

**Request for Proposals
Processing and Marketing of Single Stream and/or Glass Recyclables with Chatham County
Solid Waste and Recycling**

Purpose

Chatham County is issuing this Request for Proposals (RFP) from qualified companies for the processing and marketing of recyclables that are generated within Chatham County. The County is accepting proposals for three options: 1) single stream, 2) single stream minus glass, and 3) glass only. A proposal may be submitted for any or all of the options. The agreement would be for a three (3) year contract period with optional one year extensions for up to two additional years. Proposals will be reviewed and contracts will be awarded to the company(ies) that best meet the needs of Chatham County. If Option 1 is selected the County intends to direct all materials to one vendor. In the case of Options 2 and 3, where glass is collected separately from other materials, one company may be selected to provide both services, or one company may be selected to provide Option 2 services and a second company may be selected to provide Option 3 services.

Scope of Work

Chatham County has twelve (12) collection centers which accept only household waste and recyclables while also accepting recyclables at our main office (from households and businesses). Chatham County is in the process of constructing a recycling facility at our main facility. The locations of these facilities are provided in Option 3B. Four (4) of the collection centers will have a compactor for commingled recyclables with direct haul to the processing facility and eight (8) will bring loose recyclables to our main facility for compaction and subsequent transfer to processor.

Chatham County currently has source separated collection for recyclables. The following table provides a breakout of materials collected over the past four fiscal years, in tons.

Material	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Glass	518	558	447	555
Plastic Bottles	106	144	136	151
Aluminum	35	31	27	27
Steel	61	53	59	52
Newspaper	243	198	179	138
Corrugated Cardboard	343	399	391	402
Mixed Paper	612	543	410	401
Total (tons)	1,918	1,926	1,649	1,726

Once the construction of the recycling facility is complete, Chatham County will transition to the collection of commingled materials at our convenience centers. Material will either be fully commingled (single stream) or single stream minus glass with separate collection of glass. Results of this RFP will be used to help determine whether the County will adopt a fully commingled collection system or whether glass will be collected separately. In either case, the County anticipates the changeover to commingled collection will occur in January 2017. In order to provide an estimate of expected tonnage, the County project an increase in recyclables of 25% from FY2015. If glass remains separated, the County project the glass tonnage to remain the same as the previous year.

Annual Tonnage Projections Post Transition	Tons
Single Stream Including Glass* (Option 1)	2,158
Single Stream Minus Glass* (Option 2)	1,464
Glass Only (Option 3)	555

*Assumes a 25% increase in recyclables over source separated tonnage.

The selected vendor(s) will be expected to furnish all labor, materials, tools, equipment, and services required for the processing and marketing of all commingled recyclables delivered by Chatham County or a subcontractor. The selected vendor(s) will make all reasonable efforts to maximize material recycling. Materials delivered to the vendor(s) may not be disposed of in a landfill or through other means without express consent of a representative of Chatham County, except residual received along with recyclables. The vendor(s) will be expected to comply with all local, state, and federal regulations regarding the processing and recycling of recyclable materials.

Scale and Tipping Floor Access and Location

The scale and recyclables tipping floor location does not have to be the site where the recyclable materials are processed and marketed. Transfer of recyclable materials to another recycling facility location is acceptable as long as both the transfer site and the destination recycling facilities are fully presented as part of the RFP response.

In providing for the processing and marketing of these recyclables the vendor(s) should:

- Provide a scale and recyclables tipping floor with the following minimum hours of operation: weekdays 8:00 a.m. to 4:00 p.m.
- Provide adequate notice of adjustments in hours or closures for holidays.
- Provide dated, numbered paper weight tickets for each delivered load.
- Have the ability to receive material from loose roll-off container, compacted 40 cubic yard roll-off container, a pup trailer (with two 40 yard receiver roll off containers), and/or a live-floor tractor trailer.
- Accommodate tipping of materials at a rate such that trucks delivering the recyclables are able to approach the site, enter, weigh in, tip all materials and depart the site with a turn-around time of less than 30 minutes (minus actual time ejecting load).
- Shelter the materials after tipping to prevent damage to its value due to high moisture content or littering of the site or adjacent properties due to wind.
- Have controlled access and security, such that theft of materials is effectively prevented.
- Accommodate at least three days storage of material delivered by Chatham County, such that the vendor(s) equipment breakdowns will not result in service disruptions.

