



DATE: September 11, 2020

Proposal Deadline: October 2, 2020

TOWN OF SUPERIOR, COLORADO
REQUEST FOR PROPOSALS
RESIDENTIAL SOLID WASTE COLLECTION

I. INTRODUCTION

The Town of Superior, Colorado (the “Town”) is soliciting proposals from qualified contractors for the provision of single-family residential trash, recyclable and compostable materials (*i.e.*, solid waste) collection services. The Town has given notice that it intends to enter into a contract with one or more waste disposal companies to provide non-exclusive waste disposal services, including recycling and compostable services, for residents of the Town. The Town has further given notice that it intends, on and after such date, to require use of or to commence the imposition of a fee for such services.

The services specified in this Request for Proposal (“RFP”) are for a contract to provide residential solid waste collection. Participation in the town-wide solid waste collection program is mandatory. Exceptions are those homeowners' associations (“HOAs”) that offer their residents solid waste collection services. Those HOAs receive an “exemption from participation” and its residents are exempt from the Town collection fee. The Town intends to award a Contract as a result of this RFP process. A start date for collection services is to be set by mutual agreement between the Town and the selected contractor (“Contractor”), anticipated to be January 1, 2021. Questions may be referred to, and photocopies of this RFP may be obtained from the Administration Department at (303) 499-3675. Proposals shall be sent to 124 E. Coal Creek Dr., Superior, CO 80027 in a sealed envelope marked: “Town of Superior Solid Waste Collection” or emailed to emilyc@superiorcolorado.gov and shall be received by 11:00 a.m. on October 2, 2020.

II. GENERAL INFORMATION DEMOGRAPHICS

The Town has an estimated population of 13,189 people residing in an approximately 4 square mile area. The majority of single-family households in the Town currently have trash and recycling collection services provided by their HOA. Therefore, single-family households to be included in the Town’s collection program currently include

approximately 672 homes. It is anticipated that there will be an additional 300 homes added by the end of 2024 for a total of approximately 1000 homes.

Solid waste and recyclables collection from commercial and industrial properties and multi-family units ("MFUs") of more than 8 units is not part of this RFP. Therefore, the Town anticipates that approximately 381 single-family homes and 291 MFUs would be served at the outset of the Contract, subject to opt out by residences using other services and subject to increases in units due to growth.

III. TOWN GOALS AND OBJECTIVES

The Town intends to provide trash pick-up and curbside recycling and compostables pick-up service by contract for all single-family residences and multi-family units with less than 8 dwelling units within the Town, and to implement a mandatory fee for such services as permitted by statute to be billed as part of the monthly Town utility bill. In procuring the services described in this RFP, the Town seeks to provide high quality services that are convenient for the residents. In addition, the Town seeks to mitigate the impacts of solid waste collection practices upon the community and to provide services that help citizens decrease the amount of solid waste sent to landfills and increase waste reduction and recycling practices.

IV. RESERVATION OF RIGHTS

This RFP is a solicitation and not an offer to contract. The Town reserves the right to reject any and all proposals. The Town further reserves the right to issue clarifications and other directives concerning this RFP; to require clarification or further information with respect to any proposal, and to determine the final terms of any Contract. Interviews may be required by the Town with selected vendors to clarify proposals and to allow for Contract negotiations. Acceptance of any proposal will be based upon factors and criteria established in this RFP including without limitation: costs for service; services offered; completeness of proposal; thoroughness of information provided; compliance with requirements of the RFP; customer service standards; and prior successful performance with waste collection systems similar to a scale described herein.

V. BASIS OF PROPOSAL

Proposals will be for Contractor to provide non-exclusive collection services for trash, recyclables and compostables within the Town limits. Proposals must include, by paragraph numbers, basic information addressing the following:

A. Pricing. Contractor shall provide three price proposals for trash service:

- 1. Per Household fee for weekly collection of trash and weekly collection of recyclables:** A proposal indicating charges for weekly removal of household trash and recyclables. Trash and recycle carts shall be provided to customers by Contractor and be no smaller than 96 gallon carts. This price proposal shall include the combined cost for removal of both trash and recycled materials.

