

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

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**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), 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.

The Proposer must also identify a backup location within the City of Des Moines for receipt of materials if, for any reason, the main receiving facility is inoperable and not capable of receiving and processing recyclable materials in a timely fashion. There should be no instance of failure to receive and process recyclable materials during the terms of this proposal.

B. Material Receiving Requirements

The Contractor shall assure the adequate receiving capability will be provided for all Recyclable Materials received. The primary receiving facility must be located in within the City of Des Moines.

1. Each Proposer must present a detailed description of any materials-receiving capabilities of the facility that will be used for this project. The receiving area must be adequate to accommodate the quantities of single-stream Recyclable Materials generated from the City's residential collection system as outlined herein. Any restrictions on the type of vehicles that may be used to deliver recyclables must be clearly stated. This description must include, at a minimum:

- Receiving area plan, including a map indicating the location of the facility; a complete description of the receiving area.
- Evidence that the receiving area is adequate to accept any type of vehicle licensed to collect or transport Recyclable Materials collected for the City's recycling program.
- Procedures for weighing incoming loads, outgoing loads to market, and all residues, including a description of the scale to be used. A copy of the annual scale inspection and certification is required by the City to insure accurate weights.

2. Ownership of Recyclable Materials

Ownership of the materials delivered transfers to the Contractor upon delivery of the materials at the designated recycling site.

3. Contamination and/or Residue Material

Contractor shall notify the Public Works Director or Designee if they desire to reject a load received from a collection vehicle. A representative of the Public Works Director must confirm the need to reject the load. If Public Works and the Contractor mutually agree to reject the load, the Public Works Department shall dispose of the material at no cost to the contractor.

4. Materials Receiving and Storage

The City will deliver Recyclable Materials to the receiving facility as single-stream materials. The Proposer must:

- Present evidence that all equipment has a demonstrated capacity to perform reliably in materials processing applications, and is able to produce marketable

- products
- Indicate the maximum volume of incoming loads that can be accepted on a daily basis
- Provide a plan for the continued acceptance of incoming material during scheduled and non-scheduled shutdowns.
- Prove that the facility is capable of receiving and storing all delivered recyclable materials in an enclosed area
- Provide list of equipment to be used; make, model, purchase date, age of equipment, usage (in machine hours or tons processed)

9. PROPOSER'S QUALIFICATIONS

The Proposer must submit a letter of qualifications demonstrating experience with residential Recyclable Materials processing. The City is interested in learning about the Proposer's experience with other municipalities or similar size entities and how your firm has contributed to the fullest recovery possible of residential recyclables for maximum revenues for the municipality.

Proposer's letter must include at least one (1) municipality or similar size entities served for at least two (2) years. The letter should contain the following:

- Name and location of municipality or similar size entity
- Description of program to include marketing plan
- Duration of program (specify years)
- Amount of revenue sharing
- Types of recyclable materials processed
- Procedure for disposal of contaminants
- Annual net volume of recyclable materials processed
- Contamination rate permitted
- Problems experienced and actions taken to resolve problems
- Contribution of funds for public education
- Describe education component of program and the success
- Contact name at municipality or similar entity
- Contact phone number
- Contact e-mail address

10. REVENUE

Each Proposer shall complete the Revenue Worksheet for one (1) year of the contract for each of the Recyclable Materials delivered to the processing facility, to include the processing fee for each item

The Recyclable Materials are as follows:

- Newspaper, floor price of \$5.00 per ton after processing
- Residential Mixed Paper (to include Magazines, Telephone Books, Junk

- Mail, Chipboard)
- Corrugated Cardboard
 - Plastic containers #1,2, 3,4, 5 & 7
 - Steel, Tin and Aerosol cans
 - UBC (Used Beverage Cans)
 - Glass containers (all colors)

The worksheet indicates an estimated annual volume for the first year and the breakdown of the components by percentages. The City has listed the minimum pricing structure for each commodity and the Proposer shall accept or provide a more attractive pricing formula. The worksheet requires the Proposer to complete an example using January 2008 pricing. All prices shall be calculated by the estimated tons which will result in gross revenue.

The City is seeking a percentage of the revenue generated from the sale of the Recyclable Materials collected in this RFP. The pricing formula shall be the same regardless of whether or not the City elects to recycle all Recyclable Materials listed.

