

**Chippewa County Recycling  
Processing and Marketing Services**

**Request for Proposal (RFP) 2015-06**

June 22, 2015



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# Chippewa County Recycling Processing and Marketing Services

## Request for Proposal (RFP)

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**RESPONSE AND BID DUE ON OR BEFORE 4:00 P.M. CDT, Wednesday, July 22, 2015**

### 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 Department of Land Conservation and Forest Management, 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>

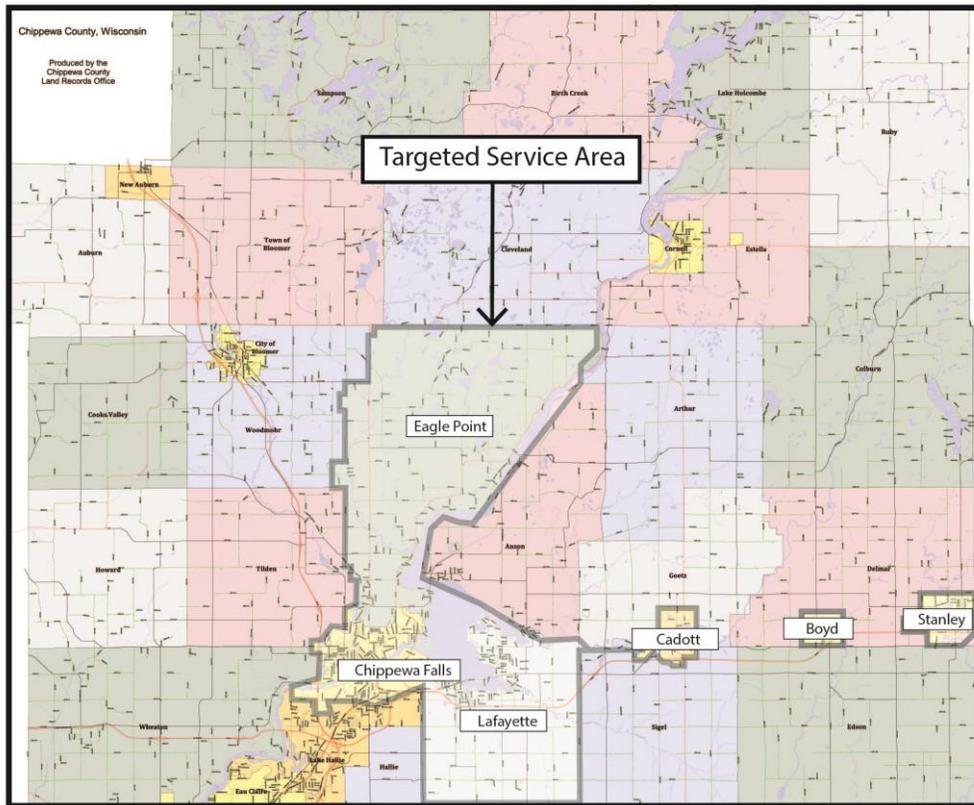
**Key findings from the study include:**

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 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 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. The Recycling Division released a Request for Information (RFI) that indicated private sector willingness to provide services for waste and single stream recycling collection and recycling processing.

This RFP has been prepared to solicit proposals for processing services for the following municipalities: Town of Eagle Point, Village of Cadott, Village of Boyd, Town of Lafayette, and City of Stanley. The City of Chippewa Falls will potentially participate when their current contract expires.

The location of the service area is shown in Figure 1 on the following page.



**Figure 1 – Map of Targeted Service Area**

**A separate RFP will be issued to solicit cost and service proposals for both recycling and solid waste collection services in the identified municipalities.**

## **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 Conservation and Forest Management is the organizational body issuing this RFP on behalf of its member municipalities that have agreed to participate in this solicitation.

### 3.0 INVITATION

The municipalities that have chosen to participate in the RFP (hereinafter referred to as the Consortium), provide waste management services to approximately 5,522 residential customers. These services include the processing and marketing of approximately 1,500 tons of comingled, recyclable materials from its residential customers. It is the intention of the Consortium to solicit proposals for the processing and marketing of comingled, **single sort** recyclable materials.

The County Recycling Program, on behalf of the Consortium, makes this Request for Proposals (hereinafter referred to as the RFP) in order to select a qualified Recycling Materials Processor (hereinafter referred to as the Contractor) to process and market the material. Recycling Processing and Marketing Services (hereinafter called the Project) is generally described in the “Scope of Services” (Section 4), contained within this RFP, including descriptions of roles, responsibilities and relationships of the Contractor, County, and other municipalities involved in the Project. Companies responding to this RFP shall review and comply with the requirements specified in this RFP.