2. Per Household fee for weekly collection of trash and bi-weekly collection of recyclables: A proposal indicating charges for weekly removal of household trash, and removal of recyclables no less than bi-weekly. Trash and recycle carts shall be provided to customers by Contractor at no additional fee and be no smaller than 96-gallon carts. This price proposal shall include the combined cost for removal of both trash and recycled materials.

3. Per Household fee for weekly collection of trash and weekly collection of recyclables and weekly collection of compostables: A proposal indicating charges for weekly removal of household trash, recyclables and compostables. Trash, recycle and compost carts shall be provided to customers by Contractor at no additional fee and be no smaller than 96-gallon carts. This price proposal shall include the combined cost for removal of trash, recyclables, and compostables.

Contractor shall state all qualifications, limits and assumptions respecting its proposed price structure.

B. Additional Services. Contractor may submit a list of additional services that may be provided, together with a price list (if applicable) for such services. These services may include but are not limited to:

1. Bulky item pick-up service – cost per item, billed directly to resident by Contractor;

2. Yard waste pick-up service – cost per item/unit, billed directly to resident by Contractor;

3. Subscription service for bi-weekly compostables pick-up as an alternative item under Pricing items 1 and 2 above that do not include this service, billed directly to resident by Contractor;

C. Recyclables. Contractor shall indicate in their proposal where the recyclables will be delivered. Recyclables shall be collected in material streams acceptable to the facility to which materials are delivered, commingled according to what is mutually acceptable to the Town, the Contractor and the facility. Contractor should provide a proposal of what and how recyclables will be accepted and how often they will be collected. Recyclable materials at a minimum should meet Section 16-151 of the Superior Municipal Code, recyclable materials means any materials that are designated by the Town Manager by regulation, which shall include at a minimum that the recyclables will be composed of cardboard, paperboard, newspaper, telephone books, loose papers, glass containers, plastic containers, steel cans, aluminum, sorted mail and office paper, and magazines. All recyclable materials placed for collection shall be owned by and be the responsibility of the customer until the materials are collected by Contractor. The list of recyclables will be reviewed annually. Materials to be added to the recycling stream in the future will be done in

consultation between the Town and Contractor. By household, recyclables are to be collected on the same day of the week as trash.

- D. Compostables.** Contractor shall include an additional separately priced option of at least every-other-week collection of compostables, including yard waste and food scraps. Contractor will deliver the compostables collected to a CDPHE registered composting facility, and the proposal should indicate the name and location of the facility.
- E. Collection Carts.** Contractor shall provide information to the Town about what types and sizes of carts will be provided to the customers, and how requests for changes in carts sizes will be accommodated. Types of carts should take into account the strong winds that occur in the area and have lids that are able to withstand strong winds. The color of such carts shall be subject to approval by the Town.
- F. Hours and Days of Operation.** All collections will be limited to the hours between 7:00 a.m. and 7:00 p.m., Monday through Friday. Saturday will be designated as a catch-up day for missed collection days. Sunday collections will not be permitted unless expressly authorized by the Town Manager. If necessary, the Town will work with Contractor to divide the Town into collection areas, and assign a collection day to each area. The proposal should include a proposed schedule that meets this framework, and that accommodates changes due to inclement weather and holidays.
- H. Holiday Schedules.** Contractor shall provide a list of proposed holidays. Collection shall occur on the day immediately following the holiday. Saturdays may be used following a holiday if required as a catch-up collection day.
- I. Trucks and Equipment.** Contractor shall provide information about the size and types of trucks and automation that it proposes to use, as well as other equipment necessary for the job, such as communication devices, GPS systems and others. The Town reserves the right to visit the facilities of all interested Contractors and observe the equipment used and operational methods. These site visits will be coordinated with the appropriate representatives from each of the interested Contractors. The Contract may contain provisions regarding equipment weight, leak proofing, and similar performance standards. All such provisions will be at least as restrictive as the requirements contained in the Town's general licensing requirements for trash haulers, which are contained in Article VI of the Superior Municipal Code.
- J. Billing.** The Town will bill charges for the service through the utility billing system. Contractor shall provide a single bill to the Town based on a per account basis for service, which the Town will use to bill through the utility billing system.

