to be done.

The undersigned BIDDER understands and agrees that the estimated quantities submitted herewith are approximate only and that the basis of payment will be actual quantities



installed and accepted in the completed work at the unit prices stated in the BID SCHEDULE.

The undersigned BIDDER agrees that the OWNER has the right to hold all bids received for a period of sixty (60) days after the date of opening thereof.

The undersigned BIDDER agrees that the OWNER reserves the right to waive irregularities and reject any and all bids.

\_\_\_\_\_  
Name of Company, Corporation, Partnership

\_\_\_\_\_  
Bidder - Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

(Seal, if bid is by a Corporation)

Attest \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**LIST OF SUBCONTRACTORS  
TO BE SUBMITTED WITH THE BID**

Following is a list of Subcontractors Bidder proposes to utilize on the Project and a list of Work each Subcontractor will perform. This information will be used in the evaluation of the BID.

Subcontractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_

Subcontractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_

Subcontractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_

Subcontractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS PROJECTS  
TO BE SUBMITTED WITH THE BID**

	<b>Project Name</b>	<b>Owner</b>	<b>Contact Person</b>	<b>Award Date</b>	<b>Original Contract Amount</b>	<b>Final Contract Price</b>	<b>Contract Completion Date</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							

## BID BOND FORM

KNOW ALL MEN BY THESE PRESENTS: that

Name of Contractor \_\_\_\_\_

Address of Contractor \_\_\_\_\_

hereinafter called Principal, and (Name and Address of Surety) \_\_\_\_\_

\_\_\_\_\_

hereinafter called Surety, are held and firmly bound unto \_\_\_\_\_

\_\_\_\_\_

Name of Owner City of Green River, Wyoming

Address of Owner 50 East 2<sup>nd</sup> North, Green River, Wyoming, 82935

hereinafter called OWNER, in the penal sum of \_\_\_\_\_  
\_\_\_\_\_ Dollars, (\$ \_\_\_\_\_) in lawful money of the  
United States, for the payment of which sum well and truly to be made, we bind  
ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas the Principal has  
submitted a bid for: **2020 GREEN WASTE PROCESSING PROJECT.**

NOW, THEREFORE, if the OWNER shall accept the bid of the Principal and the  
Principal shall enter into a Contract with the OWNER in accordance with the terms of  
such bid, and give such bond or bonds as may be specified in the bidding or Contract  
Documents with good and sufficient surety for the faithful performance of such Contract  
and for the prompt payment of labor and materials furnished in the prosecution thereof,  
or in the event of failure of the Principal to enter such Contract and give such bond or  
bonds, if the Principal shall pay to the OWNER the difference not to exceed the penalty  
hereof between the amount specified in said bid and such larger amount for which the  
OWNER may in good faith contract with another party to perform the work covered by  
said bid, then this obligation shall be null and void, otherwise to remain in full force and  
effect.

IN WITNESS WHEREOF, this instrument is executed in this, the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

ATTEST:

\_\_\_\_\_  
Secretary (Principal)  
(LS)

(SEAL)

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
Address

ATTEST:

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
Address

\_\_\_\_\_  
Principal

By \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Surety

By \_\_\_\_\_  
Attorney-in-fact

\_\_\_\_\_  
Address

\_\_\_\_\_  
Wyoming Licensed Agent

**IMPORTANT:** Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

## AGREEMENT

THIS AGREEMENT, made this \_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_, by and between CITY OF GREEN RIVER, hereinafter called "OWNER", and \_\_\_\_\_, a \_\_\_\_\_, hereinafter called "**CONTRACTOR**".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned;

1. The CONTRACTOR will commence and complete the **2020 GREEN WASTE PROCESSING PROJECT** consisting of mulching/grinding green waste located at three sites within the City of Green River;
2. The CONTRACTOR will furnish specified material, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein;
3. The CONTRACTOR hereby agrees to fully complete the project before the date specified in the CONTRACT DOCUMENTS. CONTRACTOR further agrees to pay a penalty of \$500 for each consecutive calendar day thereafter that the project remains incomplete;
4. The CONTRACTOR agrees to perform all of the work described in the CONTRACT DOCUMENTS and comply with the terms therein for the various unit prices as shown on the Bid Form. The Contract Price of your Contract is not to exceed \_\_\_\_\_.
5. The term "CONTRACT DOCUMENTS" means and includes the following:
  - (A) NOTICE AND CALL FOR BIDS

- (B) BID FORM
- (C) BID BOND
- (D) AGREEMENT
- (E) PAYMENT BOND
- (F) PERFORMANCE BOND
- (G) NOTICE OF AWARD
- (H) NOTICE TO PROCEED
- (I) CHANGE ORDER
- (J) PROJECT MANUAL prepared by CITY OF GREEN RIVER  
dated November 2020.
- (K) ADDENDA
- (L) CERTIFICATE OF SUBSTANTIAL COMPLETION
- (M) PUNCH LIST
- (N) CERTIFICATE OF FINAL ACCEPTANCE

6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the Project Manual such amounts as required by the CONTRACT DOCUMENTS;
7. By execution of this Agreement, it is understood and agreed to between the parties that nothing contained herein, nor execution of this Agreement, constitutes a waiver by the City of Green River of its sovereign immunity under Wyoming law.
8. If either party hereto shall bring any legal action against the other to enforce any right or obligation based upon this Contract, the successful party in such legal action shall be entitled to recover a judgment therein



for, and the unsuccessful party shall be obligated to pay, all of the cost and expenses of any kind and nature whatsoever incident to the prosecution of defense of such legal action and the preparation thereof, including a reasonable attorney fee;

9. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns;

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in (three) copies, each of which shall be deemed an original on the date first above written.

**OWNER:**

By: \_\_\_\_\_  
Name: Pete Rust  
Title: Mayor, City of Green River

(Seal)  
**ATTEST:**

\_\_\_\_\_  
Name: Chris Meats  
Title: City Clerk

**CONTRACTOR:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
(Please Type)  
Address: \_\_\_\_\_  
\_\_\_\_\_

(Seal)  
**ATTEST:**

\_\_\_\_\_  
Name: \_\_\_\_\_  
(Please Type)  
\_\_\_\_\_

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS that

Name of Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

A \_\_\_\_\_, hereinafter called Principal, and  
(Corporation, Partnership, or Individual)

Name of Surety: \_\_\_\_\_

Address of Surety: \_\_\_\_\_  
hereinafter called Surety, are held and firmly bound unto

Name of Owner City of Green River, Wyoming

Address of Owner City of Green River 50 East 2<sup>nd</sup> North, Green River, Wyoming 82935

hereinafter called OWNER, in the penal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas the Principal entered into a certain contract with the Owner, dated the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, a copy of which is hereto attached and made a part hereof for the construction of the **2020 Green Waste Processing Project**.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the surety and during the one year guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the owner all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to

be performed thereunder of the SPECIFICATIONS accompanying the same shall in any way affect its obligation on this BOND, and it does hereby waive 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.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one which shall be deemed an original, this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

ATTEST:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Principal Secretary

By \_\_\_\_\_ (s)

(SEAL)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
Address

\_\_\_\_\_  
Surety

ATTEST:

By \_\_\_\_\_  
Attorney-in-fact

\_\_\_\_\_  
(Surety) Secretary

(SEAL)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
Address

\_\_\_\_\_  
Wyoming Licensed Agent

NOTE: Date of BOND must not be prior to date of Contract. If CONTRACTOR is a Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

**PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS: that

Name of Contractor \_\_\_\_\_

Address of Contractor \_\_\_\_\_

hereinafter called Principal, and (Name and Address of Surety) \_\_\_\_\_

\_\_\_\_\_

hereinafter called Surety, are held and firmly bound unto \_\_\_\_\_

\_\_\_\_\_

Name of Owner City of Green River, Wyoming

Address of Owner 50 East 2<sup>nd</sup> North, Green River, Wyoming, 82935

hereinafter called OWNER, in the penal sum of \_\_\_\_\_ Dollars, (\$ \_\_\_\_\_) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas the Principal entered into certain contract with the OWNER, dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a copy of which is hereto attached and made a part hereof for the construction of: **2020 Green Waste Processing Project.**

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, SUBCONTRACTORS, and corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal, and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such WORK, and all insurance premiums on said WORK, for all labor, performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that said Surety, for value received, hereby stipulates and 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 the same shall in any way affect its obligation on this BOND, and it does hereby waive 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.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Secretary (Principal)

\_\_\_\_\_  
Principal

By \_\_\_\_\_ (LS)

(SEAL)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
Address

\_\_\_\_\_  
Surety

ATTEST:

By \_\_\_\_\_  
Attorney-in-fact

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Wyoming Licensed Agent

NOTE: Date of Bond must not be prior to date of Contract. If CONTRACTOR is Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

**NOTICE OF AWARD  
2020 GREEN WASTE PROCESSING PROJECT**

To: \_\_\_\_\_

Date: \_\_\_\_\_

You are notified that your Bid dated \_\_\_\_\_ for the above Contract has been considered. You are the successful bidder and have been awarded a contract for the **2020 GREEN WASTE PROCESSING PROJECT**.