11. REPORTING REQUIREMENTS

The Contractor must provide the City with an electronic monthly report, utilizing (in part) information from City-approved database. The Contractor must also retain a Microsoft Access database, or City-approved equivalent data storage method, and report customer activity that the City can query remotely at any point in time. This may be accomplished by the Contractor allowing the City to access via the internet or City approved method the database in real time. At a minimum, the Contractor shall include in each report the following information:

- Date, truck number, ticket number and net weight of all incoming loads
- Daily and monthly totals of Recyclable Materials processed, by commodity type
- Daily and monthly totals of tons of residuals (by weight) disposed
- Proof of current market pricing
- Revenue from the sale of recyclables by commodity by month

Monthly reports of the previous month's activities will be due to the City by the 15th day of each month. Annual reports will be due 60 days following the completed fiscal year.

12. COMPLAINTS/NON-PERFORMANCE & DAMAGES

For the purpose of computing damages for Contractor's failure to remedy an action or inaction listed below, it is agreed that the City may deduct from payments due to Contractor or to become due to Contractor or bill Contractor the following amounts as liquidated damages:

1. Failure to submit accurate monthly and year-to-date reports as specified in the Contract and invoices in the specified format: \$250 per occurrence.
2. Failure to maintain a staffed office during specified hours: \$100 per occurrence.
3. Wrongfully rejecting Acceptable Materials as defined herein: \$1,000 for the first

occurrence and \$1,500 per occurrence thereafter.

4. Failure to maintain availability of processing facility to receive and process City's Acceptable Materials: \$3,000 for the first occurrence. Any occurrence thereafter shall be considered a breach of contract.

13. RESPONSIBILITIES

A. City

- The Public Works Director or his designee is to provide timely communications with the Contractor and render decisions
- Monitor the personnel, equipment, and vehicle standards as described in the terms of this RFP
- Provide educational programs and material as determined by the Director to educate citizens on the proper way to set out Recyclable Materials for collection under the terms of this RFP
- Work with Contractor to resolve customer service issues
- Assess liquidated damages

B. Contractor

- Contractor is to provide efficient processing, marketing and optimal sale of Recyclable Materials.
- Contractor is to dispose of all residuals generated for the program as described in the RFP.
- Any contaminant removed by the Contractor at the receiving facility is to be disposed of in accordance with the local planning agency's comprehensive plan, at the Contractor's expense.
- Contractor is to provide the location of a backup facility for receiving and processing Recyclable Materials if the main facility fails to maintain optimal operations.
- Contractor is to provide all labor, tools, equipment, materials, insurance, supervision and all other items necessary for the performance of such work and services.
- Contractor is to make timely reports and payments to the City.
- Contractor is to respond to and resolve complaints within the specified timeframe as outlined within the RFP.
- Contractor shall assist the City in its public education and community information program. Payment to the City in support of the City's public education program in the amount of one dollar (\$1) per ton for material delivered to the processing facility, paid on a quarterly basis, commencing extensions.
- Proposer agrees that if, at any time during the term of the Contract, Proposer enters into a contract with another entity within the State of Iowa for similar services for higher total revenues than those stated in the contract, Proposer will immediately extend such higher revenues to the City.

14. AUDITS

The City of Des Moines may perform an audit of the Contractor's books and records relating to this contract at any time during regular business hours to enable appropriate review and monitoring of the Contractor's performance.

On a quarterly basis (dates to be set by the City), the Contractor shall conduct audits to demonstrate the contamination rate of materials delivered to the Contractor's processing facility. A representative of the City will be present during the audits. Audits will be performed by the Contractor at no additional charge to the City as part of this contract. Following each audit, the Contractor will provide a written report of their findings regarding high levels of contaminants.

15. EVALUATION CRITERIA

The Contract will be awarded to the Proposer who best meets the requirements and objectives of the City. Proposals will be evaluated on the following criteria by the City's Evaluation and Selection Committee:

PROCESSING:

A. Evaluation of the Proposed Pricing for Processing (50%)

B. Operational Plan (25%)

1. Quality and effectiveness of processing technology and equipment used to sort incoming material, increase quantity of marketable products and reduce the amount of residuals
2. Capacity of proposed facility to process recycling tonnage based on volume and square footage
3. Staffing Plan for proposed facility
4. Accessibility and convenience of proposed facility's location
5. Adequate entrances, exits and unloading area (height and width) to ensure timely and efficient unloading of delivery of recyclable materials
6. Hours of operation and ability to meet the City's holiday and overtime schedules