- K. Use of Subcontractors.** Contractor shall indicate in the proposal whether or not it intends to use subcontractors for any part of the service being provided, together with a list of all said subcontractors.
- L. Promotion and Education.** Contractor shall work with the Town to provide service-oriented information to customers and for developing and executing public education to encourage waste reduction and diversion. Specifically, at least 30 days prior to the start of the Contract, Contractor shall mail a two-sided color flyer to each customer. This flyer, subject to Town approval, will inform Town residents of the specifics of the trash, recyclables, and compostables collection program, including a collection schedule, a listing of what materials go into the recyclable materials bin, a listing of what materials go into the compostables cart, instructions on the proper handling of the collection carts, instructions on what customers are to do with trash that does not fit into the collection carts, etc. Contractor shall mail another such flyer at least 30 days prior to start of each Contract year. At the same time, Contractor shall provide a complete list of prices and services offered to each customer.
- M. Public Outreach.** Upon selection, but prior to initiating collections service, Contractor may be required to participate with Town staff in one or more informational meetings which will describe the services to Town customers.
- N. Customer Service.** Contractor shall be responsible for providing all customer service functions, including informing customers of current services, handling customer requests, and resolving customer complaints. The proposal shall include information addressing Contractor's methods and timeframe for communicating with the customers and responding to their questions and complaints. Contractor shall also include, with the proposal, a copy of their customer service standards.
- O. Proposed Term of Contract.** Contractor shall provide proposals for a Contract term to expire on December 31, 2024. Alternatives for longer terms may be presented for consideration.

VI. QUALIFICATIONS OF PROPOSER

- A.** The Town requires the submission of the following supporting data regarding the qualifications of Contractor in order to determine whether it is qualified and responsible.
 - 1. Satisfactory evidence that Contractor possesses not less than 5 years of experience providing trash and/or recycling collection services in the Front Range.
 - 2. Evidence that Contractor is in good standing in the State of Colorado.

3. A copy of the latest available financial statements of Contractor (or, if Contractor is a subsidiary or division, then a financial statement of the parent corporation).
4. The names and resumes of the principal officers, partners and officials. The name(s) and resume(s) of the individual(s) who will be responsible for the Contract.
5. Such additional information as will satisfy the Town that Contractor is adequately prepared to fulfill all of the terms of the Contract.
6. Evidence that Contractor has current contract or agreement with disposal site(s).
7. References, including complete contact information, from other Colorado governmental agencies or HOAs able to describe Contractor's ability to provide service.

VII. GENERAL TERMS

The Contract will include the following general terms:

- A. Maintenance of Records and Reporting.** Contractor shall maintain in its local office full and complete operation and customer service records that shall at all reasonable times be open for inspection and copying for any reasonable purpose by the Town. Reports shall be submitted by the tenth day of each month to the Town documenting the following information, and an annual report on January 31st of each year: (1) the customers service was provided to; (2) a log of complaints and resolutions for trash and recycling collection services; (3) a log of missed collections and responses; (4) a description of any vehicle accidents or infractions; and (5) a listing of all accounts having a change of service (i.e. 32-gallon service to 64-gallon service, etc.); and (6) weights in tons of garbage, recyclable and compostable materials collected by commodity and the destinations these items were transported to. Annual reports shall include the weight (in tons and pounds) of discarded materials, including recyclables and compostables collected (by commodity, or aggregated into commingled carts; fiber; and, organics) and transported from within the Town.
- B. Compensation Payment Schedule.** Contractor shall bill the Town monthly on a per account basis for services provided. Within 30 days of awarding of the Contract, Contractor shall coordinate with the Town's Finance Department to establish mutually acceptable billing forms and billing practices, which shall be compatible with the Town's billing methods and systems. The Town will retain full auditing rights of Contractor's accounting records as they pertain to the Contract.
- C. Penalties.** Penalties may be levied if documented in an incident report presented by the Town to Contractor. Penalties will be deducted from the monthly payment

