

REQUEST FOR PROPOSAL

for

RECYCLING SERVICES

Middlesex County, Virginia



July 2014

COUNTY OF MIDDLESEX, VIRGINIA
REQUESTS FOR PROPOSALS
SOLID WASTE MANAGEMENT AND RECYCLING SERVICES

TABLE OF CONTENTS

1. Introduction.....	1
2. Instructions.....	1
2.1 Proposal Schedule.....	1
2.2 Instructions for Response to Bid	2
2.3 Reservations and Limitations	2
2.4 Contractors Liability Insurance	3
3. Scope of Work.....	3
3.1 Management of Recyclables	3
3.2 Proposed Program Implementation.....	3
3.2.1 Phase I - Program Transition	3
3.2.2 Phase II - Recycling Program	3
3.3 Period of Performance	4
3.4 Additional Services.....	4
4. Bid Response Requirements.....	4
4.1 General Requirements: Program Management Description	4
4.2 Environment, Safety and Confidentiality Issues.....	4
4.3 Sub-Contracting	4
4.4 Qualifications	4
4.5 Service Requirements.....	5
4.5.1 Program Implementation Milestones	5
4.5.2 Recycling Activities to Increase Diversion.....	5
4.5.3 Additional Services	5
4.6 Billing/Data Information Systems/Performance Targets.....	5
4.6.1 Billing and Reports.....	5
4.6.2 Data Information Systems	6
5. Financial Proposal	6
5.1 Base Proposal.....	6
5.2 Cost for Existing Service	6
5.3 Incentive Structure for Recycling Services	7
5.4 Alternate Financial Proposals.....	7

Appendix A – Acknowledgment of Receipt and Intent to Propose

Appendix B – Description of Current Operations and Services

Appendix C – Base Proposal Cost Tables and Financial Proposal

Appendix D– Supplementary Instructions

Appendix E – Best Value Assessment (Example Evaluation Form)

Appendix F – Mixed Paper Recycling locations

1. Introduction

The County of Middlesex, Virginia, (County), is requesting proposals for Recycling services. The County is seeking a service provider, (Contractor), who will be proactive in helping the County manage recyclables in the most cost-effective manner. The County wishes to increase the diversion of materials currently going to the landfill. It is intended that the successful Bidder will be the driving force behind increased diversion – working in partnership with County staff and system users, including the Campgrounds and other commercial customers to achieve program goals and system efficiency.

The successful Bidder must meet the following objectives:

1. Seek continual improvement in the County Recycling System and assist the County in increasing diversion (reduce, reuse, and recycle/compost);
2. Optimize current recycling service to reduce overall waste management system costs;
3. Develop a detailed tracking, reporting, and invoicing system; and
4. Collaborate with County staff to implement the selected program.

The County generates on average approximately 8,000 to tons of waste (residential, commercial, and C&D) per year. In recent years solid waste tonnage has been low as 6,440 and as high as 11,600. Appendix B provides more detail on how waste and recyclables are currently handled.

2. Instructions

2.1 Proposal Schedule

The timeline for the selection process is presented below. A pre-bid conference has been scheduled for July 23, 2014, at 10:00 a.m. (local time). Attendees should check in at the office of the County Administrator located in the Woodward Building at 877 General Puller Hwy, Virginia 23149. Bidders will also be given a site tour of the County facilities. All Bidders who intend to submit a response are encouraged to attend the pre-bid meeting. Complete responses must be received by 3:00 p.m. (local time) on August 15, 2014, and sent to the attention of:

Mr. Matt Walker
County Administrator
Woodward Building
877 General Puller Hwy
Saluda, Virginia 23149

No faxed or electronic submissions will be accepted. Upon award of bid, the County plans to begin Phase I by September 15, 2014.

DATE	ACTION
1. July 14, 2014	RFP available online at 3:00 p.m. at www.co.middlesex.va.us .
2. July 21, 2014	Deadline for submission of Acknowledgement of Receipt and Intent of Attendance of Pre-bid Meeting by 3:00 p.m.
3. July 23, 2014	Pre-bid meeting and site tour at 10:00 a.m. at the County Administrator's office.
4. July 31, 2014	Deadline for submission of questions on RFP at 3:00 p.m.
5. August 7, 2014	Summary of questions and comments posted at www.co.middlesex.va.us .
6. August 15, 2014	Bids due by 3:00 p.m. in the office of the County Administrator.

2.2 Instructions for Response to Bid

This RFP for Recycling services is published on the County's website at www.co.middlesex.va.us. All information and file attachments contained in the electronic record are hereby incorporated by reference into the solicitation and resulting contract. It is the responsibility of every Bidder to check the County's website for any addenda or modifications by monitoring the "Last Change" field on the solicitation's summary page to ensure that they have the most recent information. The County accepts no liability and will provide no accommodation to Bidders who submit a bid based upon an out-of-date solicitation document. No faxed or electronic submissions of proposals will be accepted. Sealed proposals including the forms furnished in Appendix C and other supporting information will be received no later than 3:00 p.m. local time) on August 15, 2014, at the County Administrator's office located at the Woodward Building at 877 General Puller Hwy, Virginia 23149. Each proposal must be enclosed in a sealed envelope clearly marked with the name and address of the Bidder and the RFP title. Any proposal received after the time and date specified will not be considered.

