

**Chippewa County Recycling and  
Solid Waste Collection and  
Processing Contracting/Franchise  
Request for Information (RFI)**

Chippewa County, Wis

February 12, 2014

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Letter of Transmittal  
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# Chippewa County Recycling and Solid Waste Collection and Processing Contracting/Franchise Request for Information (RFI)

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**RESPONSE DUE ON OR BEFORE 2:00 P.M. CDT, Friday, March 28, 2014**

## 1.0 INTRODUCTION

State cuts have reduced recycling grants to counties and municipalities. Tax levy caps have removed the capacity of the County and local municipalities to raise revenue through increases in property taxes. Recycling costs to municipalities and landowners are expected to continue to rise.

In response to these circumstances, the Chippewa County **Responsible Unit** (RU), through the Recycling Division of the Chippewa County Land and Forest Management Program, commissioned a study in 2012 to determine where changes could be made to gain efficiencies in municipal programs.

A Study (Phase One MRF Study) was completed by the SEH/RRS consultant team, the purpose of which was to:

- (1) Evaluate the efficiency of the current recycling collection system in Chippewa County.
- (2) Identify adjustments that might be made to control municipal recycling costs.
- (3) Provide baseline information that document: (a) The value of recyclable materials; (b) the volume of recyclable materials generated in Chippewa County; and (c) the management options to consolidate that recyclable materials and market to a Material Recovery Facility.

The results of the study are available online at the Chippewa County website:

<http://www.co.chippewa.wi.us/government/land-conservation-forest-management/recycling>

**Key findings from the study include:**

1. Single stream recycling is the future of recycling in cities and urban areas. Under the “single stream” method of recycling, household glass, plastic and paper are consolidated into a single recycling container, picked up at the curb and transported to a Material Recovery Facility (MRF), where the materials are processed and separated for the recycling market. The County RU should promote the transition to single stream recycling as the foundation for curbside collection programs.
2. Recyclable materials are a commodity and have market value.
3. The volume of recyclable materials collected will increase and the volume of garbage generated will decrease as municipalities make a transition to single stream curbside recycling.
4. Public funds can be saved and recycling service costs can be controlled if municipalities in the Chippewa Falls urban area and Highway 29 corridor work together in a competitive market environment to consolidate household recyclables collected from their municipality. In order to do so, the municipality would enter joint service contracts to collect, consolidate and market these materials to a Materials Recovery Facility.
5. In pursuing this market-based approach to recycling, the County RU should consider developing contractual agreements with each participating municipality, a transfer station operator, and a selected MRF for processing and revenue sharing.
6. To achieve greater efficiency and cost savings, the potential for combining residential recycling and waste collection services should be examined, with the objective of moving toward a system of volume based fee garbage disposal services.

Based on these findings the County RU governing body, the Chippewa County Land and Conservation and Forest Management Committee, directed the Recycling Division to evaluate the feasibility of pursuing joint contracting arrangements for recycling and/or waste management services. This RFI has been prepared to provide the basis for future business based management decisions by the RU and participating municipalities.

For the purposes of this RFI a targeted service area was identified. This targeted service area includes the following municipalities: Town of Wheaton, Village of Lake Hallie, Town of Hallie, Chippewa Falls, Town of Eagle Point, Town of Anson, Town of Lafayette, Village of Cadott, Village of Boyd, and City of Stanley. The location of the service area is shown in Figure 1 on the following page.

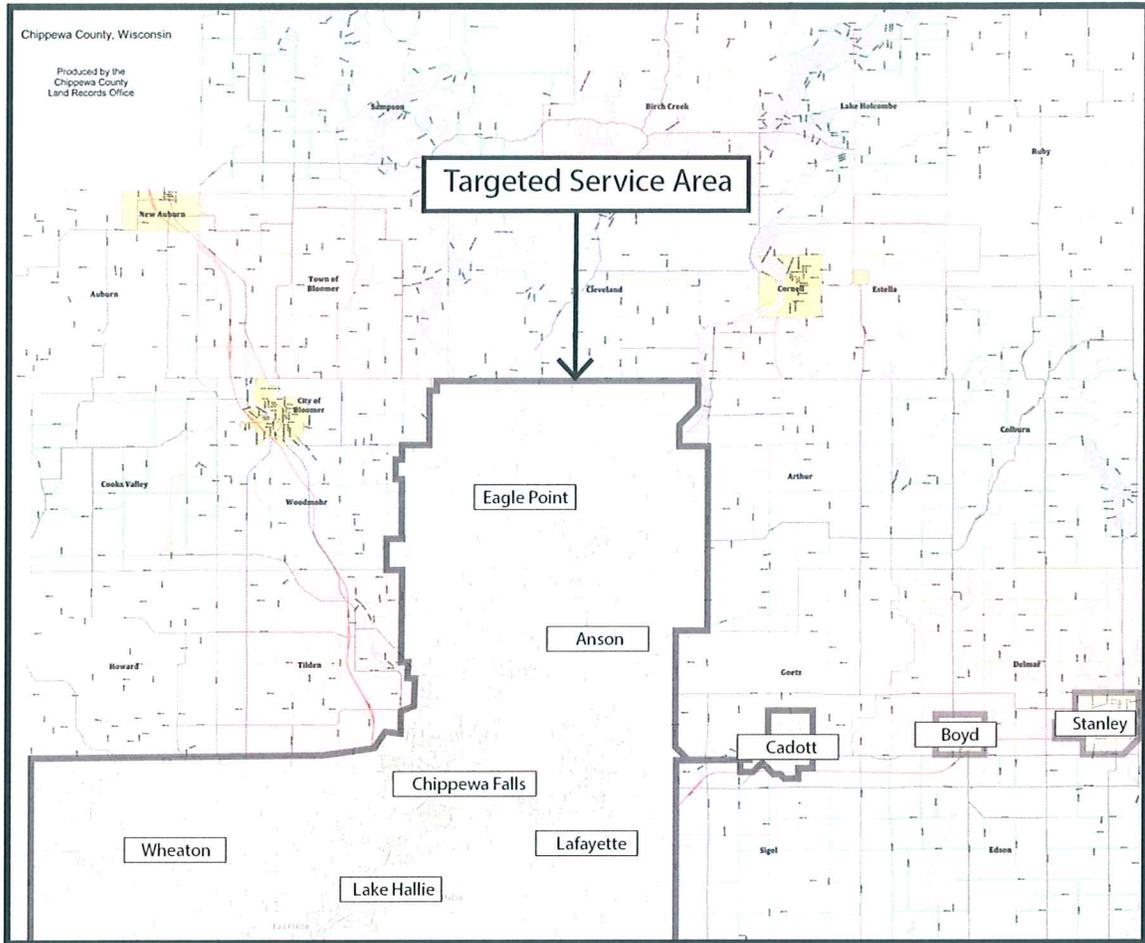


Figure 1 – Map of Targeted Service Area

## **2.0 ORGANIZATIONAL BACKGROUND**

Wis. Stat. § 287 encourages waste reduction and recycling by requiring that certain items be recycled. This law assigns responsibilities for recycling to municipalities and provides for grant assistance to support local recycling programs.

In response to this requirement, 28 of 31 municipalities in Chippewa County have entered into an intergovernmental agreement with Chippewa County to establish the institutional framework for the local recycling programs in Chippewa County.

Chippewa County adopted Resolution #38-91 on May 14, 1991. This resolution designates the County as the Responsible Unit (RU) and sets the roles and responsibilities for the County and participating municipalities. The Chippewa County RU, working through the Recycling Division of the Chippewa County Department of Land and Forest Management is the organizational body issuing this RFI on behalf of its member municipalities.

### 3.0 RFI PURPOSE & OBJECTIVES

**The purpose of the RFI is to identify and evaluate a number of different service delivery and processing alternatives that would be provided by the private sector.**

The RFI will assess: 1) The options for collecting curbside recyclables and garbage for materials processing; 2) The options and alternatives for consolidating recyclables and garbage at a single transfer station to be located in the Chippewa Falls urban area; and 3) The options for marketing these materials to a regional Materials Recovery Facility (MRF).

The key variables to consider will include: collection type, geography, transfer facility management, and receiving MRFs.