made by the Town to Contractor. Disagreements will be subject to the review and resolution procedures provided in the Contract. The Town reserves the right to make periodic, unscheduled inspection visits to determine Contractor's compliance with the Contract. Penalties to be set forth in the Contract may include, but are not limited to, the following amounts for the following acts or omissions:

<u>Action or Omission</u>	<u>Penalties</u>
Commencement of residential collection prior to 7 a.m. or continuance after 7 p.m. except as expressly permitted;	\$200 per incident (each truck on each route is a separate incident);
Failure to collect spilled materials;	Twice the cost of cleanup to the Town, plus \$400 each incident;
Town observed leakage from Contractor vehicles or vehicle contents;	\$400 each vehicle, each inspection;
Failure to collect any and all garbage, recyclable materials, and yard debris within one business day after notification;	\$25 each incident;
Collection from residential premises on other than the day specified excluding inclement weather or holiday schedule;	\$200 per structure;
Collection as garbage of source-separated recycling;	\$1,000 per incident;
Misrepresentation by Contractor in records or reporting;	\$200 per incident;
Failure to make required reports on time;	\$200 per incident;
Failure to maintain clean and sanitary vehicles.	\$200 per vehicle; per occurrence.

The above table is not an exclusive list of the acts or omissions for which a penalty may be assessed. Additionally, the Contract will include provisions detailing those acts and omissions of Contractor which will be considered violations or breaches of the Contract. The Contract will reserve to the Town the right to exercise all remedies it may have with respect to these and other violations and breaches. Any schedule of penalties shall not affect the Town's ability to terminate the Contract for breach.

D. Bond. Contractor shall provide a bond in the amount of \$50,000 or equal to the cost of three month's service to the Town, whichever is greater, to cover Town's costs in the event of default.

E. Indemnification. Contractor shall agree to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and

assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement or the Scope of Services if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of any worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor.

F. Insurance. Contractor and any subcontractor of Contractor shall be required to carry at their own expense workers' compensation insurance, comprehensive general liability insurance, and comprehensive vehicle/equipment liability insurance to cover all vehicles used in performance of the Contract. The workers' compensation insurance shall be of at least the statutory minimum limits. The general liability insurance shall have limits of not less than \$2,000,000 each occurrence and \$4,000,000 aggregate. The vehicle liability insurance shall have limits of not less than \$150,000 each occurrence and \$1,000,000 aggregate. The Town, its officers and employees, shall be named additional insured as respects to the liability coverage. The Contract shall include additional provisions with respect to required coverage for particular operations, subrogation, and production of certificates, cancellation, and insurer ratings.

G. Independent Contractor. Contractor will act at all times as an independent contractor and shall pay and be responsible for all of the following:

1. Services of drivers, their assistants, and any other personnel involved in any services rendered under the Contract; and

2. Assuring that each driver involved in any services rendered under the Contract holds a valid commercial driver's license issued by the State of Colorado; and

3. Expenses, maintenance, and operations of the trucks and any other equipment involved in any services rendered under the Contract; and

4. Compliance at all times with all laws, ordinances, rules and regulations pertaining to the services rendered under the Contract, and assuring such compliance by the drivers, their assistants, and any other personnel involved in any services under the Contract.

H. Compliance with Laws and Miscellaneous. Contractor shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances, licenses, and laws. The Contract shall also include provisions concerning independent contractor status, equal employment opportunity, the employment of

illegal aliens, non-assignment, disclosure of information and records, applicable law, and such other terms and conditions as the Town may require.

