

**City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Request for Proposals # 21-10**

MUNICIPAL SOLID WASTE SERVICES

The City of Portsmouth is requesting written proposals from qualified applicants to assist with municipal solid waste services.

Sealed proposals, plainly marked, RFP # 21-10 “MUNICIPAL SOLID WASTE SERVICES” addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until **November 9, 2009 at 2:00 p.m.** **PROPOSALS RECEIVED AFTER 2:00 P.M. WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED.**

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. The acceptance of any proposal relative to hauling and disposal of recyclables is contingent upon the City obtaining relief from the U.S. Bankruptcy Court, District of Maine; the City’s prior handler of recyclables having filed for bankruptcy protection.

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 Silke Psula with the City of Portsmouth at 603-766-1454 for additional information regarding present solid waste 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 Silke Psula at the Public Works Department, 603-766-1447, or email Silke Psula at spsula@cityofportsmouth.com by October 27, 2009. 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 applicants to assist with municipal solid waste 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 recycling rates. More specifically, through continuation of its curbside

collection, the City desires to improve its curbside recycling/diversion rate by collecting plastics nos. 3 through 7. The City also seeks to reduce its long-term operating cost and reduce its carbon foot print. The City is interested in making changes/improvements to its operations at the Recycling Center – most significantly to economize the number of hauls of material from the Recycling Center to recycling/disposal outlets.

The City recognizes there is a waste disposal hierarchy:

- First, Waste-to-Energy (WTE) being the more desirable and presently the best technology available converting waste to energy; using unwanted waste material verses virgin wood; and reducing the volume of waste that is landfilled.
- Second, Incineration, which reduces the volume of waste that is landfilled.
- Next land-filling of waste.

Because the City has committed to being an eco-municipality and is taking sustainable initiatives, the City desires, to the extent possible, to dispose of its waste at a reputable WTE plant.

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. Portsmouth operates under the Council-Manager form of government; 9 Councilors serve for a 2-year term and the City Manager is appointed by the Council. The Council, by charter, must adopt a budget by June 30 of each year.

The City's Department of Public Works (DPW) provides curbside collection of municipal solid waste (MSW), dual stream recycling (fiber, glass, plastic – nos. 1 & 2, tin and aluminum), 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 business district's curbside collection of MSW and recyclables is performed once a week on Monday evenings.

The DPW also manages the City's Recycling Center, located at 680 Peverly Hill Road. 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. There are three compactors, two of which are in continual use. One is for the consolidation of fiber, the other is for the consolidation of commingled material. The third compactor is for redundancy, should one of the working compactors need maintenance repair. Tractor trailers may be loaded via a Loader. Only yard waste, brush, and wood chips are stored on the ground. All other waste and recyclables are stored in containers.

All waste, except MSW collected curbside, is consolidated at the Recycling Center. The waste is hauled to outlets for final disposal/recycling from the Recycling Center. Some of the waste, such

as wood waste for recycling, scrap metal and bulky waste, is hauled directly by the DPW to outlets the City has agreements with. Waste, such as recyclables, yard waste and tires, 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 three (3) fiscal years is 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.

The City has an existing contract for the disposal of its MSW and bulky waste which is due to expire in June 2010. Corcoran Environmental Services was providing for the hauling and disposal of recyclables until April 3, 2009 when it ceased performing. It is presently in bankruptcy and the City will not enter into any new agreement for recycling unless and until there is relief from the U.S. Bankruptcy Court, District of Maine in the matter of: Corcoran Environmental Services Inc, Docket No. 0-9-20462.

For a more complete description of service requirements refer to **SECTION III, SCOPE OF SERVICES.**

III. SCOPE OF SERVICES

It is the intent that the City will continue to collect waste and recyclable material curbside throughout the City and consolidate waste material at the Recycling Center to economize hauling of waste material. The City desires to contract the hauling and disposal of material (MSW, bulky waste, and recyclables) from the Recycling Center.

Contractors are invited to submit proposals for the following services:

- Disposal of MSW
- Disposal of Bulky Waste
- Receiving and Processing of Recyclable Material
- Hauling of MSW
- Hauling of Bulky Waste
- Hauling of Recyclable Material
- Education and Outreach

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, recycling, 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. For example fiber recyclable material is presently hauled once a day and commingled recyclables is hauled approximately every other day. 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 24 hours of providing notice. The City has high standards of housekeeping and cleanliness for its Recycling Center. 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.

Service: *MSW Disposal*

Description: Provide description of waste disposal options. Include:

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

Also include proposed duration of services.

Service: *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;
- location of the facility;
- hauling distance from Portsmouth;
- the type of material accepted and not accepted (MSW, bulky waste/C&D); and
- the tipping fee.

Also include proposed duration of services.

Service: *Receiving and Processing of Recyclables*

Task Description: Provide description of recycling options. Include:

- the type of recyclables received, i.e. plastics numbered 1 & 2 only, etc.;
- if recycling plastics 3 through 7, provide assurances that the material is recycled in accord with industry standards;
- the method of receiving and sorting recyclables, i.e. dual stream, single stream
- location of receiving facility;
- hauling distance from Portsmouth; and
- the tipping fee and/or earnings.

Also include proposed duration of services.

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

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 and/or hourly rate.

Also include proposed duration of services.

Service: *Education and Out Reach*

Task Description: Provide description of education/outreach, if any, Company may and is willing to provide and/or assist the City in achieving its objectives. Include, but not limited to:

- sample brochure or newsletter;
- assistance with City's Solid Waste web page, Government TV channel announcements; and
- web links to company's own educational component.

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 pp. 4-5 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 p. 8 of this RFP. Please describe on a separate sheet any additional pricing options if a contract is proposed in excess of three 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. 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;
5. Education and Outreach potential; and
6. 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. PRICE PROPOSAL FORM

This form shall be filled in by the qualified applicant. Prices shall be written in both words and numerals and the extensions made by him/her. In case of discrepancy between words and numerals, the **amount shown in words shall govern.**

Project involving City of Portsmouth's "Municipal Solid Waste Services", in accordance with the Scope of Services, the following:

Service	Unit Price (Words and Numbers)	Total (based on City's FY '08 volumes)***
Disposal of MSW	/ ton	
Disposal of Bulky Waste	/ ton	
Receiving and Processing of Recyclables	/ ton	

Service	Unit Price (Words and Numbers)	Calculated on the anticipated no. of hauls using FY '08 tonnage
Hauling of MSW	/ haul	
Hauling of Bulky Waste	/ haul	
Hauling of Recyclables	/ haul	

Service	Unit Price (Words and Numbers)
Education and Outreach	/year

Total _____

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

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

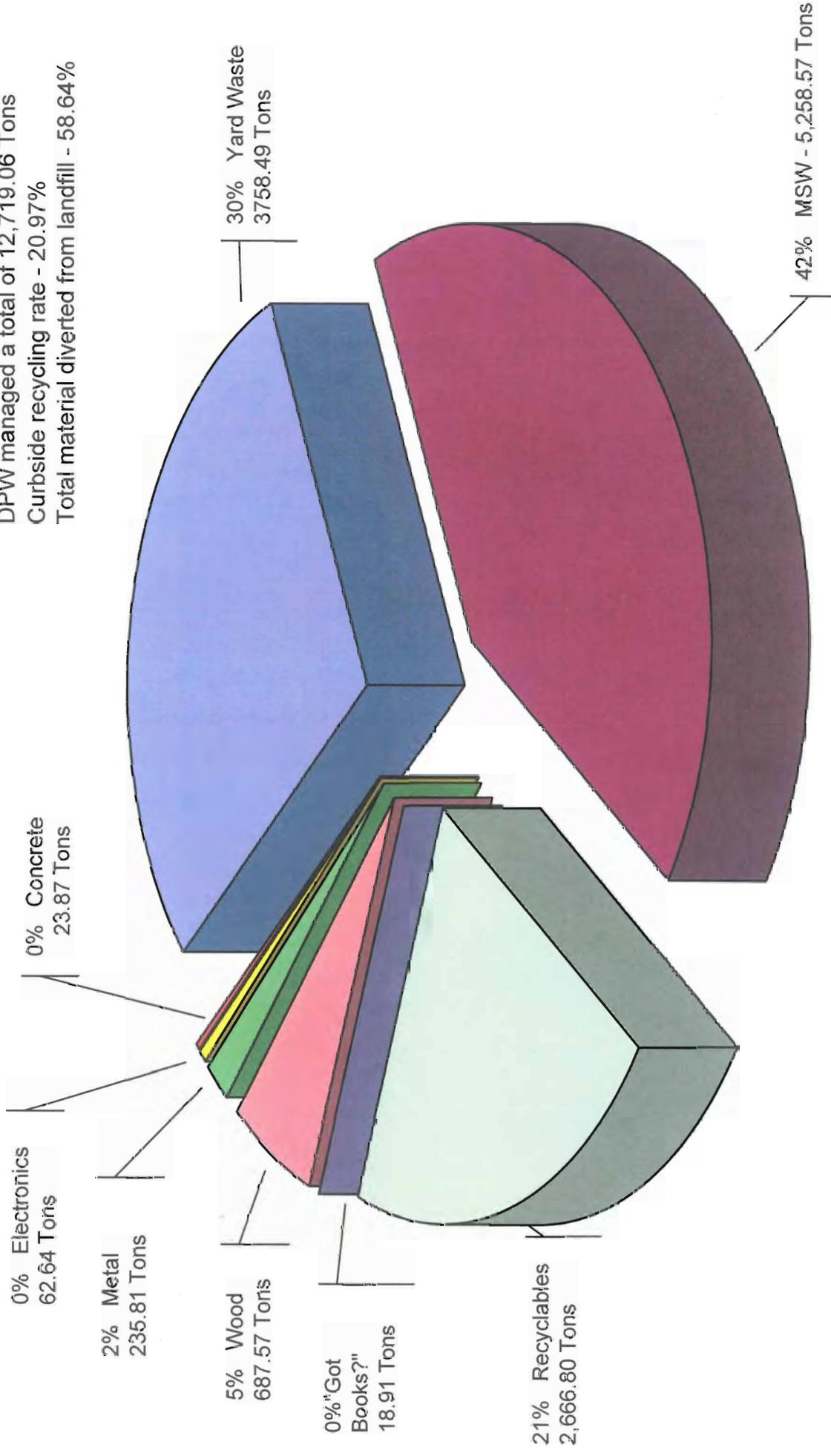
Signature:

Print Name:.....

Title:

FY '09 Solid Waste Tonnage

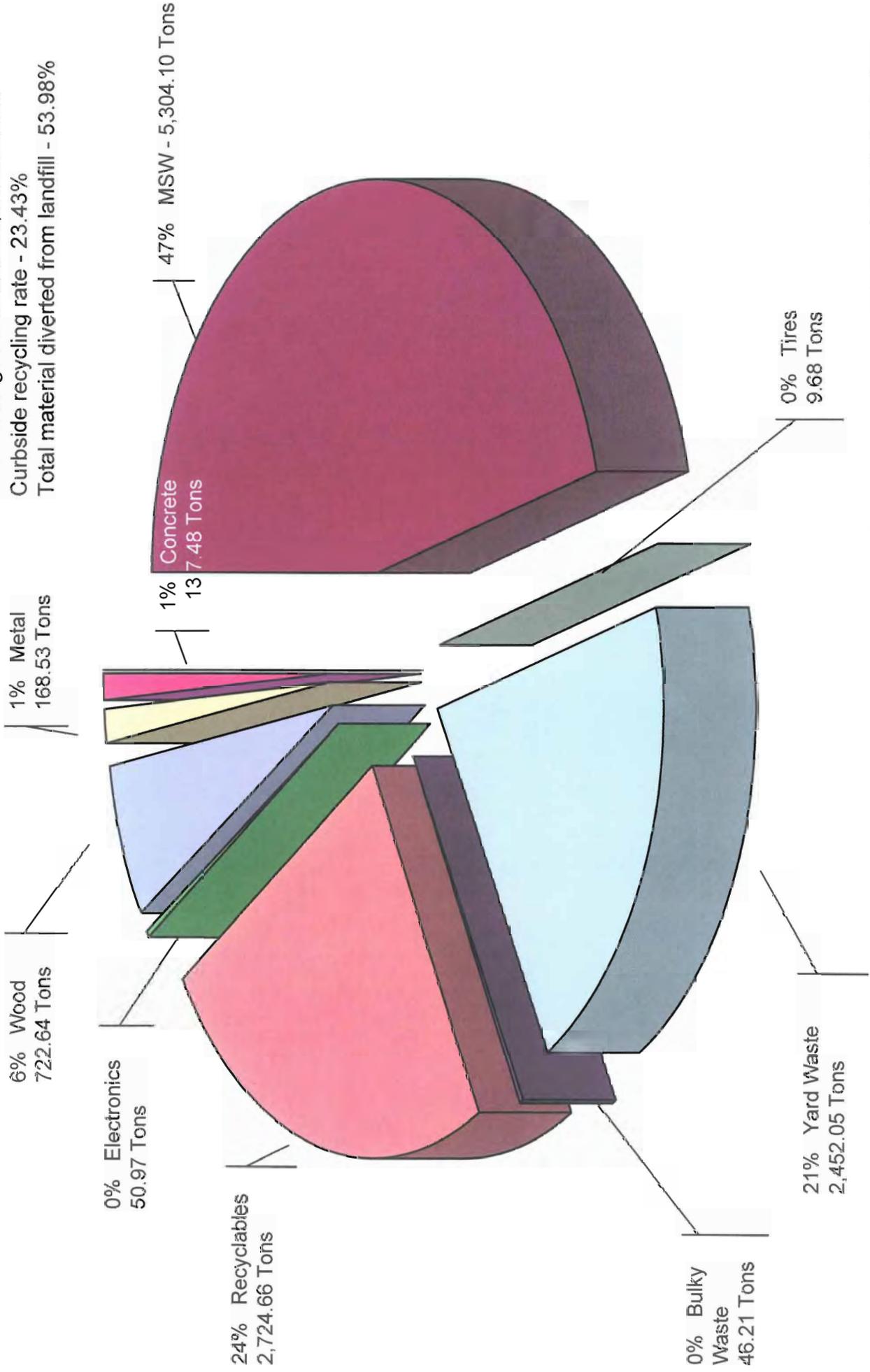
DPW managed a total of 12,719.06 Tons
 Curbside recycling rate - 20.97%
 Total material diverted from landfill - 58.64%



*1.46 Tons of Bulky Waste; 4.94 Tons of Tires not shown in the pie chart.

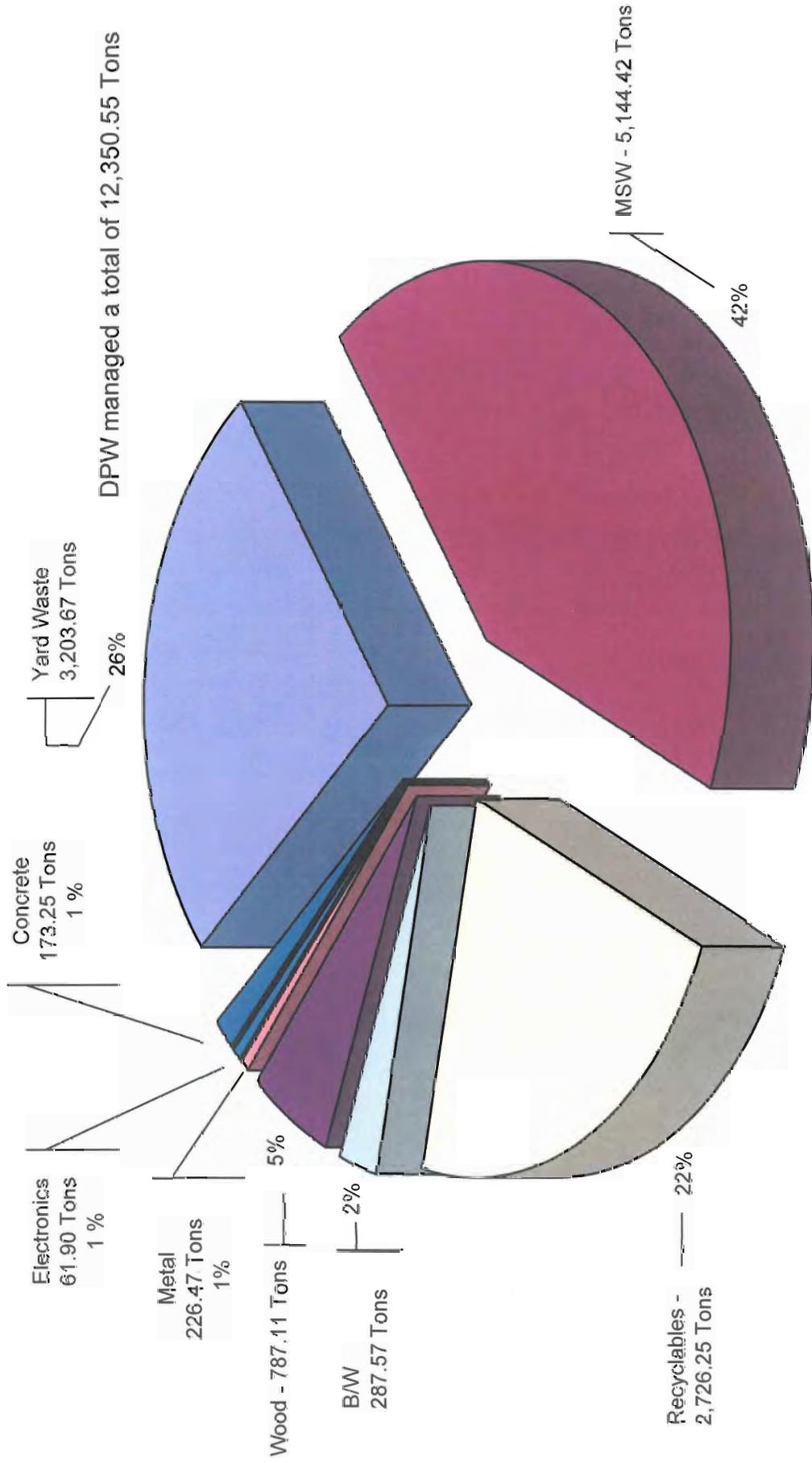
FY '08 Solid Waste Tonnage

DPW managed a total of 11,627.13 Tons
 Curbside recycling rate - 23.43%
 Total material diverted from landfill - 53.98%



*10.82 Tons Reused with "Got Books?" not included in the pie chart.

FY '07 Solid Waste Tonnage



Curbside recycling rate - 22.07%
 Total material diverted from landfill - 55.89%

* 6.77 tons of tires are not included in above chart - insignificant volume, did not factor into pie chart