**The objectives of this RFI are:**

1. To inform interested parties of the County's recycling and solid waste collection needs and to engage qualified firms in preliminary discussions regarding contracting and business approaches to address those needs.
2. To determine the viability of an approach to solid waste and recycling services that would:
  - Be cost effective for the County and municipalities;
  - Provide high levels of recycling and waste management services to area residents;
  - Increase recycling levels and reduce the volume of waste produced; and
  - Provide flexibility to adapt to future changes.
3. To identify any technical, or business and management issues associated with pursuing a contracting/franchise approach toward recycling and solid waste in Chippewa County.
4. To identify those businesses with the experience, financial capability and proven capacity to effectively partner with the County RU and interested municipalities to collect recycling and solid waste in the targeted service area.

**Results of the RFI will help the County RU and participating municipalities to further develop and analyze a range of solid waste and recycling management issues to be considered as program refinements are made by individual municipalities.**

These issues may include, but are not limited to:

1. The use of either municipal contracted or subscription form of curbside collection.
2. The continued use or abandonment of recycling drop-off centers operated in conjunction with the curbside program.
3. The option of pursuing a combined form of curbside recycling and garbage collection service or a separated form of curbside recycling and garbage collection.
4. The option of pursuing a volume based fee approach toward garbage and recycling collection services.

4. The option of pursuing municipally owned or privately owned single stream containers, and the optimal size and distribution of those containers.
5. The option of pursuing a privately owned and operated recycling transfer station or a publically owned and privately operated transfer station.
6. The different organizational options for pursuing joint municipal contracting among those municipalities that choose to participate in a system of joint collection and marketing.

### **3.1 Scope of Information Request**

Respondents are encouraged to provide information related to collection services, transfer services and/or processing services. **Respondents may respond to a single service provision type (collection, transfer, or processing) OR to any combination of service types.**

#### **3.1.1 Collection services**

If interested and applicable, respondents are encouraged to provide information related to collection services. Collection services include provision of recycling and/or solid waste collection from households within the Targeted Service Area (See Figure 1 Map).

Respondents are also encouraged to evaluate and state the extent of their interest in delivering single stream recyclables to a transfer station in the identified service area.

#### **3.1.2 Transfer services**

If interested and applicable, respondents are encouraged to provide information related to the provision of recycling service, solid waste transfer services or a combined system of recycling and solid waste transfer services.

This RFI seeks information related to the respondent's willingness and ability to provide transfer services by using:

1. Either an existing, licensed private transfer station (or proposed private transfer station to be constructed by the respondent), or
2. By using a hypothetical publically owned transfer station meeting certain defined specifications that would be constructed by the County in the Chippewa Falls/Lake Hallie/Lafayette area, and be operated by a private sector service provider under contract.

Respondents who may have an interest in receiving single stream recyclables from one or more haulers, delivering those recyclables to a MRF, and entering into a business arrangement with a MRF whereby the value of single stream recyclables are shared, should indicate their interest in doing so.

#### **3.1.3 Processing services**

If interested and applicable, respondents are encouraged to provide information related to the provision of recycling processing services. This RFI seeks information related to the respondent's willingness and ability to provide processing services through use of a licensed Material Recovery Facility (MRF) capable of receiving and processing single stream recyclables.

Respondents are also encouraged to evaluate and state the extent of their interest in negotiating a revenue sharing agreement for the delivery of single stream recyclables to an identified MRF.

### **3.2 Process Overview**

Following issuance of this RFI, formal responses to the RFI will be accepted through March 28, 2014. Responses must be submitted on forms provided in Section 9 to the County RU's engineering consultant, Short Elliott Hendrickson Inc. (SEH) and its sub consultant Resource Recycling Systems (RRS).

Any questions concerning this RFI must be submitted via e-mail or fax on or before March 14, 2014, to Renee Yohnk, [ryohnk@co.chippewa.wi.us](mailto:ryohnk@co.chippewa.wi.us) or 715-726-4589 (Fax).

Vendors are expected to raise any questions, exceptions or additions in regard to the RFI document at this point in the RFI process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency, the vendor should notify immediately the above-named individual of such error and request modification or clarification of the RFI.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFI, amendments and/or supplements will be provided to all recipients of this initial RFI.

Upon receipt, the information contained in the RFI will be reviewed and compiled.

After being compiled, a generalized summary of the information will be presented at a series of Municipal Workshops and Stakeholder's Advisory meetings.

Based on the data gathered, the County RU will review the results, hold a series of public meetings, and make a determination by fall 2014 on how to proceed with a joint contracting approach to meet the recycling and/or waste management needs of Chippewa County RU member households.

Following this determination, the County and participating municipalities in the targeted urban service area may then proceed with procurement processes as appropriate to develop new recycling and solid waste collection and recycling services.

This would likely be done in a staged approach, over time, using one or more separate Request for Proposal(s). The timeframe for making the determination on how to move forward has not been set.

#### **3.2.1 Confidentiality of RFI Results**

All of the information compiled will be managed and coded to protect confidentiality, to the extent provided by law, of those providing information.

##### **3.2.1.1 County Obligation of Confidentiality**

The County shall hold in strict confidence any Confidential Information which it obtains from RFI respondents and shall take all reasonable precautions to prevent disclosure of Confidential Information to third parties. The County shall only use Confidential Information for purposes of summarizing RFI results and presenting them in a generalized format. The RFI respondents recognize and agree, however, that disclosure of Confidential Information may be required. The County shall promptly notify the RFI respondent of any request or need for disclosure of Confidential Information and the purpose of the request or need. Prior to

any disclosure contemplated herein, the RFI respondent, at its sole cost and expense may participate with the County in discussions with the requesting party and may comment on the scope of the proposed release of the requested Confidential Information.

3.2.1.2 Wisconsin Public Records Law

The rights and obligations of the Parties with respect to the Confidential Information are subject to Wisconsin's Public Records Law, Wis. Stat. §§ 19.31-19.39. The County shall promptly give RFI respondents notice of its receipt of any request for Confidential Information made under Wisconsin's Public Records Law. The County shall consult with RFI respondents prior to submitting any response unless the County, in its sole judgment, determines that as a matter of Wisconsin law that the RFI respondent information requested must be disclosed by the County in accordance with Wisconsin Public Records Law.

The Parties acknowledge and agree that the determination of the confidentiality of any information contained in the RFI responses shall be determined as an issue of Wisconsin law.

If in its sole judgment the County determines that the RFI respondent information requested does not constitute a record subject to release under the Wisconsin Public Records Law, and the County is presented with a legal challenge to its determination, then the RFI respondent shall be responsible for 50% of the costs incurred by County, which may include attorney fees of both the County and the requester, in defending its determination.

Notwithstanding anything else provided in this RFI, the RFI respondent acknowledges and understands that the County has no obligation to refrain from producing claimed Confidential Information if it determines, in its sole discretion, that such disclosure is required by Wisconsin's Public Records Law. If the RFI respondent disagrees with the County's determination that information must be produced, its sole remedy is to seek a protective order from a court of competent jurisdiction, at its sole cost and expense.

3.2.1.3 Identification of Confidential Information

Any document or portion of a document containing Confidential Information which is delivered by the RFI respondent into the possession of the County, its representative or consultant, shall be clearly labeled with the words "Confidential Information."

### 3.3 Preliminary Schedule

The following represents the County's intended schedule from issuance of this RFI. This schedule should be considered preliminary and the County reserves the right to modify it as necessary.

1/28/14	Conduct Advisory Group meeting #2 to present the draft RFI and solicit feedback.
2/11/14	Issue Request for Information.
2/24/14	Conduct Hauler Workshop #1 to review purpose of MRF Study Phase II and content of RFI.
3/14/14	Last day for submitting written inquiries.
3/28/14	Receive RFI responses as submitted by recycling and waste vendors.
4/25/14	Compile results of RFI submittals, analyze results and develop recommended management options for consideration by County RU, Advisory Group, and municipalities in the core urban service area.
5/9/14	Conduct Advisory Group meeting #3 to present analysis, and to solicit feedback on range of management options for the RU and the municipalities in the core urban service area.
6/13/14	Conduct Municipal Workshop #1 to present analysis and to solicit feedback on range of management options for the RU and cooperating municipalities in the core urban service area.
8/20/14	Compile and present preliminary report to LCFM Committee with recommended options, and alternatives for program implementation. Solicit LCFM input on preferred options and alternatives for implementation.
9/9/14	Prepare implementation schedule and submit final report with selected options and alternatives to County Board.
10/1/14 - 12/30/14	Present report with recommended actions to participating municipalities in urban service area.
11/1/14	Develop the arrangements and framework as needed to enter into intergovernmental agreements for development and issuance of RFP for joint contracting services.