1. Each Bidder must complete the form in Appendix A acknowledging receipt of the RFP, your intent to propose, and your intent to attend the pre-bid meeting/site tour. The form must be sent via email to bmuncy@co.middlesex.va.us or faxed to (804) 758-0061, on or before 3:00 p.m. (local time) on July 17, 2014, and to the attention of Betty Muncy.
2. Proposal responses must consist of two parts: (1) a text proposal addressing all parts of Section 4.0; and (2) a financial proposal per Section 5.0.
3. All inquiries about this RFP must be made in written form, via e-mail, to the primary and secondary contact person at Middlesex County listed below:

Mr. Matt Walker
County Administrator
PO Box 428
Saluda, VA 23149
m.walker@co.middlesex.va.us

Betty Muncy
Admin Secretary
PO Box 428
Saluda, VA 23149
bmuncy@co.middlesex.va.us

Middlesex County, at its sole option, will select the proposal which best fulfills the requirements and provides the best value to the County. The proposals will be evaluated based on the following five (5) criteria (criteria are not in order of ranking or weighting). See Appendix F for Best Valuation Assessment process that will be used by the County to evaluate bids.

- Qualifications (Section 4.4)
- Recycling Service Requirements (Section 4.5)
- Billing and Reporting (Section 4.6)
- Cost/Financial Benefit (Section 5.0)
- Proposal Presentation (quality and completeness of response)

2.3 Reservations and Limitations

Middlesex County may request additional information by Bidder, including a presentation if needed, to clarify elements of their bid proposals. The County also reserves the right to make independent investigations as to the qualification of each Bidder, including contacting existing customers or site visits to existing operations.

Middlesex County reserves the right to waive any informality in or to reject any and all bids if it is in the public interest to do so.

2.4 Contractors Liability Insurance

The Contractor must take out and maintain Contractors' Public Liability and Property Damage Liability Insurance and Contractors' Protective Public Liability and Property Damage Liability Insurance in not less than the following amounts:

Bodily Injury		Property Damage	
Each Person	Each Occurrence	Each Occurrence	Aggregate
\$500,000.00	\$1,000,000.00	\$500,000.00	\$1,000,000.00

In confirmation of the above requirements, all insurance policies required under this contract shall be written on an "occurrence" basis. Upon award of contract, a current insurance certificate must be provided in the amounts indicated above.

3. Scope of Work

3.1 Management of Recyclables

The successful Bidder will manage all designated Recycling streams from the County facilities listed in Appendix B. This includes all regularly generated recyclables. The successful Bidder must take over existing service levels for these materials and suggest a more effective program (if feasible) per Section 4 of this RFP. It is important to read Appendix B to better understand the types and level of services that the County is requesting.

3.2 Proposed Program Implementation

The County proposes the following phased approach in contracting with the selected service provider to implement the required scope of services.

3.2.1 Phase I – Program Transition

Phase I will begin upon award of contract and continue for a period of three months. During this period, the successful Bidder will become familiar with operations and develop a plan to make improvements as required to facilitate more efficient operations. The County does not expect the successful Bidder to implement any new programs or change any of the current service levels during this time. This transition phase is meant to give the successful Bidder the time to build relationships and establish benchmarks from which future cost savings will be measured. Activities should include, but are by no means limited to, the following:

1. Become familiar with current programs and systems;
2. Communicate and build relationships with key County personnel and current County Convenience center operators; and
3. Develop and prioritize an action plan for Phase II for approval by the County.

3.2.2 Phase II – Recycling Program Implementation

The County anticipates implementation of Phase II by March 15, 2015 unless an earlier date could be negotiated to the mutual satisfaction of the County, Bidder, and the Virginia Peninsulas Public Service Authority (VPPSA).

During Phase II, it is expected that the successful Bidder will take over operation of the County's recycling operations and develop and implement new diversion programs.

3.3 Period of Performance

The County is looking for a strategic long-term partner and understands that many resource efficiency initiatives will take time to develop. As such, this contract will be awarded for a minimum period of three (3) years with the option to renew annually for an additional two (2) years at the discretion of Middlesex County. A 90-day notice for cancellation of service contract must be provided by the Contractor should such action be deemed necessary. Specific contract terms will be negotiated after selection of a winning Bidder.

3.4 Additional Services

On a periodic basis, the successful Bidder will also be asked to provide or coordinate disposal of occasional waste streams such as used computers/e-waste, fluorescent ballasts, batteries, office equipment and supplies, or spikes in waste due to construction/demolition or natural disasters. These services are apart from the base proposal and will be reimbursed by the County under a separate purchase order. This type of work may be competitively bid at the County's discretion.

4. Bid Response Requirements

Each Bidder response must address the following:

4.1 General Requirements: Program Management Description

Provide a brief description of your overall management philosophy as it pertains to the following:

- Describe your vision of a performance based Recycling program for Middlesex County;
- Identify what resources (project personnel or teams) that will be devoted to the County's Recycling program; and
- Discuss the relationship that you plan to establish with relevant stakeholders. This should include relationships you propose to establish with Middlesex County's staff, current convenience center personnel, the Urbanna Oyster Festival Foundation, Campgrounds and other major commercial users, etc.

4.2 Environment, Safety and Confidentiality Issues

The Recycling program must comply with all applicable federal, state, local regulations, and Middlesex County's policies in relation to the requested scope of work. Describe your environmental and safety programs that apply to managing risks associated with waste and recycling functions. Discuss the regulatory expertise of the staff you propose for implementation of the County's Recycling program.

4.3 Sub-Contracting

It is understood that the primary service provider responding to this Request for Proposal may not have the capability to undertake all the tasks outlined. The successful Bidder may develop agreements with subcontractors in order to provide and manage the full scope of services requested by the County. The Recycling Contractor has full responsibility for the coordination of the Subcontractor's work, and their compliance with all federal, state, and local regulations and ordinances. State if you intend to team on the proposed scope of work and identify any subcontractors you intend to use as they must be approved by Middlesex County.

4.4 Qualifications

List three of your current major customers. Include at least one company that you provide services to that

are comparable to Middlesex County's requirements. For each customer named, indicate: a) number of years as a customer; b) contact names and numbers; c) general type of business of customer; d) services your company provides and relevant metrics of success, and e) any unique waste diversion programs implemented. Please list resources that you have that will be provided to Middlesex County to meet or exceed its requirements.

4.5 Service Requirements

Middlesex County has an existing collection system for waste and recyclables operated by our current Regional provider, the Virginia Peninsulas Public Service Authority (VPPSA). Further details are provided in Appendix B. The estimated number of container pulls identified in Appendix C is a general guides for bidding purposes only and actual service level may increase or decrease for volume. Bidders are hereby advised that County staff will be involved in the new program but the successful Bidder will be the driving force in identifying opportunities to manage waste at the highest level of the solid waste hierarchy. This should include assistance with improving staff and facilities-led programs and developing new programs, all with a goal of minimizing waste to the landfill. Responses must address the following:

4.5.1 Program Implementation Milestones

Comment on the feasibility of meeting the dates outlined in the proposed phased approach identified in Section 3.2. Include any suggestions you may have that could improve the implementation of a program as described in Section 3.

4.5.2 Recycling Diversion Activities to Increase Diversion

Middlesex County is seeking a Recycling program that delivers the following minimum outcomes:

- Reduce waste through preventative upstream measures;
- Improve upon quantities of materials currently recycled;
- Aid in the development of other waste and cost-reduction initiatives;
- Maintain existing waste service levels for a seamless program transition; and
- Provide full documentation of materials handled through a monthly or quarterly reporting.

Describe generally the types of programs and types of waste streams you intend to focus on to meet these outcomes. This may include improving existing recycling programs as well as identifying new programs to reduce/reuse or recycle waste from Middlesex County such as development of brush recycling facilities and materials reclamation and recycling facilities (MRRF) on property owned by the County. Also include any site specific equipment to make collection efforts more efficient. It is anticipated that education and outreach may play an important role in a successful program, so include in your discussion how you intend to interact with relevant stakeholders (i.e., County Schools, staff, citizens, commercial users, etc.).

4.5.3 Additional Services

Bidders should list any additional services as described in Section 3.4. This should provide enough information for the County to assess the qualifications and experience in managing these waste streams.

4.6 Billing/Data Information Systems/Performance Targets

One major factor in the County's consideration of any proposal is the bidders ability to provide accurate information on volumes of waste and recyclables. The successful Bidder will be expected to supply the County with regular information so that the County can work with the Contractor to target activities to increase diversion and recycling.

Billing and Reports

Bidder's response must commit to the monthly billing requirements and quarterly reports specified below and make recommendations on additional reporting elements.

- **Monthly Billing:** Bills must include the convenience center location the number of times it is serviced, and the material hauled (e.g., recyclables, trash, or co-mingled waste). Any extra costs for additional services (e.g., one-time roll-offs) must be similarly itemized. State your ability to have a single, itemized bill for all. Bidders must provide a sample bill and/or sample template they would propose to use.
- **Monthly/Quarterly Reports:** At a minimum, the Contractor must provide reports for collection, recycling, and processing for all waste and recyclables. A summary, by month and by quarter, is required. The Contractor must report on material volume and weight of waste and recyclables. If estimates are used, the Contractor must document assumptions regarding density of materials and estimated volume of material serviced. The reports should also include the facility names used for final deposition of all materials. State your ability to submit quarterly reports electronically and in what form the reports will be sent.
- The two key metrics to measure the Contractor's performance will be tracking the recycling rate and tracking cost savings. Thus, reports should include disposal costs and any cost savings documented for revenues received from recyclables. Include in your response any other information you would suggest in quarterly reports, including metrics, to assist the County.

4.6.1 Data Information Systems

Identify your data information management tools that will be used to track the County's wastes and recyclables. Propose how you will establish a baseline against which cost savings can be measured and a process for validating cost savings and increased diversion. This should occur during Phase I (program transition) as proposed in Section 3.2.

5. Financial Proposal

5.1 Base Proposal

The County seeks a Recycling service provider that can meet the requirements described in Sections 3 and 4. Expenses incurred in the provision of these services must be covered by recycling hauling fees, recycling revenues, and/or overall program savings from increasing diversion and improved efficiencies.

The base proposal must consist of costs for taking over existing services provided.

At a minimum, Bidders must submit a base proposal on the worksheets provided in Appendix C.

5.2 Cost for Existing Service

It is presumed that the Bidder will start the program by providing the County with existing levels of service or close there to as practicable (see Appendix B). Prepare your quote for the requested services for an initial period of a three-year term contract (not including renewals).

In completing the Bid Form in the attached worksheet of Appendix C, include the following:

- Separate costs for hauling and disposal must be submitted where possible.
- Separate hauling and processing costs for recyclables where possible. Otherwise, provide a fee that is net of any recycling commodity revenue and discussion of calculation.
- Waste disposal will be at either of our local/regional landfills or at one specified within a fifty (50)

miles of the County, unless otherwise approved by the County.

5.3 Alternate Financial Proposals

Alternative proposals reflecting this solicitation are strongly encouraged to be submitted in addition to, **not in lieu of**, a fully responsive baseline proposal. Note that Middlesex County is open to innovative structures that will help the County achieve greater benefits of recycling during high commodity markets. The County would look favorably on bids that involve transparent pricing for recycling that ties revenues or rebates to real time commodity markets so that Middlesex County and the awarded Contractor benefit from increased recycling.

Bidders interested in providing an alternative financial proposal should describe in detail how the program would function (e.g., proposing a new hauling schedule, innovative educational opportunities for staff, alternative bin size/replacement, etc.). Bidders must list all unit costs, annual costs, and must describe all assumptions when calculating price structure. Additional details on current services is provided in Appendix B along with base financial proposal tables in Appendix C. All Bidders are required to fill out the base financial proposal tables provided in Appendix C as well as the base proposal summary and revenue sharing plan.

The quoted prices that the Bidder lists on the attached document forms will represent the entire cost to perform the services outlined in this RFP, which includes all fees, permits, taxes, and any other costs including fuel surcharges associated with performing the services in accordance with this specification. The County reserves the right to accept any combination of base proposal or alternative proposal for each level of service.

APPENDIX A

Acknowledgment of Receipt and Intent to Propose

**APPENDIX A
COUNTY OF MIDDLESEX,
VIRGINIA**

**REQUESTS FOR PROPOSALS
SOLID WASTE MANAGEMENT AND RECYCLING SERVICES**

ACKNOWLEDGMENT OF RECEIPT AND INTENT TO PROPOSE

Please fax or e-mail this notification of receipt and intent **on or before July 17, 2014, by 3:00 p.m.** to bmuncy@co.middlesex.va.us or fax to (804) 758-0061 (see information in 2.2). The pre-bid meeting will be held at Middlesex County on July 22, 2014. Please refer to 2.1 for full information.

A. Acknowledgment of Receipt:

_____	Hereby Acknowledges Receipt of RFP packet
(Company)	
_____	Print Name
_____	Authorized Signature
_____	Title
_____	Date

- ☐ I will attend the pre-bid meeting and intend to submit a proposal (please fill in Part B).
- ☐ I do not intend to attend the pre-bid meeting but intend to submit a proposal.

B. Representatives Attending the Pre-bid Meeting:

Name and Contacts of Representative(s):

1.	_____	Tel. No.: _____
	(Name) (Title)	Email: _____
2.	_____	Tel. No.: _____
	(Name) (Title)	Email: _____
3.	_____	Tel. No.: _____
	(Name) (Title)	Email: _____

APPENDIX B

Description of Current Operations and Services

APPENDIX B
COUNTY OF MIDDLESEX,
VIRGINIA

REQUESTS FOR PROPOSALS
SOLID WASTE MANAGEMENT AND RECYCLING SERVICES

DESCRIPTION OF CURRENT OPERATION & SERVICES

TABLE OF CONTENTS

1.0	Introduction.....	1
2.0	Factors Affecting Cost and Operations of the County’s Solid Waste Management System	1
3.0	Location and Use of MSW System Facilities	2
4.1	Required Phase I Level of Service	5
4.2	Management of Recycling Services.....	5
4.2.1	Scope of Services.....	5
4.2.2	Base Bid Pricing Structure for Management of Recycling Services.....	5
4.2.3	General Conditions.....	5
4.2.4	Considerations	5
4.3	Roll-Off and other Recycling Services.....	8
4.3.1	Scope of Services.....	8
4.3.2	Base Bid Pricing Structure for Roll-Off and Recycling Services	9
4.3.3	General Conditions.....	9
4.3.4	Considerations	9
5.0	OTHER Program Development Considerations.....	10

**APPENDIX B
COUNTY OF MIDDLESEX, VIRGINIA**

**REQUESTS FOR PROPOSALS
SOLID WASTE MANAGEMENT AND RECYCLING SERVICES DESCRIPTION OF
CURRENT OPERATION & SERVICES**

1.0 INTRODUCTION

Middlesex County is currently a member of the Virginia Peninsulas Public Service Authority (VPPSA) which is responsible for operation of the county's municipal solid waste (MSW) management system (MSW System). The MSW system currently consists of four (4) citizen convenience centers or collection sites. Convenience centers offer roll off recycling containers for paper and comingled materials. In addition, the County owns land near the County's closed landfill and a primary convenience center which may be of use for certain recycling and reclamation activities. The MSW System provides various services that affect every citizen, business, and visitor in the County. Because solid waste management is such a large and important element of the County's duties, the County wishes to select a service provider who will be proactive in helping the County manage all recyclables in the most effective and cost-efficient manner.

The County/VPPSA currently direct hauls all MSW collected at the convenience centers, to either the King and Queen Landfill or Gloucester County Landfill. Recycling and reuse materials are currently collected at the convenience centers and are hauled and marketed to various selected recycling contractors by VPPSA.

**2.0 FACTORS AFFECTING COST AND OPERATIONS OF THE COUNTY'S
SOLID WASTE MANAGEMENT SYSTEM**

Currently, the County through VPPSA provides an important service for the major commercial waste generators within the County. Based on current operations records, the campgrounds are one of the largest single generators of MSW in the County.

Existing recycling and reuse services, include the recycling of household paper, newspaper & inserts, magazines, corrugated cardboard, glass jars and bottles, metal cans & aluminum foil products and #1 and #2 plastic bottles & jugs.

Currently residents can dispose of furniture, mattresses, construction/demolition waste, scrap tires, white goods, scrap metals, lead-acid, nickel Cadmium, nickel metal hydride and lithium Ion batteries at the county's central convenience center located at Faraway Lane off Stormont Rd. Certain limits apply to the quantities that each resident is allowed to dispose of at any single time. Residents can dispose of bagged yard waste & debris, as well as small quantities of motor oil, antifreeze and cooking oil at all convenience center locations.

Currently, stump and tree/brush waste recycling services **are not** provided at any convenience center. Much of this waste is compacted and hauled to the landfill.

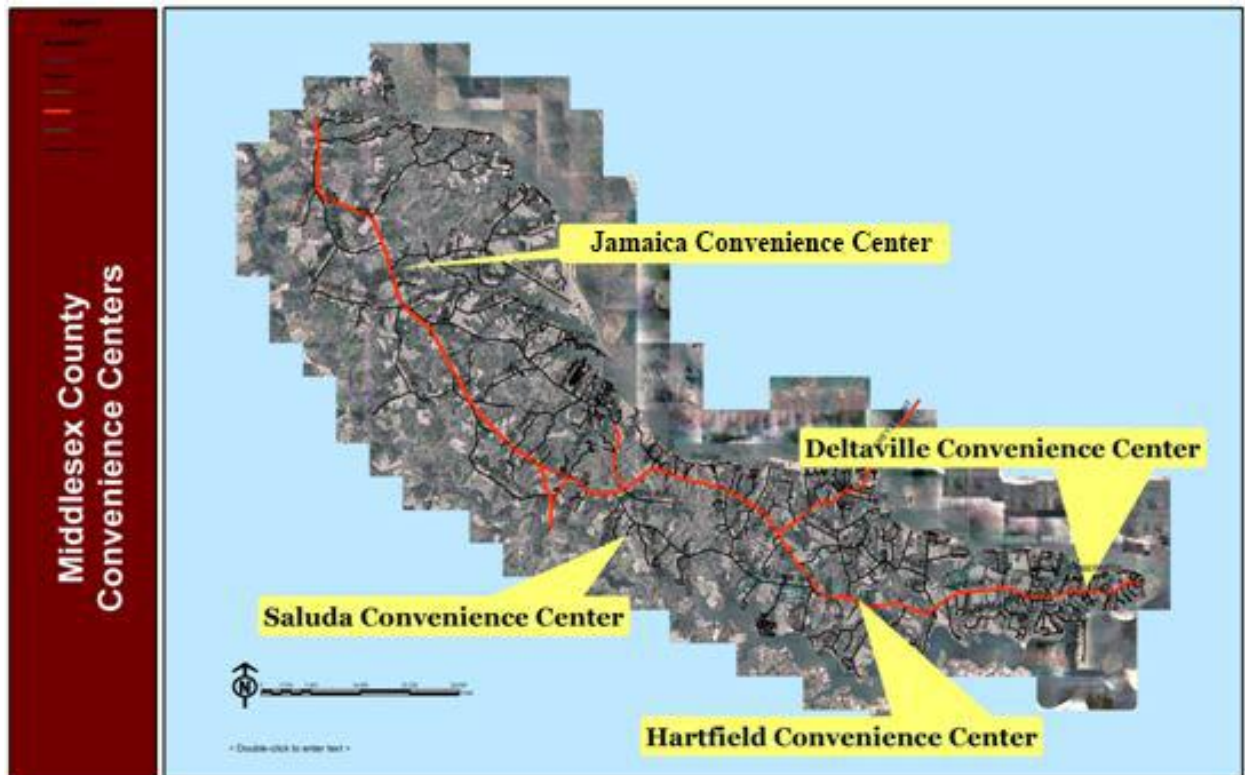
The selected Contractor will provide hauling and removal of recyclables from the County's four waste convenience/ compactor sites. This includes communication with convenience center staff and the on-going monitoring of the containers for removal the recyclables as many times as necessary, and contacting the Contractor when the container load is reaching capacity.

The Contractor will provide container(s) at the each site for recycling. In addition, the contractor will provide container(s) at the county central convenience center located at Stormont for metals, tire collection and other previously mentioned materials and pay all pick-up and recycling/disposals costs.

3.0 LOCATION AND USE OF MSW SYSTEM FACILITIES

The current MSW System facilities consist of a total of four (4) citizen drop off / compactor sites located throughout the County.

At the four (4) drop-off sites in the system and recyclable materials are accepted. There are multi-compartment roll off containers for recycling at all sites and one roll-off container at the Saluda Convenience Center for scrap metal.



4.1 REQUIRED LEVEL OF SERVICE

The required level of recycling services are summarized in the following section and shall serve as the basis for preparation to the Bidder's Base Proposal Cost Tables and the Baseline Financial Proposal Summary. See Appendix C.

4.2 Management of Recycling Services

4.2.1 SCOPE OF SERVICES

- Operation 365/366 days per year.
- Contractor to handle collection, recycling, and disposal (if necessary) of scrap tires per VDEQ requirements at Stormont site.
- Keep white goods and scrap metal at minimum at Stormont site (e.g., less than one trailer load on ground at a time).
- Arrange for recycling or disposal as required from all convenience centers.
- Maintain scale records, in and out. Give tickets to each commercial customer and/or appropriate county official.
- Handle citizen and user complaints. Immediately report all complaints to County officials. Log complaints and resultant actions.
- Report quarterly. Including documentation of weight of all recyclables, and other recyclables from Stormont site and each convenience center location.

4.2.2 BASE BID PRICING STRUCTURE FOR MANAGEMENT, WASTE HAULING AND RECYCLING SERVICES

- General management fee; \$ per year (lump sum) inclusive of required services per Section 4.2.1 above, escalated annually.
- CPI-U all items escalator with maximum of 3 percent per year.
- All other waste and recycling collection, hauling, and disposal costs shall be included in appropriate base bid for recycling service categories. See Cost Tables presented in Appendix C.

4.2.3 GENERAL CONDITIONS

- Compliance with all local, state, and federal rules and regulations, and County solid waste ordinance.
- 90-day notice from County to change operations.
- Accurate records and documentation must be kept.

4.2.4 CONSIDERATIONS

- Contract will be based on existing system and services including the required changes in hauling operations at the sites.
- Contractor will coordinate the conversion of residential and commercial recycling handling operations at convenience centers.
- Calculate fuel surcharge from PADD 1C diesel (on highway) – all types.
- Fuel cost adjustment invoice separately.
- Refer to Appendix D for fuel cost adjustment calculations.

4.3 Roll-Off and Other Recycling Services

4.3.1 SCOPE OF SERVICES

- Operation 365/366 days per year.
- Contractor provides all containers, equipment, maintenance, repair, replacement, and labor for hauling and disposal of roll off containers.
- Contractor collects at sites per an approved written schedule or as requested. County Administrator, or designee, is Agent for County and determines level of service required at each site.
- Contractor must deliver all recyclables collected in County to a state regulated and approved recycling facility.
- Contractor shall arrange for processing and marketing of all recyclable materials.
- Remove any erroneously dumped furniture, white goods, scrap tires, large limbs, or anything that cannot be recycled and deliver to Stormont site for disposal.
- Contractor must sanitize each container from time to time as needed or as determined by County.
- County has right to add or remove containers at convenience centers and may request additional recycling roll off containers at other sites.
- If sites are abused with unusual increase or decrease in recyclables, Contractor must notify County promptly.
- Contractor acknowledges the unpredictability and severity of weather and will undertake measures to minimize interruptions in service.
- During emergency situations such as tornados, hurricanes, other weather events and other emergency situations the contractor agrees to coordinate with the county and VPPSA or other contractors for disaster debris removal per FEMA regulations.

4.3.2 BASE BID PRICING STRUCTURE FOR SERVICES

- Service cost based on quarterly container rental plus the number of P/U per week, which includes all site operations, equipment, maintenance, and related haul costs.
- Proposed costs may be escalated annually in accordance with CPI-U index (all items) up to a maximum of 3 percent per year:
 - Once/week = \$ per container P/U.
 - Twice/week = \$ per container P/U.
 - Extra P/U = \$ per container per P/U.

4.3.3 GENERAL CONDITIONS

- 90-day notice from County to change site operation or number of boxes at each site unless mutually agreed.
- Required back-up plan.
- Accurate records must be kept and reported accurately to County and State.
- Recycling at the four convenience center sites and various mixed paper collection locations (appendix F).
- Refer to Appendix C for base bid number of containers and P/U from each site.
- Compliance with all local, state, and federal rules and regulations, and County

solid waste ordinances.

4.3.4 CONSIDERATIONS

- Contractor's driver will coordinate P/U and removal of bulky items and other waste collected at the sites.
- Frequency of collection versus size and number of compactors at a site will be evaluated.

5.0 OTHER PROGRAM DEVELOPMENT CONSIDERATIONS

Because Middlesex County's topography consists of being a long relatively flat area easily accessible drop-off facilities to everyone in the County is relatively easy. However, the collection system appears to be providing a convenient service for a reasonable cost, and most facilities are located in close proximity to areas of the greatest population density.

One potential change that could reduce waste stream to landfill is to consider adding a brush/mulching facility thereby recycling brush and limbs that otherwise are handled through our compactor operations. Another potential change could increase diversion to implement curb side recycling within the county areas with the requisite density.

Middlesex County current pays VPPSA a certain amount monthly for "rental" of recycling cans/containers. Should the County award recycling to a prospective bidder a certain number of these cans/containers may become the County's property. Should this be the case the County would require use of our cans/containers as opposed to paying rental fees for the bidder's containers. Therefore any prospective bidder should bid accordingly, keeping prospective rental fees separate from hauling fees and commensurate with the actual cost of rental of the cans/containers.

While operation of the recycling system should seek to meet the needs of our citizens, weekend and holiday operations are to be avoided by coordination with convenience center staff. Should the proposer desire weekend and holiday operation this should be specified in the bid proposal.

APPENDIX C

Base Proposal Cost Tables and Financial Proposal

APPENDIX C
REQUESTS FOR PROPOSALS
RECYCLING SERVICES
BASE PROPOSAL COST TABLES

A. General Management Fee

Item	Annual Cost
Management Fee	\$

B. Recycling Services

B.1 Recycling "Roll off" Services

No.	Site	# of Containers	Container Size (CY)	Pick-Ups per Month	Container Rental per Month	Pick-Up Fee per Container ⁽¹⁾	Annual Collection & Haul Cost Estimate	Extra Monthly Pick-Up Fee per Container
1	Jamaica Conv.	2	30	1	\$	\$	\$	\$
2	Stormont Conv.	2	30	1	\$	\$	\$	\$
3	Hartfield Conv.	2	30	1	\$	\$	\$	\$
4	Deltaville Conv.	2	30	1	\$	\$	\$	\$
RECYCLING SERVICES SUBTOTAL							\$	

⁽¹⁾Pick-Up Fee includes haul cost to a Recycling Facility.