### 4.0 SCOPE OF WORK

This RFP requests cost service and cost proposals for the processing and marketing of curbside recyclables materials by a regional Materials Recovery Facility (MRF).

#### 4.1 Processing Services

Respondents are required to provide information related to the provision of recycling processing services. This RFP 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 required to state the extent of their interest in negotiating a revenue sharing agreement for the delivery of single stream recyclables to an identified MRF.

#### 4.2 Process Overview

Following issuance of this RFP, formal responses to the RFP will be accepted through 4p.m., on **July 22, 2015**. Responses must be submitted on forms provided in Section 9 to the Recycling Division of the Department of Land Conservation and Forest Management.

Any questions concerning this RFP must be submitted via e-mail or fax on or before **July 7, 2015** 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 RFP document at this point in the RFP 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 RFP.

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

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

Following this determination, the County and participating municipalities in the targeted urban service area may then proceed with developing an agreement for processing services of recyclable material.

#### **4.2.1 Confidentiality of RFP Results**

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

##### **4.2.1.1 County Obligation of Confidentiality**

The County shall hold in strict confidence any Confidential Information which it obtains from RFP 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 RFP results and presenting them in a generalized format. The RFP respondents recognize and agree, however, that disclosure of Confidential Information may be required. The County shall promptly notify the RFP 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 RFP 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.

##### **4.2.1.2 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 RFP respondents notice of its receipt of any request for Confidential Information made under Wisconsin's Public Records Law. The County shall consult with RFP respondents prior to submitting any response unless the County, in its sole judgment, determines that as a matter of Wisconsin law that the RFP 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 RFP responses shall be determined by the county pursuant to Wisconsin law.

Notwithstanding anything else provided in this RFP, the RFP 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 RFP 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.

##### **4.2.1.3 Identification of Confidential Information**

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

#### **4.3 Preliminary Schedule**

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

Project Milestone	MRF Processing
RFP Release	June 22, 2015
Questions on RFP Due by	July 7, 2015
Responses to Questions posted by	July 10, 2015
<b>Proposals due by</b>	<b>4:00 PM on Wednesday, July 22, 2015</b>
Interviews (if necessary)	Week of July 27, 2015
Estimated Contract Award	October 16, 2015
Estimated services start date	January 1, 2016
Estimated services end date	December 31, 2018

#### 4.4 RFP Submission and Award of Contract

##### 4.4.1 Submission Date

The County requests that responses to this RFP be submitted no later than 4:00 p.m. CDT on **Wednesday, July 22, 2015**. Responses should be submitted to the Recycling Division of the Department of Land Conservation and Forest Management.

- Via email using the email address ryohnk@co.chippewa.wi.us and the Subject Line “Chippewa County RFP”
- Via regular mail addressed to: Renee Yohnk, Recycling Coordinator  
Chippewa County Courthouse Rm 11  
711 N Bridge St  
Chippewa Falls, WI 54729
- Via fax to 715.726.4589 Attention: Renee Yohnk, “Chippewa County RFP.”

##### 4.4.2 Opening of Bids

There will be no formal opening of bids. The County will receive bids and its consultant team, SEH/RRS, will make a recommendation to the County for the preferred service provider.

##### 4.4.3 Rejection of Bids

1. All bids will remain subject to acceptance for the period of time stated in the Bid Form, but County may, in its sole discretion, reject any bid.
2. County reserves the right to reject any or all bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional bids. County further reserves the right to reject the bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. County may also reject the bid of any bidder if County believes that it would not be in the best interest of the Project to make an award to that Bidder. County also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
3. More than one bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder

has an interest in more than one bid for the Work may be cause for disqualification of that Bidder and the rejection of all bids in which that Bidder has an interest.