### 3.4 RFI Response Address

The County requests that responses to this RFI be submitted no later than 2:00 p.m. CDT on **March 28<sup>th</sup> 2014**. Responses should be submitted to the County's consultant, Short Elliott Hendrickson Inc. (SEH) using one of the following methods:

- Via email using the email address [adane@sehinc.com](mailto:adane@sehinc.com) and the Subject Line "Chippewa County RFI"
- Via regular mail addressed to: Andrew Dane  
Chippewa County RFI  
421 Frenette Drive  
Chippewa Falls, WI 54729
- Via fax to 651.490.2150 Attention: Andrew Dane, "Chippewa County RFI."

### 3.5 Costs of Preparation and Meeting Attendance

The costs and expenses associated with the preparation of a response, including attendance at the vendor discussion sessions, and preparation of all other information requested pursuant to this RFI, will be at the sole cost and expense of the Respondent. In no event will a Respondent have a claim against the County RU, its staff or its consultants or agents for reimbursement of any such costs or expenses.

### 3.6 Contact Information

The County requests that correspondence related to this RFI be coordinated by the Chippewa County Recycling Coordinator. Accordingly, please direct all questions related to this project in writing to:

Renee Yohnk, Recycling Coordinator, 711 N. Bridge Street, Chippewa Falls WI 54729

or via email to [ryohnk@co.chippewa.wi.us](mailto:ryohnk@co.chippewa.wi.us), or via fax to 715-726-4589.

**NOTE: This RFI shall not constitute a solicitation or procurement document for any operation or service relating to the County's recycling and solid waste management system.**

#### **4.0 OVERVIEW OF CURRENT MUNICIPAL PROGRAMS AND ACTIVITIES**

All municipalities in the targeted urban service area have developed and now manage a recycling collection program.

Under these programs each municipality arranges for transport of recyclables to processors and pays the costs for materials delivered from their municipality. These costs are in turn paid through tax levy appropriations, grants and other fees implemented through local budgeting procedures. Several of the municipalities in the targeted urban service area have developed a drop-off program at a local recycling center or have negotiated contracts with haulers to provide a curbside recycling program. Some have done neither and others have done both.

#### **4.1 Type of Municipal Recycling Programs**

The drop-off programs consist of a site selected by the municipality. Residents of the municipality haul their recyclables to the drop-off center on the designated days and hours. The municipality contracts for service with a recycling hauler to pick up the dumpsters of recyclables at their recycling center, or the municipality hauls the recyclables to a recycling company.

The curbside recycling program provides recycling service to the residents of the municipality at their residence. In several of the municipalities, the municipality contracts with a recycling hauler to pick-up recyclables at each residence. The hauler usually provides the residents with an 18-gallon recycling bin to place the recyclables in.

In municipalities without municipal recycling provision contracts, many households choose to individually subscribe for recycling services, either bundled with refuse services or provided separately.

Table 1, titled “Type of Municipal Recycling Program”, shows the type of recycling program for each municipality and the current recycling hauler.

**Table 1: Type of Municipal Recycling Program**

Municipality	Hauler	Municipal Contract	Subscription w/ Refuse Service	Subscription w/out Refuse Service	Type of Container	Drop Off Co-Mingled Single Stream Dumpsters
Anson	Express Disposal	X			18 gal. Bins	
Boyd	Waste Mgmt.	X			18 gal. Bins	
Cadott	Advanced Disposal	X	NA		18 gal. Bins or 96 gal. Carts	
Chippewa Falls	Normacycle	X			18 gal. Bins	
Eagle Point	Waste Mgmt.	X	X		18 gal. Bins	20 yd. – picked up once/month
Hallie Area	Boxx		NA		18 gal. Bins	8 yd. – picked up once/week
	Provyro		X		18 gal. Bins	
	Tambornino		X		18 gal. Bins	
	Veolia*			X	18 gal. Bins	
	Waste Mgmt.		X		18 gal. Bins	
Lafayette	Boxx		NA		18 gal. Bins	(3) – 8 yd. – picked up as needed (twice/month)
	Provyro		X		18 gal. Bins	
	Tambornino		X		18 gal. Bins	
	Advanced Disposal			X	18 gal. Bins	
	Waste Mgmt.		X		18 gal. Bins	
Stanley	Express Disposal	X			18 gal. Bins	
Wheaton	Waste Mgmt.		X		18 gal. Bins	(4) – 8 yd. – picked up once/week

## 4.2 Recycling & Waste Volume Estimates & Projections

### 4.2.1 Recycling Volumes

A summary of existing (baseline) and projected recycling volumes for the Targeted Service Area is provided in Table 2. By implementing best practices it is estimated that recycling volumes for the Targeted Service Area could increase from 2,670 tons to 4,334 tons annually.

<b>Municipal Recycling Programs</b>	<b>Participating Households</b>	<b>Single Sort (SS) Carts Biweekly</b>	<b>Baseline Tons</b>
Anson	849	233	144
Boyd	226	62	38
Cadott	624	172	106
Chippewa Falls	6,030	1,658	1,025
Eagle Point	1,089	299	185
Hallie Area	2,376	653	404
Lafayette	2,194	603	373
Stanley	930(1)	382	236
Wheaton	983	270	167
<b>TARGETED SERVICE AREA</b>	<b>15,301</b>	<b>4,332</b>	<b>2,678</b>

(1) 2010 US Census

### 4.2.2 Waste Volumes

A thorough analysis of waste volumes was not conducted as part of the Phase One Study. For purposes of this RFI, existing and projected waste volumes were estimated using adjusted EPA benchmarks of per capita waste generation of 3.5-lbs./per person per day, Avg. Chippewa County household size of 2.53, and statewide recycling rate of 35%.

It should be noted that these are rough estimates based on the assumptions above. Actual figures may vary substantially from these estimates. Table 3 on the following page summarizes estimated solid waste volumes within the targeted service area.

**Table 3  
Summary of Estimated Municipal Waste Volumes – Targeted Service Area**

<b>Municipality</b>	<b>Participating Households</b>	<b>Refuse (Baseline Tons)</b>
Anson	849	891
Boyd	226	237
Cadott	624	655
Chippewa Falls	6,030	6,332
Eagle Point	1,089	1,143
Hallie Area	2,376	2,495
Lafayette	2,194	2,304
Stanley	930	976
Wheaton	983	1,032
<b>TOTAL</b>	<b>15,301</b>	<b>16,065</b>

### **4.3 Existing Recycling/Solid Waste Infrastructure**

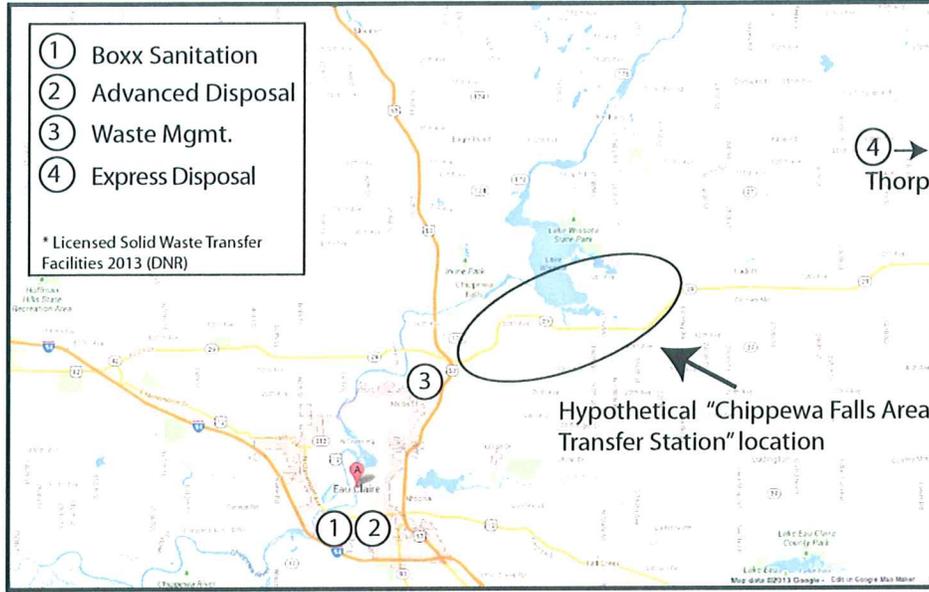
#### **4.3.1 Solid Waste Transfer Stations**

There are several existing solid waste transfer facilities located in the Chippewa Valley and surrounding region. These are privately owned and managed by Boxx Sanitation, Waste Management, Express Disposal and Advanced Disposal.

Figure 2 shows locations of these DNR licensed solid waste transfer facilities in and around the Eau Claire metro area and in Thorp, Wis.