Source and Type of Incoming Materials

Recyclable materials received at Chatham County Collection Centers will be generated by the residents of Chatham County. Our main facility collects recyclable materials from both residents and businesses. Chatham County currently accepts old newspapers (ONP), old corrugated cardboard (OCC), old magazines (OMG), catalogs, mail, office paper, paper bags, phone books, paperboard (cereal boxes,

beverage cartons), plastic bottles with a neck smaller than the base, plastic dairy-like tubs and lids, aluminum cans, steel cans, and glass food and beverage bottles and jars.

Chatham County wishes to provide residents additional recycling options beyond the current services. Therefore, favorable consideration will be given to proposals that include the ability to accept other recyclable items such as aluminum foil, gable-top cartons, drink boxes, rigid plastics, etc. (for Options 1 and 2). Additionally, Chatham County would like the vendor(s) to be open to working together to accept additional recyclable materials as our population and program grows.

Composition Auditing

For all options, vendor(s), at vendors' sole expense, shall provide one (1) annual composition audit of materials delivered by Chatham County in order to determine material composition, contamination and residue rates. The audit should include analysis of a representative sample of the inbound material delivered by the County and information on the outbound composition of materials from vendor(s) facility in order to be able to get rates for contamination and residue and to assist in determining the value of the materials delivered to vendor by the County. Vendor(s) should specify desired levels of contamination and residue in their bid, the cost for managing loads where contamination exceeds the established levels, and a description of their process for conducting composition audits.

Chatham County would also like to have the option of semi-annual audits in the initial contract year, to help determine if changes need to be made to the processes or outreach/education efforts. Vendor(s) will specify whether they can provide this service at no cost to the County, or alternately specify how the County and vendor may share this expense.

Pricing Sought for the Following Options

For all options, include calculations with supporting data (i.e. market indices documentation) as required for any revenue sharing agreement formulas. Also include allowable contamination and residue rates and consequences for exceedance of allowable rates. All pricing should be provided in tons.

Option 1: Single Stream

Chatham County is seeking pricing per ton of commingled recyclable materials delivered directly to the firm's facility by the County for processing and marketing. The contractor must be willing and able to accept recyclables compacted or loose. Additionally, the contractor's facility must be willing and able to accept the recyclables in any of the following manners: from loose roll-off container, compacted 40 cubic yard roll-off container, a pup trailer (with two 40 yard receiver roll off containers), and/or a live-floor tractor trailer. Chatham County anticipates that most loads will be delivered in compacted roll-off containers, though the county reserves the right to use other options.

Option 2: Single Stream minus Glass

Chatham County is seeking pricing per ton of commingled recyclable materials (without glass) delivered directly to the firm's facility by the County for processing and marketing. The contractor must be willing and able to accept recyclables compacted or loose. Additionally, the contractor's facility must be willing and able to accept the recyclables in any of the following manners: from loose roll-off container, compacted 40 cubic yard roll-off container, a pup trailer (with two 40 yard receiver roll off containers),

and/or a live-floor tractor trailer. Chatham County anticipates that most loads will be delivered in compacted roll-off containers, though the county reserves the right to use other options.

Note: Under Option 2, Chatham County will make all reasonable efforts to keep glass separate from other commingled materials, though contractor should assume that there will be a small percentage of glass in the mix because residents place recyclables in the containers themselves. If contractor seeks to provide a maximum threshold level of glass and penalties for exceedance, this should be clearly stated in the proposal.

Option 3: Glass Only

Chatham County is seeking pricing per ton of 3-mix glass under the following options.

Option 3A: Delivered by County

Chatham County would consolidate all glass at our main facility. The County would deliver 3-mix glass to the contractor's facility in a roll-off container or through the use of a third party logistics company using an end-dump trailer or similar.

Option 3B: Picked up by Contractor

The contractor, or subcontractor, would pick up 3-mix glass.

Option 3B-1: Three-mix glass would be consolidated at our main facility.

Option 3B-2: Three-mix glass would be picked up at each of the collection centers.

Option 3B-3: A combination of Options 3B-1 and 3B-2. Three-mix glass from some of the collection centers would be consolidated at our main facility and some would be picked up at the collection centers.