APPENDIX C
REQUESTS FOR PROPOSALS
RECYCLING SERVICES
BASE PROPOSAL COST TABLES
(continued)

B.2 Oil Recycling Services

No.	Site	# of Containers	Container Size (CY)	Pick-Ups per Month	Container Rental per Month	Pick-Up Fee per Container ⁽¹⁾	Annual Collection & Haul Cost Estimate	Extra Monthly Pick-Up Fee per Container
1	Jamaica Conv. (JAM)	1		1	\$	\$	\$	\$
2	Stormont Conv. (SMT)	1		1	\$	\$	\$	\$
3	Hartfield Conv. (HRT)	1		1	\$	\$	\$	\$
4	Deltaville Conv. (DVL)	1		1	\$	\$	\$	\$
OIL RECYCLING SUBTOTAL							\$	

B.3 Card Board Recycling (front end load container) Services

No.	Site	# of Containers	Container Size (CY)	Pick-Ups per Week	Container Rental per Month	Pick-Up Fee per Container ⁽¹⁾	Annual Collection & Haul Cost Estimate	Extra Weekly Pick-Up Fee per Container
1	Jamaica Conv. (JAM)	1	8	1	\$	\$	\$	\$
2	Stormont Conv. (SMT)	3	8	1	\$	\$	\$	\$
3	Hartfield Conv. (HRT)	3	8	1	\$	\$	\$	\$
4	Deltaville Conv. (DVL)	2	8	1	\$	\$	\$	\$
CARD BOARD RECYCLING SERVICES SUBTOTAL							\$	

B.4 White Goods, Tire, Batteries and other Recyclables (as specified within bid instructions)

No.	Site	# of Containers	Container Size (CY)	Pick-Ups per Month	Container Rental per Month	Pick-Up Fee per Container ⁽¹⁾	Annual Collection & Haul Cost Estimate	Extra Monthly Pick-Up Fee per Container
1	Stormont (STO)	varies	varies	1	\$	\$	\$	\$
WHITE GOODS, TIRES, ETC...RECYCLING SUBTOTAL							\$	

APPENDIX C
REQUESTS FOR PROPOSALS
RECYCLING SERVICES
BASE PROPOSAL COST TABLES
(continued)

B.5 Mixed Paper Recycling Service

No.	Site	# of Containers	Container Size (CY)	Pick-Ups per Month	Container Rental per Month	Pick-Up Fee per Container ⁽¹⁾	Annual Collection & Haul Cost Estimate	Extra Monthly Pick-Up Fee per Container
1	Various sites (appendix F)	(appendix F)	96 gal	1	\$	\$	\$	\$
MIXED PAPER RECYCLING SUBTOTAL							\$	

APPENDIX C
REQUESTS FOR PROPOSALS
RECYCLING SERVICES
BASELINE FINANCIAL
PROPOSAL SUMMARY & REVENUE SHARING PLAN

Bidders must summarize the baseline annual costs for waste and recycling from Base Proposal Cost Tables.

Summary of Baseline Financial Proposal

Total Baseline Annual Cost:

A.	General Management Fee	\$ _____
B.	Recycling Services:	
	B.1 Roll off Recycling	\$ _____
	B.2 Oil Recycling	\$ _____
	B.3 Card Board Recycling	\$ _____
	B.4 White Goods, Tires, Batteries	\$ _____
	B.5 Mixed Paper Recycling	\$ _____
D.	Estimated Recycling Revenue	\$ (_____)

TOTAL ANNUAL COST \$ _____

Authorized Signature

Title

Date

APPENDIX D

Supplementary Instructions

APPENDIX D
COUNTY OF MIDDLESEX, VIRGINIA

REQUESTS FOR PROPOSALS FOR RECYCLING SERVICES
SUPPLEMENTARY INSTRUCTIONS

3.1 Management of Recyclables

The proposed Recycling program is structured around regularly generated recyclables collected at Middlesex County's convenience centers.

3.2 Proposed Program Implementation

It is intended that a program transition period be provided to baseline proposed services and facilitate the transition of operations to the Recycling service provider. The primary purpose is for the County and the service provider to agree upon a recycling baseline from which future savings and program improvements will be measured. The data presented in Appendix B, including estimated recycling and waste disposal rates, may not be totally accurate. This transition period allows both parties along with VPPSA to mutually agree upon a point from which progress will be measured. It also allows the service provider to develop a comprehensive plan before implementing approved improvements in an ad-hoc fashion.

3.3 Period of Performance

It is recommended that the program last for a minimum of 3 years with two 1-year renewal options (or 5 years total). The Contractor may devote significant resources to improve the County's Recycling program, and will need time to implement programs and be assured they can recoup savings from improvements/investments.

4 Bid Response Requirements for Recycling Program

This section details how each bidder is to submit their text proposal. It relies on the Scope of Work in Section 3 and is meant to be specific in terms of what areas bidders need to address in their proposal so comparable bids will be received. As mentioned earlier, it is the County's approach in requesting services to state the desired goals or endpoints and not to be prescriptive in how bidders should perform the work. This allows for innovative ideas to be presented in the alternative proposal phase.

4.5 Recycling Service Requirements

It is Middlesex County's intent to keep existing recycling program elements in place, and through a phased transition plan to partner with the selected service provider in developing the most effective and cost-efficient program to handle all recyclable materials generated within the County. Service requirements are further elaborated in Appendix B.

5 Financial Proposal

This section is designed to have all bidders submit a base proposal which consists of taking over the County's existing service levels. The goal of Recycling is to get transparent pricing where hauling is separate from disposal or processing fees. Thus, in order to get comparable bids the base proposal will seek lumped fees each time a container is serviced called a "per-pull fee" or per-month fee based on the container size and frequency of service. All containers should have fees broken out by rental fee if applicable, transport and disposal.

Note that alternative bids are allowed in Section 5.4. This is especially relevant for recycling if you

want to get rebates for recyclables and share the benefits and risks of secondary commodity markets.

5.4 Alternative Financial Proposal

The primary difference with the alternative proposal is that the County is allowing the bidder to provide more innovative programs or contract structures when there is a sharing of the risk and reward of secondary commodity markets.