VIII. Self-Reliance

The Town makes no guarantee on any of the estimates contained in this RFP and provides this data for informational purposes only. Contractors are expected to conduct their own investigations and research of relevant information used to develop their proposals, including but not limited to the estimated number and type of housing units, anticipated participation, diversion, container weights and all conditions related to the services provided.

Contractor shall make no claims against the Town as a result of estimates or projections used herein, statements, or interpretation of data made by Town staff or its agents.

IX. Further Information

Further information regarding this RFP may be obtained from the Administration Department, Town of Superior, 124 E. Coal Creek Drive, Superior, CO 80027, (303) 499-3675, emilyc@superiorcolorado.gov.



Street Name & Address Map



Note: Each square of the grid equals 40 acres and one side of grid equals 1/4 mile in length.
Sources for the data included on this map are the Town of Superior and Boulder County.

Originally created by:
Denver Regional Council of Governments
Technical Assistance Program
Development Services
Updated by the Town of Superior

- Town of Superior
- Address Grid
- Parks & Greenspace
- Open Space

March 2017



- Current Area
- Planned Area

Street Name	Range	Grid Cell
1st Avenue	103 - 409	C4/E3
2nd Avenue	108 - 412	C4/E3
3rd Avenue	109 - 415	C4/E3
4th Avenue	2152 - 2152	C4
5th Avenue	105 - 211	B3
6th Avenue	103-218	B3
7th Avenue	102-212	B3
8th Avenue	1555	A2
9th Avenue	1555	A2
10th Avenue	2457 - 2492	D9
11th Avenue	1079 - 1184	F6
12th Avenue	1711 - 1866	F7
13th Avenue	2309 - 2349	D9
14th Avenue	301 - 382	D12
15th Avenue	1268 - 1538	G5
16th Avenue	1166 - 1231	F5
17th Avenue	2160 - 2200	D8
18th Avenue	2300 - 2495	D9
19th Avenue	2500 - 2575	D9
20th Avenue	180 - 440	D8
21st Avenue	388 - 388	D13
22nd Avenue	305 - 375	D10
23rd Avenue	1419 - 1594	D4
24th Avenue	3205 - 3380	E11
25th Avenue	2901 - 2954	E11
26th Avenue	1406 - 1436	G10
27th Avenue	2901 - 2991	D10
28th Avenue	391 - 487	A2
29th Avenue	1452 - 1517	E12
30th Avenue	1927 - 1972	F12
31st Avenue	1215 - 1340	G6
32nd Avenue	546 - 551	D10/E5
33rd Avenue	1814 - 1979	F8
34th Avenue	469 - 609	E9
35th Avenue	2181 - 2457	E9
36th Avenue	2301 - 2371	E3
37th Avenue	2710 - 2718	D10
38th Avenue	2750 - 2988	D10
39th Avenue	2711 - 2751	D10
40th Avenue	510 - 798	D7
41st Avenue	2009 - 3059	E11
42nd Avenue	2800 - 2800	D10
43rd Avenue	305 - 371	D10
44th Avenue	1111 - 1310	E11
45th Avenue	2861 - 3046	F10
46th Avenue	3652 - 3747	F12
47th Avenue	1405 - 1647	F12
48th Avenue	102 - 123	A2
49th Avenue	1819 - 2079	G8
50th Avenue	300 - 510	B1/C1/B2/C2
51st Avenue	211 - 806	B3/C3