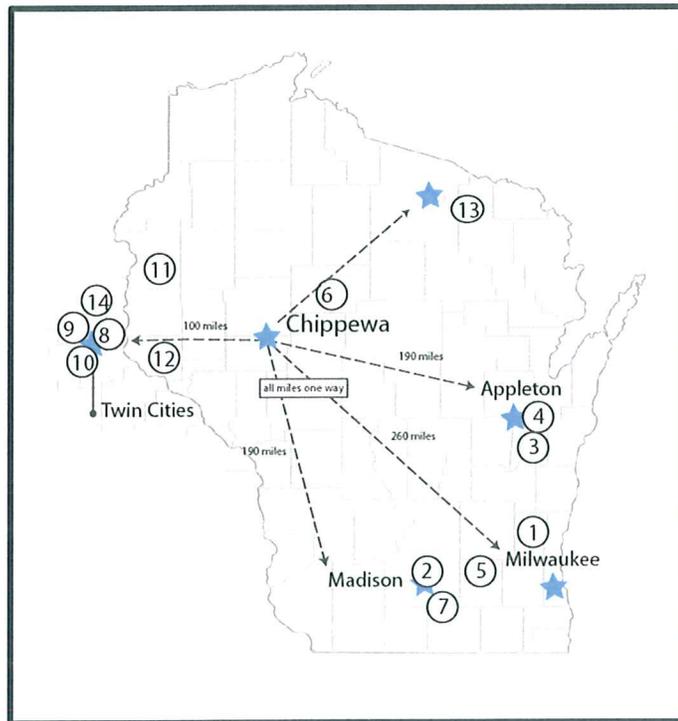
Figure 2 also shows the appropriate location of a hypothetical recycling transfer station as indicated by the black oval on the map. This hypothetical station could be built in the future by the Chippewa County RU, if it proves that a publically owned and privately operated facility could serve as the most cost effective option for consolidating curbside recyclables collected from the targeted urban service area.

This concept is more fully described in Section 5.0.



**Figure 2 – Eau Claire/Chippewa Falls Area Solid Waste Transfer Stations**

**4.3.2 Single Stream Material Recovery Facilities**



**Figure 3 – Regional MRFs capable of accepting single stream recyclables**

Figure 3 above shows the locations of MRFs in the broader region capable of accepting single stream recycling material. Table 4 provides information for the 12 MRFs shown on the single stream MRF map above.

**Table 4**  
**MRFs in the broader region capable of accepting single stream recyclables**

Key	Name	County	Municipality	State	Tons/Year
1	Waste Management Germantown	Washington	Germantown	WI	169,328
2	Waste Management - Madison Recycling Center	Dane	Madison	WI	36,232
3	Paper Valley Recycling	Winnebago	Menasha	WI	46,766
4	Outagamie County Recycling	Outagamie	Appleton	WI	45,487
5	Johns Disposal Service Inc.	Jefferson	Whitewater	WI	30,548
6	Commercial Recycling Corp	Taylor	Medford	WI	24,352
7	Advanced Disposal	Dane	Waunakee	WI	22,213
8	Waste Management Recycle America - Twin Cities	Hennepin	Minneapolis	MN	182,840
9	REPUBLIC SERVICES	Hennepin	Minneapolis	MN	78,108
10	Eureka Recycling	Hennepin	Minneapolis,	MN	NA
11	Polk County	Polk	Balsam Lake	WI	NA
12	Pierce County	Pierce	Ellsworth	WI	NA
13	Eagle Waste	Vilas	Eagle River	WI	NA
14	Inver Grove Heights MRF	Dakota	Inver Grove Heights	MN	NA

NA=Information not available or not applicable.

## 5.0 PROPOSED RECYCLING/SOLID WASTE TRANSFER STATION (RTS)

In the event that the County RU and participating municipalities choose to move forward with a joint contracting/business approach to recycling, it is anticipated that a designated recycling transfer station would be needed in order to consolidate materials, which would then be transported to a MRF and/or landfill.

The Recycling/Solid Waste Transfer Station concept assumes the use of an existing/new privately operated transfer station (Alternative #1) in close proximity to the targeted urban service area (Figure 4) or the development of a new publically owned, privately operated transfer station in the greater Chippewa Falls area (Alternative #2)

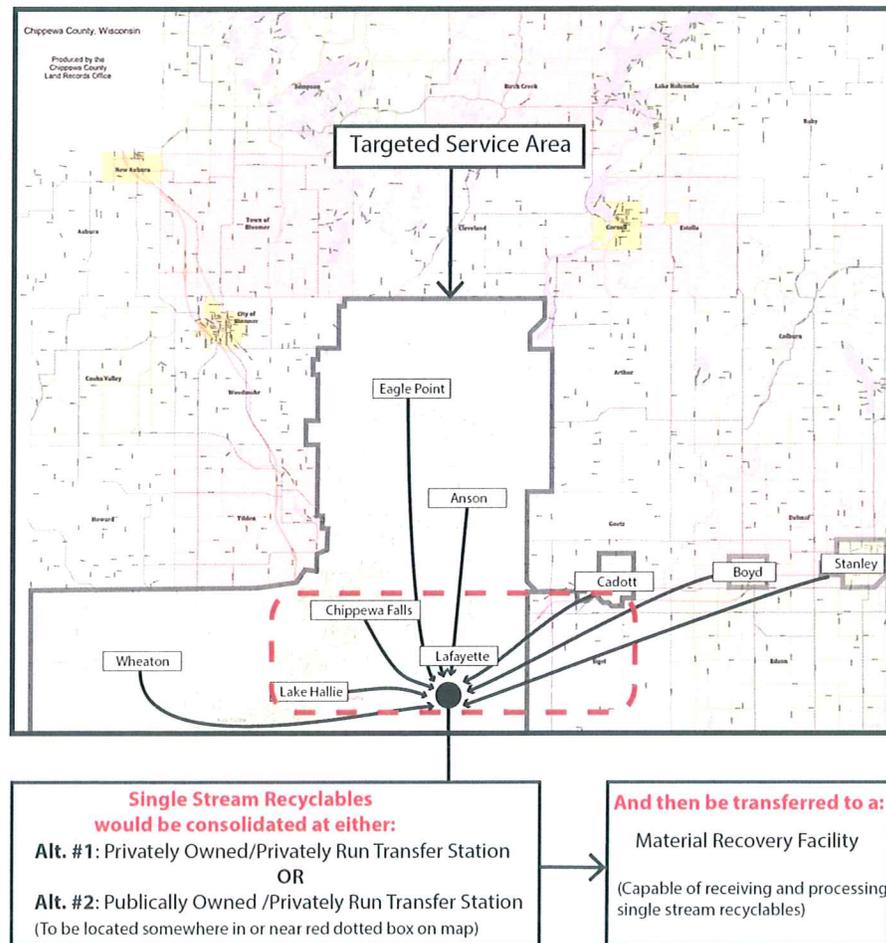


Figure 4 – Recycling/Solid Waste Transfer Station Flow Diagram

## **6.0 DESCRIPTION OF DESIRED SERVICES**

In this section of the RFI a description of the desired services is summarized in three parts:

- 1) Recycling and Refuse Collection Services;
- 2) Operation of Transfer Station and transfer of Recyclables/Solid Waste from designated Recycling Transfer Station to designated MRF; and
- 3) Single Stream Recycling Processing and Marketing Services.

As was mentioned earlier, RFI respondents may respond to those services they currently provide or those they wish to provide in the future.

### **6.1 Recycling and Refuse Collection Services**

Under this section, RFI respondents will be asked to provide information pertaining to their interest and ability to provide a range of collection services in the targeted service area. The respondent will be asked to provide information under any or all of the three (3) collection options:

Option 1: Curbside Refuse Collection Services Only (Sec. 6.1.1)

Option 2: Curbside Single Stream Recyclables Collection Services Only (Sec. 6.1.2)

Option 3: Combined Curbside Refuse and Single Stream Recyclables Collection Services (Sec. 6.1.3)

For the purposes of responding to this Request for Information, the number of residential units expected to be provided with curbside collection services for refuse and recyclables has been determined to be approximately 15,301.

All vehicles and equipment used in collection and transportation of solid waste and recyclables within the service area shall be of sufficient size, capacity, and number to adequately and efficiently collect their intended objectives for collecting selected materials in accordance with the terms of this RFI.

### **6.1.1 Curbside Refuse Collection Services Only**

Under this option, the service provider will explain their interest and ability to provide only curbside refuse collection to all residential units in the target service area.