Appendix C – Financial Proposal Instructions

There are two elements to this Appendix:

- a) Base Proposal Cost Forms – In both cases, bidders must fill out bids for each for the levels of service specified in Appendix B.
- b) Alternative Proposal: The information the bidder provides will be a variation of the base proposal forms and should be provided in the same format as the base proposal forms.
- c) Summary of the Base Financial Proposal – This simply requests the bidder to sum up all their costs into an annual figure.
- d) Middlesex County current pays VPPSA a certain amount monthly for “rental” of recycling cans/containers. Should the County award recycling to a prospective bidder a certain number of these cans/containers may become the County’s property. Should this be the case the County would require use of our cans/containers as opposed to paying rental fees for the bidder’s containers. Therefore any prospective bidder should bid accordingly, keeping prospective rental fees spate from hauling fees and commensurate with the actual cost of rental of the cans/containers.

Fuel Cost Adjustment

Annual compensation shall be made to the Contractor to cover fuel cost increases beyond the control of the Contractor which exceed the CPI automatic annual cost escalation. At the end of each year the year’s weighted average fuel price will be calculated as the year’s total expense for fuel divided by the total number of gallons.

If the weighted average fuel price for the second and each succeeding year of the contract exceeds the product of that for the previous year and the current (most recent) CPI, the difference will be the Fuel Adjustment Factor. This Fuel Adjustment Factor multiplied by the total number of gallons purchased in the latest year will equal the additional compensation due the Contractor.

If the weighted average fuel price for the most recent year does not exceed the product of that for the previous year and the most recent annual CPI, no adjustment will be made in compensation due the Contractor.

All interpretations of the fuel cost adjustment calculation method shall be made by the County. Documentation to the satisfaction of the County must be provided before any fuel cost compensation will be made. The fuel cost adjustment shall be calculated using the average monthly diesel PADD 1C (on highway) – all types cost index values.

APPENDIX E

Best Value Assessment

APPENDIX E
REQUESTS FOR PROPOSALS
RECYCLING SERVICES BEST VALUE ASSESSMENT

Evaluation Parameter		Parameter		Rating (2)	Weight Scale (3)	Relative Weight (5)=(4)/Σ	Best-Value	
		Bidder 1	Bidder 2				Bidder 1	Bidder 2
		(1)	(2)				(6)=(1)x	(6)=(2)x
1	Program Philosophy, Environment, Safety(4.1-3)	90	95	2	75	0.083	7.50	7.92
2	Resources Devoted to Middlesex County (4.4)	100	75	1	100	0.111	11.11	8.33
3	Similar Experience (4.4)	100	94	2	75	0.083	8.33	7.83
4	Existing Recycling Program Services (4.5)	100	95	2	75	0.083	8.33	7.92
5	Development of New Recycling Programs (4.5)	100	85	3	50	0.056	5.56	4.72
6	Proposed Monthly Billing Report (4.6)	100	85	2	75	0.083	8.33	7.08
7	Monthly Collection & Processing Reports (4.6)	100	85	3	50	0.056	5.56	4.72
8	Cost and Revenue Reporting (4.6)	95	100	2	75	0.083	7.92	8.33
9	Data Information System (4.6)	90	100	2	75	0.083	7.50	8.33
10	Base Proposal Cost (5.1)	100	75	1	100	0.111	11.11	8.33
11	Revenue/Cost Sharing/ Alternatives (5.3)	90	100	1	100	0.111	10.00	11.11
12	Proposal Quality and Completeness	95	100	3	50	0.056	5.28	5.56
Totals					900	1.000	96.53	90.19
Notes: (1) Normalized to 100 points with 100 being the best (2) Rating where: 1 = Maximum Significance 2 = High Significance 3 = Low Significance 4 = Minimum Significance 5 = Not Significance (3) Weight Scale = $(1 - ((\text{Rate} - 1) / (5 - 1))) \times 100$								

APPENDIX F

Mixed Paper Recycling Locations

CURRENT MIXED PAPER COLLECTION SERVICE LOCATIONS Middlesex County

<u>Location</u>	<u>Physical Address</u>	<u>Cart</u>
		<u>Information</u> <u># of Carts</u>
Deltaville Library	35 Lovers Lane, Deltaville VA	2
Hurd's True Value	17342 General Puller Highway, Deltaville VA	2
Revere Gas-1	11080 General Puller Highway, Hartfield VA	1
Revere Gas-2	11095 General Puller Highway, Hartfield VA	1
Debbie's Restaurant	6209 General Puller Highway, Locust Hill VA	1
Mizpah Nursing Home	74 Mizpah Rd, Locust Hill VA	1
Middlesex Elementary School	823 Philpot Rd, Locust Hill VA	2
St Clare Walker Middle School	6814 General Puller Hwy, Locust Hill VA	4
Bay Aging	5306 Old Virginia Street, Urbanna, VA	3
Urbanna Library	Grace St., Urbanna, VA. 23175	2
MS Planning District	125 Bowden Street, Saluda VA	1
MS County Admin Building	877 General Puller Hwy, Saluda, VA	3
Middlesex Sheriff's Dept	Oakes Landing Rd. Saluda, Va.	1
Middlesex High School	454 General Puller Highway, Saluda VA	3
Middlesex Field Office	371 Faraway Rd, Saluda, VA	1
MS Health Department	2780 General Puller Hwy., Saluda, VA	6
MPNN-CSB Mental Retardation Ser.	2788 General Puller Hwy., Saluda, VA	2
MS Maintenance Office	2838 General Puller Hwy., Saluda, VA	1
School Board Office/ DSS	2893 General Puller Hwy., Saluda, VA	3
<u>Total Carts</u>		<u>40</u>