52nd Avenue	300 - 387	A2
53rd Avenue	3101 - 3252	F13
54th Avenue	2209 - 2660	D9
55th Avenue	124 E - 601 W	B2/C2/B3/C3
56th Avenue	705 - 7342	A3
57th Avenue	1009 - 9999	A9 to F9
58th Avenue	900 - 935	F12
59th Avenue	2000 - 2199	B6/F7
60th Avenue	2901 - 2951	G10
61st Avenue	100 - 100	D3
62nd Avenue	1981 - 2091	D8
63rd Avenue	2141 - 2296	D8
64th Avenue	1362 - 1547	G7
65th Avenue	500	D4
66th Avenue	209 - 212	C3
67th Avenue	2000 - 2109	D3
68th Avenue	433 - 773	E8
69th Avenue	290 - 445	D7
70th Avenue	1600 - 1609	H7
71st Avenue	1600 - 1610	E7
72nd Avenue	1462 - 1607	G8
73rd Avenue	1807 - 1900	E7
74th Avenue	762 - 907	F8
75th Avenue	907 - 1077	F8
76th Avenue	962 - 1012	F8
77th Avenue	1223 - 1328	G6
78th Avenue	2011 - 2076	H7
79th Avenue	2007 - 2057	D8
80th Avenue	1800 - 2011	H6/G7/G8
81st Avenue	1800 - 1899	H7
82nd Avenue	2081 - 2206	H6/G8
83rd Avenue	679 - 719	E10
84th Avenue	2702 - 2862	F10/E10
85th Avenue	1321 - 309	A2
86th Avenue	3001 - 3141	G11/F11
87th Avenue	1300 - 1314	H6/E6
88th Avenue	500 - 560	H6/D6
89th Avenue	703 - 718	E11
90th Avenue	3101 - 3251	G11
91st Avenue	703 - 718	E12
92nd Avenue	1887 - 2247	G8
93rd Avenue	823 - 998	F11
94th Avenue	1809 - 2144	E12
95th Avenue	1600 - 1699	H7
96th Avenue	600 - 800	F7/E6
97th Avenue	1677 - 1767	D7
98th Avenue	1622 - 1762	D7
99th Avenue	1504 - 1579	G6
100th Avenue	2147 - 2277	G8
101st Avenue	2129	F7
102nd Avenue	900 - 910	F12
103rd Avenue	943 - 964	F12/F13
104th Avenue	3000 - 3035	F10
105th Avenue	1307 - 1552	G11/G10
106th Avenue	1221 - 1310	G6
107th Avenue	1034 - 1109	F5
108th Avenue	1140 - 2248	H6/G8
109th Avenue	1650 - 1800	E7/F7
110th Avenue	1351	E12
111th Avenue	1504 - 1552	G11
112th Avenue	2900 - 2925	E10
113th Avenue	2007 - 2009	H6/G8
114th Avenue	408 - 498	D12
115th Avenue	907 - 1032	F5
116th Avenue	1795 - 2285	H6/F7
117th Avenue	900 - 908	F6
118th Avenue	1220 - 1280	F6
119th Avenue	909 - 2289	F6
120th Avenue	2701 - 2727	E10
121st Avenue	100 - 100	D3/E3
122nd Avenue	1800 - 1889	D9/E3
123rd Avenue	102 - 212	C2
124th Avenue	2700 - 3013	E10
125th Avenue	1300 - 2446	E13
126th Avenue	703 - 938	E12/E13
127th Avenue	300 - 600	C2
128th Avenue	1 - 3	D2
129th Avenue	1900 - 1660	E7/E9/E10/D6
130th Avenue	1000 - 1045	D2 through D11
131st Avenue	1217 - 1375	F6
132nd Avenue	1800 - 3045	F6
133rd Avenue	100 - 258	A3/A2
134th Avenue	969 - 1089	F8
135th Avenue	916 - 1046	F8
136th Avenue	1200 - 1204	F6
137th Avenue	1700 - 1799	H6/H7
138th Avenue	883 - 1008	H6/F8
139th Avenue	805 - 846	D12
140th Avenue	1000 - 1000	D12
141st Avenue	1000 - 1000	D12
142nd Avenue	1000 - 1000	D12
143rd Avenue	1000 - 1000	D12
144th Avenue	1000 - 1000	D12
145th Avenue	1000 - 1000	D12
146th Avenue	1000 - 1000	D12
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