Assumptions for the collection of solid waste refuse only:

The service provider would:

- Provide refuse collection services to all Service Stops using fully automated refuse collection equipment and deliver the refuse to the a licensed disposal facility or waste transfer Facility.
- Service Stops shall include all residences located in the service area including single family residences, and duplex, triplex and quadplex type multi-family housing.
- Collect all of the acceptable refuse materials as long these materials remain within acceptable weight limits and fit inside the Curb-Carts provided by either the service provider or the municipality.
  - Note: The service provider may or may not be responsible for providing and maintaining the carts because ownership of refuse carts for the proposed program has not yet been determined. Cost should be provided for both options: 1) Carts provided by the vendor 2) Carts provided by the municipality.
- All other material would be required to be prepared for Pickup as a separate Unit Cost Item.

### **6.1.2 Curbside Single Stream Recyclables Collection Services Only**

Under this option, the service provider will explain their interest and ability to provide only curbside single stream recyclables collection services to all residential units in the target service area.

Assumptions for the collection of single stream recyclable collection services only:

The service provider will provide:

- Single Stream Recyclables Collection Services to all Service Stops, on an every other week schedule, (as set-out as per the specifications described below).
- Collect all acceptable single stream recyclables as long as these materials fit inside of the curbside recycling collection carts provided by either the service provider or the municipality.
  - Note: The service provider may or may not be responsible for providing and maintaining the carts because ownership of recycling carts for the proposed program has not yet been determined. Cost should be provided for both options: 1) Carts provided by the vendor 2) Carts provided by the municipality.
  -
- All arrangements for receiving and processing the recyclables will be made by the County and costs and/or revenues associated with those arrangements are between the County and the participating municipalities and not to be included in the Single Stream Recyclables Collection Services Unit Price.
- All single stream recyclable materials shall be transported to and tipped at a licensed single stream recycling transfer facility in or near the service area as selected by the service provider. Note: Those transfer facilities that are to be considered as candidate sites are described in Sec. 6.2.
- The RFI Respondent may or may not be responsible for providing or maintaining the carts, ownership of carts for the proposed program has not yet been determined. Cost information is solicited for both options: County provided carts and vendor provided carts.
- Possibility of Direct Hauling
  - If the RFI Respondent determines that direct haul to the MRF site specified in the Section 4.1.1 information could result in substantial cost savings to Chippewa County or its partner communities, the RFI Respondent is encouraged to propose a direct haul solution as an option in whole or in part. The proposed option could include a provision to operate the collection service until the existing contracts expire or could be renegotiated. Any direct haul option would also need to include receiving hours that would be acceptable to all collectors in affected communities.

### **6.1.3 Combined Curbside Refuse and Single Stream Recyclable Collection Services**

Under this option the service provider will explain their interest and ability to provide curbside refuse and single stream recyclables collection to all residential units in the target service area.

Assumptions for the collection of solid waste refuse and single stream recyclables collection services.

The service provider will:

- Provide a combination of curbside services for refuse and single stream recycling services to all service stops using fully automated refuse and single stream collection equipment.
- Collect and handle these materials as separate waste and recycling streams using a “single pickup; same day of service collection system”.
  - Note: The service provider should specify a proposed weekly or every other week collection method and collection schedule to be used and
- Collect all refuse and single stream recyclables as long as these materials fit into the curbside collection carts provided and meet acceptable weight limits.
  - Note: The service provider may or may not be responsible for providing and maintaining the carts because ownership of recycling carts for the proposed program has not yet been determined. Cost should be provided for both options:  
1) Carts provided by the vendor 2) Carts provided by the municipality.

## 6.2 Operation of Transfer Station and transfer of Recyclables/Solid Waste from designated Recycling Transfer Station to designated MRF

### Overview

Under this section of the RFI, the service provider will explain their interest and ability to provide services under one of either of two alternatives:

**Alternative 1 (as described in Section 5 and illustrated in Figure 4):** Provide and operate a privately owned recycling and waste transfer facility that will be used by the service provider to deliver single stream recyclable materials to an existing MRF.

**Alternative 2 (as described in Section 5 and illustrated in Figure 4):** Operate a publically owned Recycling and Waste Transfer Station that will be operated by the service Respondent and used to deliver Single-Stream material to an existing MRF.

Both of the alternatives shall provide a comprehensive recycling and waste management transfer program for the residents of Chippewa County. This option is a key component of expanded single sort residential curbside collection in the identified service area of the county. This type of facility will provide companies that collect curbside recyclables, such as local independent haulers, or companies that are hauling recycling drop boxes from other sites around the County, a convenient and cost effective alternative to hauling recyclables to other more distant regional MRF processing sites.

The main goal of this operation is to accommodate a change to curbside single sort cart based collection. In addition, the ability to share in the value of the material would be developed through contractual relationships with a regional processor that includes revenue sharing on the sale of material.

Figure 5 illustrates the general concept of the publically owned, privately operated Recycling and Waste Transfer Station. In addition to serving as a location for the consolidation of curbside recyclables delivered by haulers from the targeted service area, this option would establish a central site in the Lake Wissota-Chippewa Falls area that accepts traditional recyclables along with additional hard to recycle items including nuisance items, and hazardous wastes, heavy/bulky/construction and demolition wastes, yard/wood and organic wastes.

**6.2.1 Existing/Proposed Privately Owned and Operated Recycling/Solid Waste Transfer Station**

This Option will outline the RFI Respondent's interest and ability to operate a Private Transfer Station. The Recycling Transfer Station will be owned and operated by the RFI Respondent to deliver Single-Stream material to an existing MRF.

Recyclable Materials from a group of Chippewa County municipalities will be tipped at the Private Transfer Station site located in the vicinity of the greater Chippewa Falls area and transferred by the RFI Respondent to a separate MRF. (Direct haul options may be proposed)

The private entity will be responsible for all Capital Costs for the Private Transfer Station. The RFI Respondent will be responsible for proposing all of the Stationary Equipment needed to process the specified Recyclable Materials. The RFI Respondent will fund the capital for all Rolling Stock associated with the Transfer Facility. Rolling Stock includes but is not limited to compactors, semi-tractors, semi-trailers, forklifts, frontend loaders, and any other mobile equipment.

The RFI Respondent will be responsible for delivering all Recyclable Material from the Private Transfer Facility to the MRF. The final MRF destination shall be able to process a minimum of 6,000 tons per year from the Chippewa County in anticipation of program growth. Tonnage is not guaranteed.

### **6.2.2 Publically Owned, Privately Run Recycling/Solid Waste Transfer Station**

This Option will outline the RFI Respondent's interest and ability to operate a Chippewa County Recycling Transfer Station. The Recycling Transfer Station will be publicly owned by Chippewa County and shall be operated by the RFI Respondent to deliver Single-Stream material to an existing MRF.

Recyclable Materials from a group of Chippewa County municipalities will be tipped at the County Transfer Station site located in the vicinity of the greater Chippewa Falls area and transferred by the RFI Respondent to a separate MRF.

Chippewa County may finance the Capital Costs for the County Transfer Facility. The RFI Respondent will be responsible for proposing all of the Stationary Equipment needed to process the specified Recyclable Materials. The RFI Respondent will fund the capital for all Rolling Stock associated with the Transfer Facility. Rolling Stock includes but is not limited to compactors, semi-tractors, semi-trailers, forklifts, frontend loaders, and any other mobile equipment.

The RFI Respondent will be responsible for delivering all Recyclable Material from the Publically-owned County Transfer Facility to an identified MRF. The final MRF destination shall be able to process a minimum of 6,000 tons per year from the Chippewa County in anticipation of program growth. Tonnage is not guaranteed.

### 6.3 Single Stream Recycling Processing and Marketing Services

Under this section of the RFI the service provider will explain their interest and ability to provide single stream processing and recyclable materials marketing services for single stream recyclables collection in the service area consolidated at a licensed recycling transfer station meeting the criteria as described in Alternative 1 or Alternative 2 in Sec. 6.2.

The responding MRF service provider should explain and demonstrate their ability to meet the following requirements.

1. The RFI Respondent must provide an up-front separation and processing system for single stream recyclables that cleans and separates the fiber and container streams through mechanical and manual techniques fed by conveyor belts and feed pits.
2. The final MRF destination shall be able to process a minimum of 6,000 tons per year from the Chippewa County in anticipation of program growth. Tonnage is not guaranteed.

**At a minimum, the commingled fibers processing system must:**

- Accept and process newspaper, cardboard, magazines, residential and commercial office papers, phone books, gift wrapping paper, boxboard and kraft paper bags as well as other fiber types in the commingled fiber mix;
- Detect and remove contaminants, including but not limited to carbon papers, aluminum foil, and plastic material;
- Bale fibers products to acceptable market standards; and
- Load bales of salable material into transportation vehicles.

3. The RFI Respondent must provide a processing system for commingled containers with an equipment configuration and layout that provides for the manual and/or mechanical separation of the different recyclables and their removal, sorting and baling, granulation or crushing for marketing. **At a minimum, the commingled containers processing system must:**

- Accept and process all closed mouth plastic containers (the County recognizes that not all resin types have market value and some may be discarded but we currently collect “all bottles” and intends to continue that approach), aluminum cans, other aluminum, tin cans, steel cans, aerosol cans, other household scrap metal (optional), green glass, amber glass, clear glass, other glass and ceramics (optional), aseptic and gable top containers such as milk cartons and drink boxes (optional);
- Separate, segregate, and remove residue and contaminants from all materials;
- Separate aluminum foil, wrappers, trays, or containers from aluminum beverage cans;
- Densify all aluminum material to acceptable market standards;
- Sort mixed glass bottles and jars by color (clear, amber, and green) and/or recover and market mixed color cullet or aggregate;
- Crush or break glass in a manner that controls noise, dust and particles;
- Bale or crush all ferrous or bimetal cans for market standards;
- Segregate HDPE by color where appropriate (HDPE neutral, light colors, dark colors);
- Bale or granulate HDPE into industry acceptable sizes and densities;
- Bale or granulate mixed miscellaneous #1-#7 plastic containers;

- Be able to withstand damage from inadvertently inappropriate incoming material;
- Include, if feasible, the sorting capability to meet increased quantities and/or types of incoming materials as markets become available (e.g., mixed rigid plastics, plastic film, etc.)

### **6.3.1 Materials to be Processed**

Assume Recyclable Material will be collected Single-Stream by the Entity using a curbside collection system. The Processor will be required to process all curbside and drop-off collected Recyclable Material delivered by the County, whether the material is delivered Single-Stream or full or partially separated by material. **The Processor shall be able to process the following Recyclable Materials Single-Stream:**

1. Newspaper, magazines
2. Box/gray board including cereal, snack and tissue boxes, egg cartons, beverage carriers, paper roll cores
3. Office paper
4. Junk mail
5. Corrugated cardboard
6. Phone books and paperback books
7. Glass bottles and jars
8. All rigid plastic food and beverage and household cleaner containers
9. Aluminum food and beverage containers and foil
10. Steel food and beverage containers
11. Aseptic and gable-top cartons
12. Bulky rigid plastics
13. Metal pots and pans

### **6.3.2 Processing and Marketing**

The Processor will be expected to be able to produce, at a minimum, the following salable products within the MRF providing processing services:

1. Old Corrugated Cardboard (OCC)
2. Old News Print (ONP)
3. Mixed Paper (MP)
4. Mixed glass
5. #1 PET bottles and #1 PET thermoforms, combined or separate
6. #2 natural HDPE bottles
7. #2 colored HDPE bottles
8. #2, #4, and #5 mixed plastics (tubs and lids – olefin containers)
9. Bulky rigid plastics
10. UBC aluminum and/or all food and beverage aluminum
11. Steel cans
12. #52 cartons (Aseptic and Gable Top)
13. Scrap metal (sheet iron)

The actual products produced and marketed may be adjusted according to market conditions to provide the Entity with the best product value.

The Processor is encouraged to accept and recycle additional materials, where this can result in reducing the waste disposed by County RU communities. Any materials that are part of the above products for the sake of this document are Recoverable Material.

Acceptable contamination levels (out-throws) will be no more than 10% (trash and other prohibited materials).

#### 6.3.2.1 Revenue Sharing

Under this section, RFI respondents are asked to state their interest and ability to enter into revenue sharing agreements and risk management arrangements they would propose under the assumption that a minimum volume of recyclables would be delivered to a regional single stream MRF.

## **7.0 INFORMATION SUBMITTAL REQUIREMENTS**

### **7.1 Format**

**The County requests that responses to this RFI be entered directly into the Word document version of this RFI in Sections 8-12 below or by submitting a hard copy of the attached forms.**

Please feel free to include any additional attachments as necessary.

### **7.2 Informational Submittal Requirements**

This RFI is issued as part of the County's strategic development activities being undertaken to address the County's future residential recycling and solid waste collection objectives/contractual service needs. Its purpose is to more precisely define the scope of any future recycling and solid waste collection, transfer, and/or processing services that may be procured. Written responses are requested from those companies interested in performing the services contemplated in this RFI.

## **8.0 GENERAL COMPANY INFORMATION & APPROACH REQUEST**

### **8.1 General Company Information**

Respondents are asked to submit a cover letter on company letterhead transmitting the company's expression of Interest (EOI) to provide information regarding the requested services executed by a corporate officer of the company.

**Please include the following information in the letter:**

- Business structure of the Respondent entity (e.g., corporation, partnership, sole owner, joint venture, etc.);
- The ultimate parent company ownership of the proposing entity;
- The address and location of the office and operations center(s) responsible for providing the potential services;
- Name, address, telephone number, and contact person who will be responsible for all proposed services to be provided;
- The area of expertise of the Respondent entity;
- A timeline of how long the company has been providing the respective proposed service

### **8.2 Overall Approach**

A narrative is requested that describes the Respondent's understanding of the RFI and its objectives, as well as the Respondent's overall proposed approach.

**Please answer the following questions:**

1. The role the Respondent may be able to serve in order to meet the County's needs (e.g., equipment vendor, service provider for one or more components, single source provider of all services, etc.);
2. A narrative description of the service component(s) of the Respondent's proposed plan that would aid the County's recycling and solid waste management efforts, including a description of the proposed overall management approach and approach to service pricing structure;
3. The portion, component, or amount of the County's recycling and solid waste stream that their proposed system(s) would be able to manage;
4. Any operations centers or similar support facilities owned by the Respondent that are currently in operation, and that may be incorporated into the Respondent's proposed approach;
5. Any new services envisioned to be developed or acquired in the County or outside the County in order to assume the envisioned responsibilities;
6. Sketches, drawings, photos, etc. of existing service arrangements or any other graphics

**9.0 REFUSE AND RECYCLABLES COLLECTION SERVICES INFORMATION REQUEST**

**9.1 Technical Information**

**9.1.1 Summary Information - Respondent's Statement of Organization**

**Please answer the following questions:**

- 1: Name of Business:
- 2: Principal Business Address:
- 3: Principal Contact Person(s):
- 4: Form of Business (Corporation, Partnership, Joint Venture, Other)
- 5: If a corporation, in What State Incorporated and Date of Incorporation:  
State: \_ Date: .
- 6: If a Joint Venture or Partnership, Provide Date of Agreement:  
Date: \_
- 7: Briefly Describe Joint Venture or Partnership Agreement
- 8: List all firms participating in this project (including prime RFI Respondents, sub-contractor, operators, major equipment suppliers, etc.)

Name \_\_\_\_\_ Address \_\_\_\_\_

- 9: Outline specific areas of responsibility for each firm listed in Question 8.

Name Responsibilities

- 10: If responding firm(s) are a partially or fully-owned subsidiary of another firm, or share common ownership with another firm, please identify the parent firms and the relationships:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 9.1.2 Descriptive Information

Respondents should provide a condensed description of the proposed collection services by service type.

**Please answer the following questions:**

- 1) Describe the scope of your existing operations in the region:
- 2) Describe how you would provide services to collect recyclables and/or solid waste within the targeted service area and how your firm would deliver those recyclables to a licensed transfer station.

### 9.1.3 Additional Requirements

#### 9.1.3.1 Equipment Plan and Collection Vehicles

**Please answer the following questions:**

1. What is Respondent's experience of other comparable programs with this type of vehicle?
2. What methods that will be used and sequence of steps required to load and unload collect/swept materials?
3. What is the compatibility of the vehicle design with the types of carts available?
4. What size of crew is required per vehicle and what are their responsibilities?
5. What is the number of vehicles required for the program and the capacity of the vehicles?

Questions that are not applicable should be included and marked "Not Applicable". The purpose of these forms is not intended in any way to limit the type, quality or quantity of data and information supplied by the Respondent. Attach additional sheets if more space is required.

9.1.3.2 Residential Refuse Collection Vehicles

**Please fill in the information below:**

**1: Manufacture and Model**

A: Cab and Chassis

B: Body

---

---

**2: Number of Vehicles**

A: Currently Owned

B: Planned for Purchase

---

---

**3: Will the Vehicles be Owned, Leased or Other?**

---

9.1.3.3 Residential Recycling Collection Vehicles

**Please fill in the information below:**

**1: Manufacture and Model**

A: Cab and Chassis

B: Body

---

---

**2: Number of Vehicles**

A: Currently Owned

B: Planned for Purchase

---

---

**3: Will the Vehicles be Owned, Leased or Other?**

---

## **9.2 Cost Information**

### **9.2.1 Exceptions to RFI Specifications and Service Agreement**

Respondents should prepare the Cost Information forms based on the program specifications set forth in the RFI documents.

However, if the Respondent takes exception to the RFI specifications, they are encouraged to describe those exceptions below. Each exception should be presented separately by stating the specific exception and the suggested changes including how the proposed change could benefit the municipalities, the customers or both.

**Please list proposed exceptions (if applicable):**

9.2.2 Cost Information Signature Page

**Please fill in the information below:**

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_

The undersigned has examined the complete Request for Information and its requirements contained in this solicitation and is submitting the following Cost Information Bid Form in full compliance with those requirements.

RESPONDENT acknowledges receipt of the following ADDENDUM (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED SIGNATURE:**

SIGNATURE: \_\_\_\_\_  
NAME/TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**9.2.3 Refuse Collection Services**

Provide cost information in the table below. Check all communities your firm is interested in providing refuse services to and then indicate the cost per household per month, with or without cart provided by Chippewa County.

Note: We would like information regarding cost for as many different options, or levels of service, you would be willing to provide. This includes servicing a single community, a combination of communities you define, and/or all of the communities in the targeted service area.

**Please fill in the information in the table below:**

**Table 5 Refuse Collection Services Cost Table**

Refuse Service Area	Participating Households	Communities your firm is interested in providing refuse collection services for (check all that apply)	Per Housing Unit/Month (with cart provided)	Per Housing Unit/Month (no cart provided)
Anson	849			
Boyd	226			
Cadott	624			
Chippewa Falls	6,030			
Eagle Point	1,089			
Hallie Area	2,376			
Lafayette	2,194			
Stanley	930			
Wheaton	983			
ALL Communities your firm is interested in providing refuse for	NA	NA		
ALL Communities within the TARGETED SERVICE AREA	15,301	NA		

**9.2.4 Single Stream Recyclables Collection**

Provide cost information in the table below. Check all communities your firm is interested in providing recyclables collection services to and then indicate the cost per household per month, with or without cart provided by Chippewa County.

Note: We would like information regarding cost for as many different options, or levels of service, you would be willing to provide. This includes servicing a single community, a combination of communities you define, and/or all of the communities in the targeted service area.

**Please fill in the information in the table below:**

**Table 6 Single Stream Recycling Collection Cost Table**

Recycling Service Area	Participating Households	Communities your firm is interested in providing <u>recyclables</u> collection services for (check all that apply)	Per Housing Unit/Month (with cart provided)	Per Housing Unit/Month (no cart provided)
Anson	849			
Boyd	226			
Cadott	624			
Chippewa Falls	6,030			
Eagle Point	1,089			
Hallie Area	2,376			
Lafayette	2,194			
Stanley	930			
Wheaton	983			
ALL Communities your firm is interested in providing refuse for	NA	NA		
ALL Communities within the TARGETED SERVICE AREA	15,301	NA		

### 9.2.5 Combined Recyclables & Refuse Collection Services

Provide cost information in the table below. Check all communities your firm is interested in providing recyclables and refuse services to and then indicate the cost per household per month, with or without cart provided by Chippewa County.

Note: We would like information regarding cost for as many different options, or levels of service, you would be willing to provide. This includes servicing a single community, a combination of communities you define, and/or all of the communities in the targeted service area.

**Please fill in the information in the table below:**

**Table 7 Combined Recycling & Refuse Collection Cost Table**

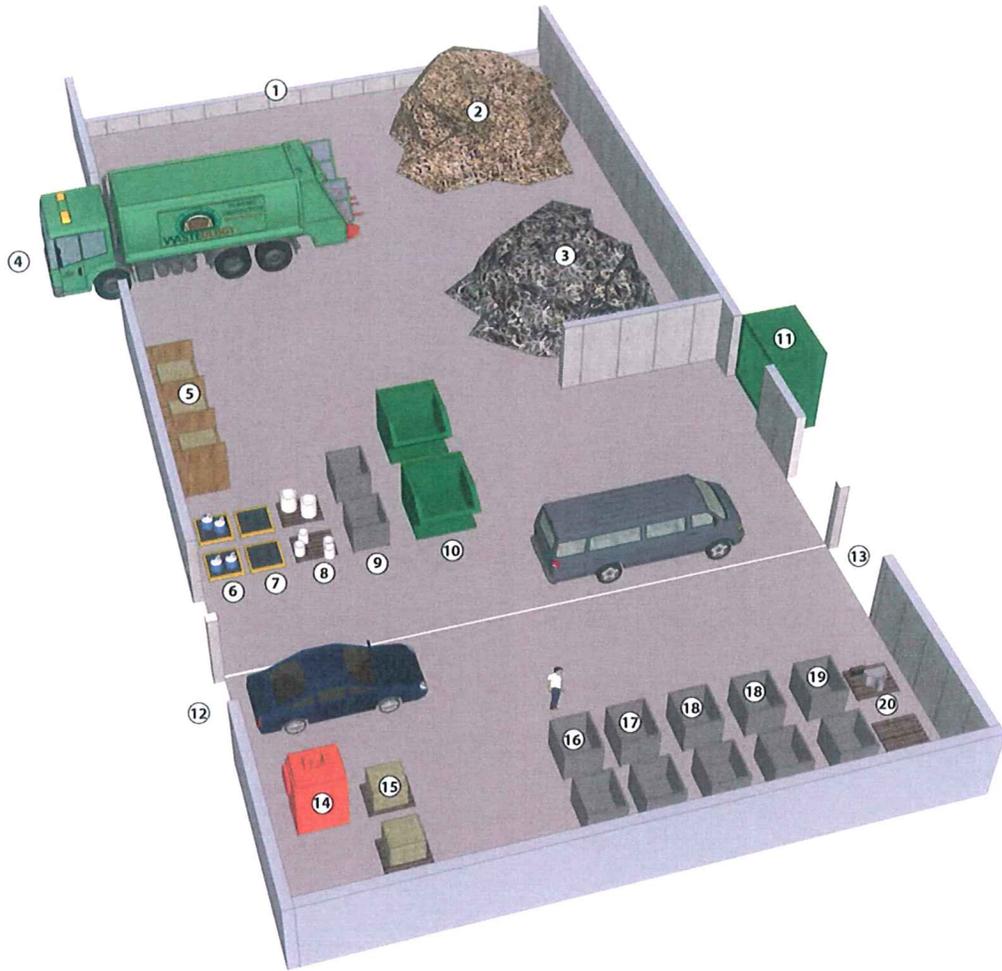
Recycling and Refuse Service Area	Participating Households	Communities your firm is interested in providing <u>refuse</u> & <u>recycling</u> collection services for (check all that apply)	Per Housing Unit/Month (with cart provided)	Per Housing Unit/Month (no cart provided)
Anson	849			
Boyd	226			
Cadott	624			
Chippewa Falls	6,030			
Eagle Point	1,089			
Hallie Area	2,376			
Lafayette	2,194			
Stanley	930			
Wheaton	983			
ALL Communities your firm is interested in providing refuse for	NA	NA		
ALL Communities within the TARGETED SERVICE AREA	15,301	NA		

## 10.0 RECYCLING TRANSFER SERVICES INFORMATION REQUEST

The County RU would like to obtain information from respondents with an interest and ability in providing services under the two alternatives described below. **For both alternatives assume 5,000 tons of recyclables per year.**

**Alternative #1:** Private entity provides recyclables transfer services through an existing or proposed privately owned facility.

**Alternative #2:** Private entity manages a hypothetical, publically owned privately run transfer facility. (See diagram below for a rough conceptual illustration of what Scenario #2 would look like and the types of services it would provide). Note: The recycling stream stock pile could be interchanged with solid waste through delivery scheduling to allow for transfer of both solid waste and recyclables. A final design of how a transfer stations would handle both waste and recycling hasn't been developed.