Addresses of the main facility and collection centers are listed below:

Name	Street Address
Asbury	34 Mt. View Church Road Moncure, NC 27599
Bennett	3142 Bennett-Siler City Road Bennett, NC 27208
Bonlee	1528 Elmer Moore Road Bonlee, NC 27344
Cole Park	11632 US 15/501 North Chapel Hill, NC 27517
Crutchfield Crossroads	4030 Silk Hope-Liberty Road Snow Camp, NC 27349
Goldston	7285 Pittsboro-Goldston Road Bear Creek, NC 27207
Hadley	65 East Perry Road Pittsboro, NC 27312
Harpers Crossroads	19921 NC Highway 902 Bear Creek, NC 27207
Martha's Chapel	24 Gardner Road Apex, NC 27523
Moncure	2855 Old US 1 Moncure, NC 27562
Pittsboro	180 Martin Luther King Jr. Road Pittsboro, NC 27312
Siler City	135 Silk Hope Road Siler City, NC 27344
Main Facility	28 County Services Road, Pittsboro, NC 27312

Requirements of the Awarded Vendor(s)

- 1) Provide documentation for receipt of material, including weight and pricing.
 - a. Weight tickets for each incoming load showing, at a minimum, the chronological ticket number, date, time, driver name, truck number, type of material collected, and weights of material in tons.
- 2) Provide monthly calculations based on the supporting data provided in the proposal (i.e. market indices documentation).
- 3) Provide monthly payments, statements, and material tonnage reports.
- 4) Provide all personnel, equipment, and other resources for loading and transporting of the glass (for Option 3B only).

Proposal Instructions

- A. **Proposal Deadline:** Must be received by Chatham County no later than Thursday, June 30, 2016 4:00 PM EST.
- B. **Submission of Proposals:** Vendors must submit both **an electronic PDF** version of the proposal (excluding any materials that are non-electronic) and **three hard copies** with all attachments, including signatory pages, which should be received by the deadline above. The hard copies must be sent to one of the following delivery addresses:
 - Postal Address: Robin James, Chatham County Finance Office, P. O. Box 608, Pittsboro, NC 27312
 - Street Address: Robin James, County Finance Office, Courthouse Annex, 12 East Street, Pittsboro, NC 27312

The **electronic PDF version** of the proposal (excluding non-electronic materials) must be submitted by the deadline above to: robin.james@chathamnc.org or may be included in the bid packet on digital media.

- C. **Withdrawal of Proposals:** Proposing vendors may withdraw their proposals any time before the deadline for submission on Thursday, June 30, 2016 4:00 PM EST, but the withdrawal must be submitted in writing and signed by the proposing vendor.
- D. **Inquiries and Corrections**
All inquiries relating to this request should be in writing and addressed to:

Robin James, Chatham County Finance Office
P.O. Box 608; Pittsboro, NC 27312

They also may be faxed to 919-545-2417 or emailed to: robin.james@chathamnc.org

If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Robin James. Any interpretation of or changes made to the RFP will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All written inquiries must be submitted by Thursday, June 23, 2016 12:00 Noon EST. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals.

E. **Vendor Certification:**

The submission of proposal shall be deemed a representation and certification that the proposing vendor:

- Has carefully read and fully understands the information provided by Chatham County in this RFP;
- Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
- Represents that all of the information contained in the submitted proposal is true and correct;
- Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms, or conditions of this proposals;
- Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
- Acknowledges that any proposal cannot be modified after its submission for any reason.

F. **Format and Deadline of Proposals:** Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept proposals by fax or any method other than is outlined under item B. The sender must allow ample delivery time for the selected shipment or transmission methods.

G. **Definition and Context:** Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

RFP Schedule

- Deadline for submitting questions in writing (mail, email or fax): Thursday, 06/23/2016 by 12:00 Noon EST.
- RFP submittal deadline to Chatham County: Thursday, 06/30/2016, 4:00 PM EST.
- The RFP Committee will review proposals: from 07/01/2016 to 07/08/2016.
- The County expects to make a recommendation to the Board of Commissioners for the contract award: Monday, 08/15/2016.
- Contract executed and work to begin: around January 10, 2017.

Proposal Contents

These instructions cover the format, content, and development of the proposals. Only that information deemed essential to convey the proposing vendor's understanding of Chatham County's requirements for this RFP should be submitted. Items not listed below and not explicitly related to the RFP (i.e. general marketing materials) will not be considered in the evaluation process.

