

**REQUEST FOR PROPOSALS**

for

**Municipal Solid Waste & Recycling Services**

**RFP #72-15**

**City of Portsmouth**

**John P. Bohenko, City Manager**

Prepared by:

City of Portsmouth  
Public Works Department

**City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department  
Request for Proposals # 72-15**

**MUNICIPAL SOLID WASTE & RECYCLING SERVICES**

The City of Portsmouth is requesting written proposals from qualified firms to assist with its municipal solid waste and recycling services.

Sealed proposals, plainly marked, RFP # 72-15 “MUNICIPAL SOLID WASTE SERVICES” addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until **June 25, 2015 at 2:00 p.m.** Proposals received after 2:00 p.m. will be placed in the file unopened and will not be considered. **A recommended pre-proposal meeting and facility walk through will be held 10:00 a.m., June 11<sup>th</sup> 2015** at the Depart of Public Works Training Room, 680 Peverly Hill Road Portsmouth, N.H.

Proposal specifications may be obtained from the Finance/Purchasing Department on the third floor at the above address, or at <http://www.cityofportsmouth.com/finance/purchasing.htm>.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

If you have any questions pertaining to the submittal process, please contact the Finance/Purchasing Department at the following number: 603-610-7227. Firms may also contact Jacob Levenson with the City of Portsmouth at 603-766-1412 for additional information regarding present solid waste and recycling practices. In consideration to all proposers, no oral interpretations will be given to any proposers as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing. Fax inquiries to Jacob Levenson at the Public Works Department, 603-427-1539, or email Jacob Levenson at [jalevenson@cityofportsmouth.com](mailto:jalevenson@cityofportsmouth.com) by June 18th, 2015. Based upon such inquiry, the City may choose to issue an Addendum.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Contractors submitting a proposal should check the web site daily for addenda and updates after the release date. Contractors should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

**I. INTENT OF SOLICITATION AND OBJECTIVES**

The City of Portsmouth (City) is soliciting competitive proposals from qualified firms to assist with municipal solid waste and recycling services. The City seeks a contractor(s) who will work cooperatively with the City to meet the City’s objective to advance its sustainability initiatives and eco-municipality standing, and improve its solid waste and recycling programs with regard

to economics and recovery rates. The City also seeks to reduce its long-term operating cost and reduce its environmental impact.

The City is an eco-municipality and as part of its on-going sustainability initiatives wants to continue increasing its total recovery/diversion rate by first seeking outlets to reuse or recycle materials. If waste materials cannot be recovered through recycling, composting, or by use of other means, the City desires, to the extent possible, to dispose of its waste in a cost effective and socially responsible manner.

The City's objectives also include a seamless operation, coordinating well with DPW's own operations and maintaining, or even improving, resident participation and satisfaction.

## **II. BACKGROUND**

The City of Portsmouth, located on the Piscataqua River, has a population of approximately 21,000 and consists of approximately 17 square miles.

The City's current waste and recycling program provides the collection and transportation of all municipal solid waste (MSW) and single stream recycling while the processing and disposal is managed by 3<sup>rd</sup> party vendors.

The City's Department of Public Works (DPW) provides curbside collection of municipal solid waste (MSW), single stream recycling, bulky waste and yard waste. Curbside collection of these commodities is provided during the work day on a weekly basis throughout the year with the exception of yard waste, which is collected seasonally. The City's downtown business district's curbside collection of MSW and recyclables is currently performed once a week on Monday evenings.

The DPW also manages the City's Recycling Center, located at 680 Peverly Hill Road, where residents drop off recyclables, yard waste, bulky waste, MSW. Also collected at the Recycling Center are a number of other materials not accepted curbside, such as cooking oil, scrap metal, clean wood, electronics, and Freon units. Attachment A provides a lay out of the Recycling Center. The Recycling Center is a fenced in lot, with one entrance and one exit. Access to the lower level is restricted to commercial vehicles – no private residents allowed. There is a retaining wall, an average 5' high. Scrap metal and wood are collected in open top containers while single stream recycling is collected in compactors. Only yard waste, brush, and concrete are stored on the ground. All other waste and recyclables are stored in containers. Tractor trailers may be loaded via a Loader.

All MSW and single stream recycling collected curbside is currently transported by DPW in the same curbside packer trucks less than 20 miles to outlets for final disposal/processing. Presently, the City's MSW disposal method is a landfill. The waste streams collected at the Recycling Center, such as wood waste for recycling, scrap metal and bulky waste are hauled directly by the DPW to outlets the City has agreements with. Single stream recycling collected in compactors at the drop off Recycling Center is hauled by a contractor and/or subcontractor to outlets that either the City or the contractor has agreements with.

The categories of waste and volumes for the past four (4) calendar years are included as Attachment B to this RFP. Any quantities provided or described by the City do not constitute a warranty or guarantee as to the actual quantities available.

### **III. SCOPE OF SERVICES**

The City requests proposals for services relating to the hauling and processing/disposal of single stream recycling, municipal solid waste, and bulky waste. The City requests proposals for services on an individual and combined basis. Awards will be based on service and price that are the most advantageous to the City (See Evaluation Criteria).

The City would like pricing to contract the processing and disposal of waste and recyclable material (MSW, bulky waste, and recyclables). The City also wishes to explore contracted service costs for the per-mile hauling of material from the Recycling Center.

Contractors are invited to submit proposals for the following services:

- Processing/Disposal of Waste and Recycling
  - Receiving and Processing of Single Stream Recycling (approx. 2,700 annual tons)
  - Landfill Disposal of MSW and Bulky Waste or Waste-to-Energy of MSW and Bulky Waste (approx. 5,000 annual tons)
- Hauling of Waste and Recycling
  - Hauling of MSW from DPW to Disposal Site
  - Hauling of Bulky Waste from DPW to Disposal Site
  - Hauling of Recyclables from DPW to Receiving Site

Contractor may provide any or all the services requested. A contractor providing one service (i.e. hauling but does not have a disposal outlet or alternately receives recyclable material but does not provide hauling services) does not preclude the City negotiating an agreement for that service and partnering with other contractors that submitted proposals for the remaining necessary services.

It is expected that Contractor will expressly detail what their services are and how they will provide their services, whether it is hauling, collecting, receiving waste and/or recyclables, as part of their proposal.

Contractor may propose the duration of proposed services, whether it is a short term agreement or an extended agreement that would allow the City to make long term plans (i.e. modify the Recycling Center to improve operations) to fully economize its solid waste services provided to the taxpayers.

The frequency of hauls is contingent upon the waste. The Recycling Center is operating under a Permit-by-Notification, No. DES-SW-PN-99-008. The Recycling Center may not receive more than 30 tons on average per day and may not store more than 14X the maximum quantity authorized to receive daily. Brush and yard waste is not regulated as solid waste (Env-Wm 101.03). Operations and the number of hauls shall be scheduled so as not to violate the City's Recycling Center permit conditions.

With regard to hauling services, the City anticipates that the successful contractor will be one that is committed to providing services within 24 hours of providing notice. The City has high standards of housekeeping and cleanliness for its Recycling Center and School buildings. Overflow and/or excess accumulation of waste/recyclables at the Recycling Center shall be

avoided. Hauls by the Contractor shall be scheduled Monday through Friday between 7:00 AM and 3:30 PM.

If Contractor proposes providing hauling services, Contractor may supply its own collection containers (i.e. 40-yd open top roll off and/or walking trailer, provided there is an acceptable location to stage the container). When the container, full of waste or recyclable material, is being hauled and the Recycling Center is open to the public, a second collection container must be provided. During operating hours there shall always be a container to collect and temporarily store waste or recyclables.

If Contractor is receiving waste and/or recyclables, a tonnage receipt for every haul shall be furnished, whether hauled by City or Contractor. The receipt shall be generated from a scale, in accord with the requirements of the Division of Weights and Measures of the NH Department of Agriculture, Markets & Food. The following information must be provided on each receipt:

- Facility Name, Address and Phone Number
- Description of material
- Gross tonnage
- Tare tonnage
- Net Tonnage
- Date Material hauled and received at facility
- Truck Driver's name and signature

Contractor shall pay and/or invoice the City, at a minimum, once a month (every 30 days) for all services as agreed upon.

Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment.

Contractor shall operate in compliance with OSHA and DOT regulations.

Contractor shall possess and keep in force all licenses, business permits and other permits required to perform its services.