- |  |                           |
|--|---------------------------|
| 1 Push Wall to Recycling Transfer Containers | 8 Household Batteries     |
| 2 Residential Single Stream Stockpile        | 12 Public Entry (2 Lane)  |
| 3 Commercial recycling Stockpile             | 13 Public Exit (2 Lane)   |
| 4 Truck Entry / Exit                         | 14 Styrofoam Baling       |
| 5 Gaylord Box and Pallet Storage Rack        | 15 Styrofoam Bale Storage |
| 6 Used Engine Oli                            | 20 TVs and Electronics    |
| 7 Auto Batteries                             |                           |



**Chippewa County Recycling Transfer Station**  
**Receiving Building**

December 18, 2013

**Figure 5 – RTS Concept Diagram**

**Please respond to the following questions:**

**Alternative #1:** Private entity provides recyclables transfer services through an existing or proposed privately owned facility.

1. Is your firm interested in providing recycling transfer services for Chippewa County RU recyclables?
2. Briefly describe your existing or proposed RTS including services provided:
3. Provide a description of the existing or proposed transfer equipment to be installed at the Recycling Transfer Station:
4. Which MRFs(s) would your firm be willing to haul recyclables to for processing?
5. Describe your firm's approach, including rate structure, for providing transfer services:

**Please respond to the following questions:**

**Alternative #2:** Private entity manages a hypothetical, publically owned privately run transfer facility.

6. Is your firm interested in operating a publically owned RTF located in the Greater Chippewa Falls area? (If yes, please answer the remaining questions)
7. Does your firm have experience owning or managing a transfer station? If yes, please describe:

**11.0 SINGLE STREAM PROCESSING INFORMATION REQUEST**

**11.1 Technical Information**

Respondents should provide a condensed description of the proposed processing services including both RTF and MRF operations. The description should be complete from the point of receiving material all the way to final shipping, marketing and reporting.

**11.1.1 Summary Information – MRF**

**Please answer the following:**

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

County/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Facility Size: \_\_\_\_\_ sf

Facility Type (please circle): Dual Stream / Single Stream

Facility Throughput: \_\_\_\_\_ tons/yr.

Residue Rate: \_\_\_\_\_ %

Explanation (if applicable): \_\_\_\_\_

Can Accept Transfer Trailer Loads: Y / N

Constraints on Unloading: \_\_\_\_\_

Major Customers:

\_\_\_\_\_ tons/year

\_\_\_\_\_ tons/year

\_\_\_\_\_ tons/year

\_\_\_\_\_ tons/year

\_\_\_\_\_ tons/year

Expected End Markets for Major Materials:

\_\_\_\_\_

\_\_\_\_\_

Contaminant Handling Procedures:

\_\_\_\_\_

\_\_\_\_\_

### 11.1.2 Descriptive Information

**Please respond to the following questions:**

1. Proposed Material Delivery Standards for acceptable and unacceptable recyclables designating how materials must be prepared and allowable contamination levels;
2. Provide location map, site plan and building/equipment description of proposed Scale and Tipping Area;
3. In lieu of site plans, photos with captions will be accepted of scale and tipping area;
4. Provide site and floor plans and building/equipment inventory and description of proposed Recycling Processing Area(s) including current throughput in tons by major types of material and current major users of the facility as outlined in Technical Form 1-C;
5. In lieu of site and floor plans, photos with captions will be accepted of major pieces of equipment and storage areas;
6. Key employee profiles for staff members associated with program
7. List of recycling processing and marketing related project experiences including list of previous recycling processing and marketing services provided to similar clients
8. If the Offeror is proposing a recycling transfer facility or a material recovery facility that does not currently exist then the following must be provided as part of the submittal:
  - Provide a comprehensive technical description and sample specifications for the facility;
  - Provide a detailed timeline for its design, construction and startup;
  - Provide complete description of the interim arrangements that will be used prior to startup of the facility; and
  - Provide a list of similar facilities developed by the Offeror, including contact name, telephone number and email, and a timeline for the construction and startup of each.

### 11.1.3 Additional Requirements

**A RFI Submittal for the single stream recycling processing services should include the following technical information as attachments.**

- \_\_\_\_\_ Location Map, Site Plan (if applicable) and Building/Equipment Descriptions for Proposed Scale and Tipping Area OR photos with captions of scale and tipping area will be accepted in place of site plan;
- \_\_\_\_\_ Location Map, Floor Plan (if applicable) and Building/Equipment Descriptions for Proposed Recycling Processing Area(s) OR photos with captions of major separation equipment, sort lines, baler and storage areas will be accepted in place of floor plan;
- \_\_\_\_\_ Organizational Chart

**If the intended MRF does not yet exist this response must include the following technical information as attachments.**

- \_\_\_\_\_ Description of the intended MRF showing all the information required above including Proposed Location Map, Proposed Floor Plan and Proposed Building/Equipment; and
- \_\_\_\_\_ Timeline for construction and startup of the intended MRF.

**11.2 Cost Information**

Each Respondent shall submit Cost Information for Single Stream Recycling Processing Services that includes all cost information as identified and described below.

**11.2.1 Processing Tip Fee and Annual Adjustment Rate for Delivered Ton.**

Processing Tip Fee is optional and assumed to be \$0.00 if not filled out. Provide a Processing Tip Fee for both 2,700 tons per year and 4,500 Tons per year.

<b>RECYCLING PROCESSING TIP FEE CHARGED FOR EACH INCOMING COUNTY TON (MRF Operation and Maintenance Costs Per Ton for Processing) OPTIONAL – ASSUMED TO BE \$0.00 PER TON IF NO ENTRIES ARE MADE</b>	
<b>Tonnage Per Year</b>	<b>Processing Tip Fee For Each Delivered Ton</b>
2,700	\$ _____ /TON*
4,500	\$ _____ /TON*

**11.2.2 Revenue Sharing: Method and Example**

1. Method. Identify a method for determining value of recyclables (required). If ACR is chosen, enter the ACR rate for December 2013 for each ton delivered.
2. Example. Attach an example (identify source) on a monthly basis for the past 24 months of the commodity prices the RFI Respondent has received. A Midwest example is preferred. Include Average Commodity Revenue (ACR) per ton for each 12 months.

**Please provide responses in the table below:**

**REVENUE SHARE METHOD FOR EACH TON**

**Circle the Preferred Method for Determining Value of Recyclables**

Approach	Description	Metric
Average Commodity Revenue (ACR) Approach	Revenue sharing for all County recyclables will be based on the commodity revenues received by the Processor for sale of all recyclables delivered by the Entity, weighted by the percentage of each particular commodity in the average ton of recyclables.	ACR Rate \$ _____ (enter December 2013 Rate Per Ton Delivered)
Other Method for Determining Value of Recyclables	Describe proposed method below if not using ACR Approach:	Describe proposed measurement to determine revenue sharing:

### 11.3 Innovative Approaches

The County is very interested in the latest equipment and related collection technologies that could enhance the solid waste and recycling management system's features. Respondents are encouraged to discuss any innovative technologies and approaches it may wish to propose for use in the County's recycling and solid waste system.

**For each technology considered, please provide at least the following, as appropriate so that the County can consider whether to include these features into a RFP and how best to incorporate them into an RFP:**

1. A description of the equipment or technology process flows, including all related information to provide for a complete understanding of the proposed equipment/technology;
2. The handling capacities of the proposed equipment/technology;
3. Examples of similar applications of the proposed equipment/technology;
4. Site requirements (power, area, location, etc.);
5. Approximate capital and operating costs; and
6. A description of any other benefits or costs to be attributed to the proposed equipment/technology.

The County is also very interested in the latest information systems technologies that could enhance the recycling and solid waste management system's effectiveness, customer friendliness and overall compatibility with and encouragement of recycling.

**Please provide any suggested best practices or other information that you believe might be relevant:**

## 12.0 BUSINESS TERMS AND COST ISSUES INFORMATION REQUEST

This RFI is soliciting input from Respondents on their approach, business terms and costing related to the provision of recycling and solid waste services for multiple communities in Chippewa County, Wisconsin.

**Please respond to the following statements (if applicable):**

1. Add to or expand on this overview based on their own experience with recycling and solid waste collection and recycling and solid waste multi-jurisdictional collaborative services;
2. Provide specific examples of multi-jurisdictional collaborative service arrangements that their own company has experience in (including samples of contract/franchise agreements, details of arrangements, RFPs etc.) that the County may benefit from seeing;
3. Provide other best-practice case study information on multi-jurisdictional collaborative services or other approaches that can support achieving the 50% or higher recycling diversion rates that the County has set as a near-term objective;

**Provide any other information that the Respondent believes will be helpful for the County to consider in this RFI process for a recycling and/or solid waste multi-jurisdictional program.**