

35

Date February 25, 2008

APPROVING ISSUANCE OF REQUEST FOR PROPOSALS FOR SINGLE- STREAM RECYCLABLES PROCESSING

WHEREAS, on December 2002, by Roll Call No. 02-2710, the City Council accepted the proposal submitted by Mid America Recycling, Inc. for the receipt, processing and marketing of recyclables and authorized a contract for such services, which produced 'first-time ever' revenues for recyclables collection; and

WHEREAS, in order to increase the amount of material recycled and to reduce overall program costs, the Public Works Department is recommending an automated single-stream recycling program using wheeled containers, which is more convenient for users; and

WHEREAS, Metro Waste Authority has communicated to City staff its intention to convert to single-stream recycling, following the City of Des Moines; and

WHEREAS, the Public Works Department recommends that the attached Request for Proposals be issued for single-stream recyclables processing via automation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa that the attached Request for Proposals (RFP) is approved to solicit a provider for single-stream recyclables processing via automation, with the intent of producing a revenue to the City, and the Public Works Department and Procurement Division are authorized to proceed with the issuance of such RFP.

(Council Communication No. 08-081)

Moved by \_\_\_\_\_ to adopt.

Approved As To Form:

Ann DiDonato

Ann DiDonato

Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
HENSLEY				
MAHAFFEY				
KIERNAN				
MEYER				
VLASSIS				
TOTAL				
MOTION CARRIED			APPROVED	
_____ Mayor				

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_ City Clerk

Date \_\_\_\_\_

Agenda Item 35

Roll Call # \_\_\_\_\_

**CITY OF DES MOINES**  
**REQUEST FOR PROPOSALS**

**Single-Stream Residential Recycling  
Processing Services**

**February 27, 2008**

**TABLE OF CONTENTS**

1. Introduction
2. Historical Data
3. Residential Recycling Demonstration Program
4. Drop-off Sites
5. Terms and Definitions
6. Materials To Be Recycled
7. General Conditions
8. Processing — Residential Single-Stream Recycling
  - a. Scope of Service
  - b. Proposer's Qualifications
  - c. Processing & Marketing
  - d. Glass Recycling
  - e. Operations
  - f. Contamination of Materials
  - g. City Responsibilities
  - h. Contractor Responsibilities
  - i. Reporting Requirements
  - j. Complaints/Non-Performance & Damages
  - k. Revenue Sharing
  - l. Audits
9. Evaluation Criteria

**Attachments**

Attachments begin on page 13.

Attachment A Processing Performance Guarantees

Attachment B Revenue Worksheet

Attachment C Alternate Bid – Revenue Worksheet for Metro Area (Des Moines, and Suburbs)

CITY OF DES MOINES  
SANITATION DEPARTMENT

SINGLE-STREAM RESIDENTIAL RECYCLING  
PROCESSING SERVICES

1. INTRODUCTION

The City of Des Moines is seeking offers for the processing of residential single-stream Recyclable Materials. The goals of the City are to maximize the fullest recovery possible of Recyclable Materials from residential households in the City, reduce operating costs, and to maximize revenues for the recyclables collected. The current service is being converted from a five-stream at curbside to a single-stream at curbside service. All City households presently recycling will be automatically enrolled in the citywide residential recycling program; however, participation in this program is voluntary.

There are currently 62,500 residential solid waste accounts. The contract period will be seven (7) years, beginning December 16, 2008 and ending December 31, 2015 with up to two (2) additional five-year renewal periods upon written notice to the Contractor.

The City will award to the qualified Proposer(s) whose proposal is evaluated to be the "best value" to the City according to the criteria published in this RFP, section 10.

2. HISTORICAL INFORMATION

The information listed below is the average yearly tons for commodities collected from July 2003 – July 2007, as reported by the City's current vendor.