**If Contractor wishes to propose alternative methods, such change in methods should be clearly noted in the proposal and any reduction in cost and/or increase in earnings should be clearly indicated.**

**1.) Service:** *MSW and Bulky Waste Disposal*

Task Description: Provide description of waste disposal options. Include:

- the type of facility (i.e. WTE, landfill, etc.);
- how the material is handled;
- the type of material accepted and not accepted (MSW, bulky waste/C&D);
- location of the facility;
- hauling distance from Portsmouth; and
- the tipping fee.

Also include proposed duration of services.

**2.) Service:** *Receiving and Processing of Single Stream Recyclables*

Task Description: Provide description of recycling options. Include:

- the method of receiving and sorting recyclables;
- the type of recyclables received;

- provide assurances that the material is recycled in accord with industry standards;
- the type of material accepted and not accepted
- location of receiving facility;
- hauling distance from Portsmouth; and
- the tipping fee and/or earnings.

Also include proposed duration of services.

**3.) Service:** *Hauling of MSW, Bulky Waste and Recyclables from the City's Recycling Center and Schools*

Task Description: Provide description of hauling options. Include:

- the type of vehicles and equipment intended to be used in providing services;
- the type of material willing to haul (i.e. MSW but not Bulky Waste, or recyclables only, etc.);
- projected number of hauls in a week and over the course of a year;
- location proposed to haul material (MSW, bulky waste/C&D, recyclables); and
- the hauling fee, per mile and/or hourly rate.

Also include proposed duration of services.

**IV. SUBMITTAL REQUIREMENTS**

Each applicant shall submit four (4) copies of its proposal. Proposals shall include:

- Transmittal letter  
Introduce the company and summarize what services within this RFP are being offered.
- Contractor Description  
Provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP.

Provide a description of the company's corporate structure (i.e. wholly owned private corporation, or LLC, etc.).

Provide the details of experience and past performance of the Company on comparable projects for other municipalities. This item should cover, at a minimum, the substantive nature of comparable projects.

Identify the person(s) who will be the primary contact person with the City and the Operations Manager of the Company (if a Single Stream Recycling Facility, the Operations Manager for the facility; if a hauling company, the Operations Manager overseeing the day to day hauling of material, etc.).

For each person identified, please disclose any managing or majority interest in any other company or entity in the waste management industry and the nature of the interest. Please also disclose all principles, partners and majority shareholders of the Contractor who have any managing or majority interest in any other

company or entity in the waste management industry and the nature of the interest.

- Services

Details of the service and how they will be provided (not to exceed 15 pages).  
**Reference the Scope of Services section of this RFP.**

Identify whether Contractor will haul or the City will deliver the MSW, bulky waste and/or recyclables. Clearly indicate where the MSW, bulky waste and/or recyclables shall be either hauled or delivered to. If City delivers the MSW, Bulky Waste and/or recyclables such location will be fixed for a period of one year. If Contractor proposes to provide hauling services, clearly state what the cost for hauling will be, as a flat per haul fee (such fee shall be firm for a period of one year).

If Contractor proposes to provide containers, clearly state what the cost, if any, for use of Contractor's container, as a per monthly rental fee (such fee shall be firm for a period of one year).

- Price Proposal Form

Reference the Price Proposal Form included as part of this RFP package. The unit prices listed shall be paid for actual quantities supplied in accordance with the applicable specification within the various categories shown and shall be good for one year with renewable annual contracts up to two (2) additional years. The renewable contracts shall be adjusted to account for inflation in accordance with standard cost index increase. The prices as shown shall include all costs associated with performing the various items of work as outlined in this RFP. No additional payment beyond the unit price shall be made for work for the items listed. Please describe on a separate sheet any additional pricing options, tonnage increases, CPI increases and/or fuel surcharges if a contract is proposed in excess of three (3) years.

- References

Provide the name, title, locations and phone number of persons who can substantiate the firm's referenced experiences.

## V. SELECTION CRITERIA AND CONTRACT(S)

The City will review and evaluate the written responses to this Request for Proposals. Basis of award of service components will be considered in regards to total program success. Final scope of services will be negotiated based on applications. Firms with no prior experience and submittals that do not meet the minimum requirements will not be considered. The City reserves the right to interview and request additional information from proposers.