**The Contract Price of your Contract is** \_\_\_\_\_.

Three copies of each of the proposed Contract Documents accompany this Notice of Award.

You must comply with the following conditions precedent within **fifteen days** of the date of this Notice of Award, which is by \_\_\_\_\_.

- 1) You must deliver to the OWNER three fully executed counterparts of the Agreement.
- 2) You must deliver with the executed Agreements, the Contract Security (Bonds) and Insurance as specified in the General Conditions.
- 3) Workers Compensation Certificate and Unemployment Insurance
- 4) Certificate of Insurance coverage.

Failure to comply with these conditions within the time specified will entitle the City of Green River to consider your bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

Within fifteen days after you comply with these conditions, OWNER will return to you one fully signed counterpart of the Agreement.

City of Green River

BY \_\_\_\_\_

(Authorized Signature)

Authorized City Representative

**ACKNOWLEDGE:**

\_\_\_\_\_ hereby acknowledges receipt of the Notice to Award  
(Contractor) and is aware of the project timing for completion.

By \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE TO PROCEED  
2020 GREEN WASTE PROCESSING PROJECT**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PROJECT: 2020 GREEN WASTE PROCESSING PROJECT**

**CONTRACT FOR: 2020 GREEN WASTE PROCESSING PROJECT**

You are hereby notified that you are to begin work on the above referenced project. In accordance with the CONTRACT DOCUMENTS, the completion date of this project is May 1, 2021.

City of Green River  
\_\_\_\_\_  
(OWNER)

By \_\_\_\_\_

(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(TITLE)

**ACKNOWLEDGE:**

\_\_\_\_\_ hereby acknowledges receipt of the Notice to Proceed  
(Contractor) and is aware of the project timing for completion.

By \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**CHANGE ORDER**

# \_\_\_\_\_

**PROJECT: 2020 GREEN WASTE PROCESSING PROJECT**

**DATE OF ISSUANCE:** \_\_\_\_\_

**OWNER'S NAME:** City of Green River  
**OWNER'S ADDRESS:** 50 East 2nd North  
Green River, WY 82935

**CONTRACTOR'S NAME:** \_\_\_\_\_  
**CONTRACTOR'S ADDRESS:** \_\_\_\_\_

**TYPE OF CONTRACT: 2020 GREEN WASTE PROCESSING PROJECT**

---

You are directed to make the following changes in the Contract Documents.

**Description:**

**Purpose of Change Order:**

**Attachments: (List documents supporting change)**

---

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIME:**

Original Contract Price \$

Original Contract Time

Previous Change Orders No. to No.

Net Change from previous Change Orders

Contract Price prior to this Change Order  
\$

Contract Time prior to this Change Order

Net Increase (decrease) of this Change Order  
\$

Net Increase (decrease) of this Change Order

Contract Price with all approved Change Orders  
\$

Contract Time with all approved Change Orders

---

**RECOMMENDED:**

**APPROVED:**

**APPROVED:**

by: \_\_\_\_\_ by: \_\_\_\_\_  
City Project Representative Owner

by: \_\_\_\_\_  
Contractor



**PAY ESTIMATE FORM  
2020 GREEN WASTE PROCESSING PROJECT**

Pay Estimate No: \_\_\_\_\_

Date: \_\_\_\_\_

Contract Completion Date: **May 1, 2021** Contractor: \_\_\_\_\_

ITEM	DESCRIPTION	UNIT	UNIT PRICE	TOTAL COMPLETE	AMOUNT DUE
1	MOBILIZATION	LS			\$
2	CEMETARY PILE	TON			\$
3	RODEO GROUNDS PILE	TON			\$
4	CLOSED LANDFILL PILE	TON			\$

---

	Total	
	Change Order # _____	
	Less Retainage (5%)	
	Less Previous Payments	
<b>TOTAL DUE THIS ESTIMATE</b>		

---

Contract Not To Exceed \_\_\_\_\_

Approved \_\_\_\_\_  
City of Green River Date

\_\_\_\_\_  
Contractor Date