Recycling Commodity	Annual Tonnage	Percentage
Old News Print (ONP)	3,303 Tons	50.2%
Mixed Paper & Cardboard	2,495 Tons	37.9%
Mixed Glass	233 Tons	3.5%
Steel, Tin and Bi-Metal Cans, & Aluminum	190 Tons	2.9%
Mixed plastic	363 Tons	5.5%
Residue	Tons	<1.0%

### 3. TERMS & DEFINITIONS

**Addendum:** Refers to a formal written notice of additions, deletions, modifications, or explanations of other contract documents from the Director to proposers in advance of the proposal date.

**Amount of the Contract:** Shall mean an estimated annual revenue of the Contract and shall be twelve (12) times the monthly amount of the proposal. The final amount of the Contract shall be the total of the monthly amounts paid to the Contractor for the term of the Contract.

**Proposal:** The written offer duly submitted to the City of Des Moines, Office of Business Development and Procurement Services by the person, persons, partnerships, company, firm, association, or corporation to provide processing of residential recycling from residential properties in the City of Des Moines.

**Proposer:** A proposer is any individual, firm, partnership, corporation, or association licensed or otherwise authorized by law to do business in Iowa, submitting a proposal for the work, acting directly or through a duly-authorized representative.

**Contamination:** Shall refer to materials collected that do not meet the specification for that grade of commodity.

**City:** Shall mean the City of Des Moines, Iowa.

**Collection:** Shall refer to the removal and transportation of recyclables from the pickup points of the City's households or drop-off sites to the processing contractor.

**Consumer Price Index:** Refers to the Consumer Price Index for All Urban Consumers (CPI-U) for the Midwest Region.

**Contract or Contract Documents:** Shall mean each and every signed Contract between the City and any Proposal(s) arising from and pursuant to the terms of this RFP.

**Contract Manager:** Director of Public Works or his designee who oversees and ensures compliance mandates are met as outlined in the Contract.

**Contractor:** Shall mean any Proposer who signs a Contract(s) with the City arising from and pursuant to the terms of this RFP.

**Contract Year:** Shall mean January 1 through December 31 of each year for the term of this contract.

**Curbside Collection:** Refers to the collection service rendered at a residence by the placement of materials just behind the curb of the street abutting such property, but shall not be placed in the street or on the sidewalks, or in any manner where the recycling container will interfere with vehicular or pedestrian traffic.



**Director:** Shall refer to the Director of Public Works or his designee.

**Households:** Shall refer to those single-family residences (and less numerous multi-family residences) served by the solid waste account.

**Manual Collection:** The service rendered in collecting Recyclable Materials in bags, which are handled in part by persons picking them up, as distinguished from picking up containers by mechanical means.

**Municipal Solid Waste:** Solid waste resulting from or incidental to municipal, community, and recreational activities, including garbage, trash (or rubbish), ashes, street cleanings, and all solid waste other than industrial or hazardous solid waste.

**Notice to Proceed:** The Notice to Proceed is a written notice to the Contractor, issued and signed by the Director or his authorized agent, stating the date on which the Contractor is to begin the work. The date set forth in this notice shall be considered as the official starting date and the contract term shall be computed from this date.

**Notice to Proposers:** The Notice to Proposers is a formal announcement of a proposed City service, advertising the time and place for receiving proposals.

**Processing Facility:** Shall mean a facility whose activities include, but are not limited to, the separation and preparation of Recyclable Materials to produce a marketable commodity.

**Recyclable Materials:** Shall mean material that has been recovered or diverted from the solid waste stream for purposes of reuse, recycling, or reclamation, and a substantial portion of which is consistently used in the manufacture of products, which may otherwise be produced using raw or virgin materials. Recyclable Materials may contain limited amounts of contamination.

**Recyclable Materials Storage Cart:** Shall mean a polyethylene cart, with wheels and lid, designed for automated or semi-automated collection system.

**Recycling:** Shall mean a process by which materials that have served their intended use or are scrapped, discarded, used, surplus, or obsolete, are collected, separated or processed and returned to use in the form of raw materials in the production of new products.

**Residential Mixed Paper:** Shall mean magazines, catalogs, junk mail, office paper and other office stationery, telephone directories and chipboard.

**Set-Out:** Shall mean Recyclable Materials set curbside in front of a residence or in the alley for collection.

**Single-Family Residence:** Shall mean a building designed exclusively for residential occupancy by not more than one family.

**Single-Stream Recyclable Materials:** Shall mean commingled Recyclable Materials that are

collected together in one container.

**State:** Shall mean the State of Iowa.

**"Work" Or "The Work":** Work or The Work shall mean the furnishing of all labor, materials, equipment, and other incidentals necessary for the successful completion of the Contract and the carrying out of all duties and obligations imposed by the Contract.

#### 4. MATERIALS TO BE RECYCLED

Proposers will be responsible for the processing for all commodities listed below:

- a) **Old Newsprint (ONP):** Consists of newspaper as typically generated from curbside collections.
- b) **Residential Mixed Paper (RMP):** Includes magazines and catalogs, junk mail, office paper such as computer paper, sorted white ledger, soiled office paper and other office stationary, and telephone directories and chipboard.
- c) **Old Corrugated Containers (OCC):** includes boxes with unbleached, unwaxed paper with ruffled liners.
- d) **Glass Containers:** includes household glass containers, bottles and jars.
- e) **Steel, Tin and Bi-Metal Containers:** includes food, beverage, nonfood and aerosol cans made of mixed metal, such as tin and steel.
- f) **Used Aluminum Beverage Cans (UBC):** also referred to as cans which consist of household beverage cans made of aluminum.
- g) **Plastic Containers:** includes plastic containers for food, beverages and other household products including milk jugs, soda bottles, and cleanser bottles. Commodity codes #1, 2, 3, 4, 5 & 7 will be included.

#### 5. GENERAL CONDITIONS

a) **Holiday Schedule**

Contractor will provide service Monday through Friday throughout the year, except for the following official City holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless otherwise designated by the Director of Public Works or his designee . The Contractor will provide service on the Saturday following the above-referenced holidays.

b) **Office**

The Contractor shall maintain an office within the City of Des Moines. Such office shall be open from 7 AM until 5 PM, Monday through Friday, and staffed with a qualified service representative available to personally answer inquiries, as well as a qualified field

supervisor to oversee the daily operations.

c) **Material Receiving Facility**

The Contractor shall maintain a material receiving facility within the City of Des Moines. It shall be open to receive materials as needed to meet the needs of collection with respect to holidays and overtime.

d) **Point-of-Contact**

All dealings, contacts, and other communication, initiated by the Contractor and the City shall be directed to the Director of Public Works or his designee.

## 6. STATEMENT OF DEADLINE

The response to the Request for Proposals must be received by the City no later than 10:30 AM, March 31, 2008. All requests for clarification relating to this RFP must be in writing by FAX (515-237-1668), e-mail ([mlvalen@dmgov.org](mailto:mlvalen@dmgov.org)), or US Mail to the Purchasing Agent by 5 PM, March 5, 2008. One original and ten (10) copies of the proposal must be submitted to:

Michael Valen, Purchasing Agent  
City of Des Moines

## 7. SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposal issued	February 27, 2008
Request for Clarifications due	March 5, 2008
Written Proposal due	March 31, 2008
Conduct interviews with select Proposers	April 15, 2008
City Council approval of Contract	May 5, 2008
Notice to Proceed	May 15, 2008

## 8. RECEIVING - RESIDENTIAL SINGLE-STREAM RECYCLABLES

### A. Scope of Service

This RFP is a request for receiving single-stream recyclables with the intent to recycle them. The Proposer shall provide a site for the receiving of Recyclable Materials within the City of Des Moines. All facilities used in providing services must meet the requirements of this section. The site provided must fully comply with all applicable zoning or property use restrictions. The Proposer shall provide and operate all receiving facilities, equipment, and procedures necessary for handling the flow of materials to and from the facility. Each Proposer must provide a description of the receiving and any processing facility location(s), site, and buildings. Each Proposer must provide the City with a copy of local and state permits required for the recycling and processing of Recyclable Materials within one month of award of contract. Receiving hours at any proposed facility must be sufficient to accommodate collection schedules.