The City will evaluate each proposal based on the following criteria:

1. Understanding of and responsiveness to the City's objectives;

2. Fees, cost(s) and potential revenues;
3. Location (hauling distances);
4. Contractor's qualifications including history of performance, financial ability and company resources and company compliance history with OSHA, DOT and applicable Federal and State environmental regulations; and
5. Such other criteria as is in the best interest of the City.

Using the criteria, the City will determine which company or combination of companies will provide services in the best interest of the City. The City will attempt to reach contract(s) with the company (ies). If negotiations are not successful, the City may proceed to enter into negotiations with another qualified company for services.

#### Reservation of Rights

**The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.**

## **VI. INSURANCE REQUIRMENTS**

The Contractor shall purchase and maintain through completion of the work comprehensive general liability and automobile and truck liability insurance as will protect the Contractor from all claims and liabilities for damages for bodily injury and, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by the Contractor or by anyone directly or indirectly employed by the Contractor. Such coverage shall be in the amount of at least 2 MILLION for each occurrence and general aggregate. Contractor shall also maintain such additional insurance as may be required by the State of New Hampshire for hazardous waste transporters.

All liability policies shall include the City of Portsmouth, New Hampshire as named Additional Insured and identify the certificate holder as follows: City of Portsmouth, Attn.: Legal Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801. The Contractor's insurance shall be primary in the event of a loss. The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Contractor, including the City of Portsmouth's general supervision of the Contractor. Written notice shall be given to the City of Portsmouth, NH at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

As evidence of insurance coverage, the City may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. **The Contractor shall submit evidence of insurance to the City at the time of execution of this Agreement.**



**VII. PRICE PROPOSAL FORM**

This form shall be filled in by the qualified applicant. If a firm is not interested in a particular service please indicate by writing N/I in form.

Project involving City of Portsmouth’s “**Municipal Solid Waste Services**”, in accordance with the Scope of Services section III of this request for proposal, the following:

<b>1.) Service</b>	<b>Unit Price (Numbers)</b>	<b>Total (based on City’s calendar year volumes 2011-2014)***</b>
Disposal of MSW	/ ton	
Disposal of Bulky Waste	/ ton	

<b>2.) Service</b>	<b>Unit Price (Numbers)</b>	<b>Total (based on City’s calendar year volumes 2011-2014)***</b>
Receiving and Processing of Recyclables	/ ton	

<b>3.) Service</b>	<b>Unit Price (Numbers)</b>	<b>Calculated on the anticipated number of hauls using average calendar year tonnage 2011-2014</b>
Hauling of MSW	/ mile	
Hauling of Bulky Waste	/ mile	
Hauling of Recyclables	/ mile	

**Total** \_\_\_\_\_

**\*\*\* for those who wish to propose contract periods beyond three (3) years, provide a summary proposal to include tonnage increases, CPI increases and/or fuel surcharges, if any.**

Submitted by (Name of Firm):.....

Signature: ... ..

Print Name:.....

Title: .....

# Attachment A



## Attachment B

### Waste and Recycling Calendar Year Data

<u>Waste Stream Categories</u>	Year				
	2011	2012	2013	2014	
<b>Annual Average</b>					
Yard Waste	2051.00	3018.95	1575.7	1608.73	2000.62
Brush	436.35		476.8	443.24	389
Single Stream Recycling	2688.43	2796.23	2829.1	2472.86	2655.52
Clean Wood	552.40	624.8	496.18	510.08	578.54
Metals	212.75	257.64	197.41	194.44	201.5
Electronics	54.74	89.293	43.579	49.45	36.63
Tires	4.64	1.3	5.01	7.45	4.807
Concrete	107.53	122.69			92.37
Street Sweepings	264.53				264.53
Municipal Solid Waste	5057.26	5891.06	4689.24	4739.45	4909.27

	Average	2011	2012	2013	2014
Total Managed Tons	11068.37	12801.96	10313.02	10025.7	11132.79
Total Tons Landfilled	5057.26	5891.06	4689.24	4739.45	4909.27
Total Recovery Rate	54.29%	53.98%	54.53%	52.73%	55.90%
Composting Recovery Rate	21.35%	23.58%	19.90%	20.47%	21.46%
Recycling Recovery Rate	32.93%	30.40%	34.63%	32.26%	34.44%
Single Stream Recycling Rate	24.45%	21.84%	27.43%	24.67%	23.85%