All proposals should include the following items in the order listed below and must be organized as shown below:

Section 1 - Proposal Summary: This should include the highlights of the proposal, such as an overview of the vendor organization, most relevant experience of the proposing vendor, and specific staff and facilities involved in servicing Chatham County, including subcontractors.

Section 2 - Vendor Information & Signature Form: This form is provided as Attachment A. The form should be completed and signed by the person with authority to approve contracts with Chatham County.

Section 3 - Practices and Description: Vendors must submit a description of their process, including labor and equipment used, for processing single stream (for Options 1 and 2 only). Vendors must submit a description of the process, including labor and equipment used, for collecting, processing, and/or hauling glass (for Options 3A and 3B). For all options, include reportable safety incidents for the last five (5) years.

Vendors must also provide detailed information on what materials can be accepted (i.e. which types of plastics) along with the ultimate destination(s) of all materials (recyclables and residue). For materials that are able to be recycled, include examples of what products or processes they are used or recycled into.

Vendors must also include the current average contamination and residue rates at your facility(ies). Vendor(s) should specify desired levels of contamination and residue in their bid, the cost for managing loads where contamination exceeds the established levels, and a description of their process for conducting composition audits.

Section 4 - References: Vendor must provide a list of projects or clients served within the last five (5) years that demonstrate the applicants' skills and capabilities with the type of service being requested. Please include the project name, location, client contact name, and telephone number.

Section 5 – Pricing Proposals: Clearly indicate which option(s) the bid is for (1, 2, 3A, 3B, 3B1, 3B2, 3B3) and provide pricing for each. Vendor must provide pricing proposal(s) based on the data provided in the RFP, with supporting data (i.e. market indices documentation) as required for any revenue sharing agreement formulas. All pricing should be provided in tons. Include allowable contamination and residue rates and consequences for exceedance of allowable rates.

Insurance and Legal Requirements

Insurance Requirement

Chatham County requires selected contractors and any subcontractors to obtain and maintain, at their own expense, all insurance required by state and federal law. If requested, the selected organization agrees to provide Chatham County with evidence of required policies, certificates and/or endorsements upon the award of the contract. At a minimum, contractors and subcontractors are required to have the following coverage related to any contract work for Chatham County:

- Workers compensation as required by the State of North Carolina.
- Professional liability, including errors and omissions, malpractice (if applicable) and negligent performance—at least \$1 million for all damages.

- Comprehensive general liability, including personal injury, broad form property damage blanket contractual and fire legal liability--\$1 million combined limit for bodily injury and property damage.

The County shall be named as an additional insured on both the professional liability and comprehensive general liability coverage. Contractor shall furnish copies of all such policies and all renewals, terminations and alterations to the County on a current basis.

E-Verify

Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

Iran Divestment Act

Effective October 1, 2015 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of §143C-6A-5. Contractor agrees to fully comply with such statute and require Contractors subcontractors, if any, to fully comply with such statute.

Review and Selection Process

The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized or appropriate expertise in this particular type of project.
2. Adequate staff and equipment for the project.
3. Ability to remove material in a timely manner upon notification from the county (if needed).
4. Previous experience with this type of project.
5. Pricing.
6. Types of materials accepted.
7. Other factors that may be appropriate for the project.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

County Conditions

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Chatham County reserves the right to change the conditions, requirements, and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No proposals will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff, the Chatham County Board of Commissioners, or the Chatham County Economic Development Corporation.
- Chatham County is not obligated to enter into any contract as a result of the RFP.
- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline.
- Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
- One or two proposals may be awarded as the result of the RFP.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposals.
- Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- Chatham County reserves the right to negotiate with any, none, or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return proposal materials to those submitting proposals.
- No agreements with any selected vendor shall be binding until a contract is approved by the Chatham County Board of Commissioners and signed and executed by the County Manager and authorized representatives of the vendor.

The County of Chatham is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age, or disability.

Attachment A:

Vendor Information & Signature Form

Name of Vendor:	
Trade License # (if applicable)	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date & state of incorporation	Date State
Name of partnership or joint venture	

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFP, and it has read and understands the RFP.

Bidder Signature:
Date Signed:
Title of Signatory: