

One Year Agreement with Automatic Renewal for Four Years Authorizing Hough Associates to Collect Residential and Commercial Recycling Data and Prepare PA DEP 904 Recycling Grant Applications for Lower Merion Township

Lower Merion Township authorizes Hough Associates to collect recycling data for calendar years 2017 through 2021. Hough Associates will prepare joint grant applications with other area municipalities provided that the municipalities have or create an IMA for recycling activities that includes the preparation of Act 101 Section 902 and 904 grant applications. Hough Associates will file individual applications for the Township if it does not want to participate in a joint application. The agreement automatically renews through grant year 2021 unless Lower Merion Township or Hough Associates gives 60 days' notice prior to December 31 that it does not want to continue the service. This agreement will automatically terminate with the completion of the last grant application accepted by DEP in the event the Pennsylvania Recycling program terminates.

Hough Associates will:

- Prepare and mail annual data collection forms to haulers for reporting recycling tonnage collected in Lower Merion Township and to identify where the recyclables are processed.
- Prepare and mail recycling market certification forms to recycling processors.
- Contact all haulers and processors that did not respond to the mailings.
- Compile the annual recycling data reported to the Township and to Hough Associates in both hard copy and on a computer database. Data will be retained for 4 years following each filing.
- Prepare and file the annual Montgomery County Recycling Survey Report due in March.
- Prepare and mail annual commercial recycling education to township businesses.
- Prepare and file Lower Merion's individual or joint 904 Recycling Performance Grant Application forms on or before DEP's September filing deadline.

Lower Merion Township will provide Hough Associates with an annual update of the commercial entities operating in the Township for use in data collection and the recycling education mailing.

Lower Merion Township agrees to pay Hough Associates a fixed price of \$15,000 per year for these services payable according to the following schedule:

- \$7,500 January 31
- \$7,500 July 31

The Township may take a 2% discount (\$14,700) if paid in full by January 31st annually.

In the event of a PA DEP audit, Hough Associates will represent the Township and gather any additional documentation that DEP requires at no additional cost to the Township.

Accepted by Lower Merion Township

Date

Accepted by Hough Associates

Date