C. Proposer's background and capability to provide the services requested (25%)

1. Project personnel, including professional qualifications and length of time working in Proposer's capacity
2. Relevant experience of Proposer, minimum three (3) years municipal experience required
3. Resources available to support this project, including total number of employees, number and location of offices, number and types of equipment available
4. Experience in Revenue Sharing
5. References

Attachment B
Revenue Table

Below is the requested Revenue Worksheet for one (1) year of the contract for each of the Recyclable Materials delivered to the processing facility shown estimated volume (tons) for 2009.

| Commodity | Component % | Estimated Tons FY2008 | February 2008 Price | Pricing Structure | Processing Fee \$/Ton | Unit Price (Price – Process fee) \$/Ton | (Tons x \$/ton) Estimated Revenue |
|--|-------------|--------------------------|------------------------|--|-----------------------------|--|---|
| ONP (old newspapers) | 49.7 | 3,479 | \$100/ton | Chicago OBM #8 high ,w \$5/ton floor after processing | | | |
| OCC (old corrugated containers) | 1.0 | 70 | \$110/ton | Chicago OCC high | | | |
| RMP (residential mixed paper) | 36.6 | 2,562 | \$90/ton | Chicago Mix Paper high | | | |
| UBC (used beverage cans) | .2 | 14 | | Current Market Value (Sales Invoice Price) | | | |
| Steel, tin & bi-metal cans | 2.7 | 189 | | Current Market Value (Sales Invoice Price) | | | |
| #1 PET plastic containers | 1.6 | 112 | | Current Market Value (Sales Invoice Price) | | | |
| #2 HDPE natural plastic containers | 1.4 | 98 | | Current Market Value (Sales Invoice Price) | | | |
| #2 HDPE color plastic containers | 1.6 | 112 | | Current Market Value (Sales Invoice Price) | | | |
| #3, 4, 5 & 7 mixed plastic containers | .8 | 56 | | Current Market Value (Sales Invoice Price) | | | |
| Mixed glass | 3.5 | 245 | | Current Market Value (Sales Invoice Price) | | | |
| Contamination | .9 | 63 | | | | | |
| Total | 100 | 7,000 | | | | | |

Proposer agrees that if, at any time during the term of the Contract, Proposer enters into a contract with another entity for similar services for higher total revenues than those stated in the contract, Proposer will immediately extend such higher revenues to the City.

**Attachment C
Alternate Bid - Revenue Table for Metro Area (Des Moines, and Suburbs)**

These are prices based on the City of Des Moines beginning December 16, 2008 and the rest of the metropolitan area beginning August 30, 2009

Below is the requested Revenue Worksheet for one (1) year of the contract for each of the Recyclable Materials delivered to the processing facility shown as estimated volume (tons) for 2009.

| Commodity | Estimated Tons FY2008 | February 2008 Price | Pricing Structure | Processing Fee \$/Ton | Unit Price (Price - Process fee) \$/Ton | (Tons x \$/Ton) Estimated Revenue |
|---------------------------------------|-----------------------|---------------------|---|-----------------------|---|-----------------------------------|
| ONP (old newspapers) | 10,740 | \$100/ton | Chicago OBM #8 high, w \$5/ton floor after processing | | | |
| OCC (old corrugated containers) | 210 | \$110/ton | Chicago OCC high | | | |
| RMP (residential mixed paper) | 8,888 | \$90/ton | Chicago Mix Paper high | | | |
| UBC (used beverage cans) | 40 | | Current Market Value (Sales Invoice Price) | | | |
| Steel, tin & bi-metal cans | 620 | | Current Market Value (Sales Invoice Price) | | | |
| #1 PET plastic containers | 336 | | Current Market Value (Sales Invoice Price) | | | |
| #2 HDPE natural plastic containers | 294 | | Current Market Value (Sales Invoice Price) | | | |
| #2 HDPE color plastic containers | 336 | | Current Market Value (Sales Invoice Price) | | | |
| #3, 4, 5 & 7 mixed plastic containers | 168 | | Current Market Value (Sales Invoice Price) | | | |
| Mixed glass | 739 | | Current Market Value (Sales Invoice Price) | | | |
| Total | 22,371 | | | | | |

Proposer agrees that if, at any time during the term of the Contract, Proposer enters into a contract with another entity for similar services for higher total revenues than those stated in the contract, Proposer will immediately extend such higher revenues to the City.