#### **4.4.4 Bidders, Subcontractors, and Suppliers**

1. In evaluating Bidders, County will consider the qualifications of Bidders and may consider the qualifications and experience of subcontractors, suppliers and other individuals or entities proposed for those portions of the Work.
2. County may conduct such investigations as County deems necessary to establish the responsibility, qualifications and financial ability of Bidders, proposed subcontractors, suppliers, individuals, or entities to perform the Work in accordance with the Contract Documents.
3. Prior to execution of the Contract, County will notify Bidder in writing if County, after due investigation, has reasonable objection to a person or entity proposed by Bidder. The Bidder may, at the Bidder's option, withdraw the bid or submit an acceptable substitute person or entity with Bid price increased (or decreased) by the difference in cost occasioned by such substitution OR without an increase in the Bid.
4. County may enter into negotiations with the one or more bidders prior to entering into a contract. County may also choose to disqualify any of the Bidders.
5. Persons and entities proposed by the Bidder and to whom the County have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the County.

#### **4.4.5 Acceptance of bid/Award of Contract**

1. In evaluating bids, County will consider whether or not the bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Forms or prior to the Notice of Award.
2. County shall have the right to waive informalities and irregularities in a bid received and to accept the bid, which, in the County's judgment, is in the County's own best interests.

#### **4.4.6 Performance and Payment Bonds, Insurance**

1. If and when Bidder enters into agreement with County, the Bidder may be required to furnish bonds covering the faithful performance of the Contract and payment of all obligations arising there under.

#### **4.5 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 RFP, 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.

#### **4.6 Contact Information**

The County requests that correspondence related to this RFP 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.

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

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

In some cases the municipality arranges for collection and 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. In other cases 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.

### **5.1 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 or larger cart 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**

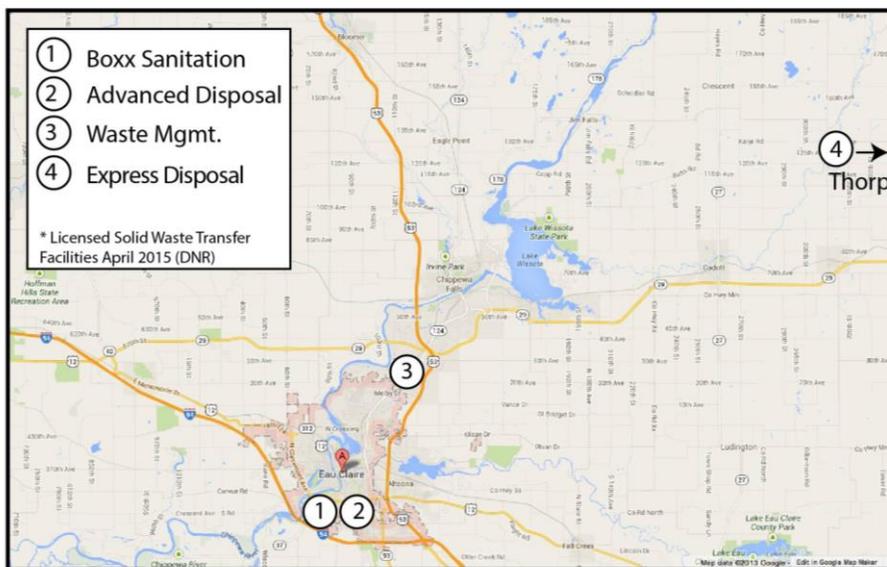
Municipality	Hauler	Type of Container	Drop Off Co-Mingled Single Stream Dumpsters
Boyd	Waste Mgmt.	18 gal. Bins	
Cadott	Advanced Disposal	18 gal. Bins or 96 gal. Carts	
Stanley	Express Disposal	18 gal. Bins	
Eagle Point	Waste Mgmt.	18 gal. Bins	20 yd. – picked up once/month
Lafayette	Waste Management Commercial Recycling		(3) – 8 yd. – picked up as needed (twice/month)
	Provyro	18 gal. Bins	
	Tambornino	18 gal. Bins	
	Advanced Disposal	18 gal. Bins	
	Waste Mgmt.	18 gal. Bins	
Chippewa Falls	Normacycle	18 gal. Bins	

**5.2 Existing Recycling/Solid Waste Infrastructure**

**5.2.1 Recycling and 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 – Eau Claire/Chippewa Falls Area Recycling and Solid Waste Transfer Stations**

### 5.2.2 Single Stream Material Recovery Facilities

There are several regional MRFs that process single stream recycling. (Table 2).

**Table 2**  
**MRFs in the broader region capable of accepting single stream recyclables**

Key	Name	County	Municipality	State
1	Waste Management Germantown	Washington	Germantown	WI
2	Waste Management - Madison Recycling Center	Dane	Madison	WI
4	Outagamie County Recycling	Outagamie	Appleton	WI
5	Johns Disposal Service Inc.	Jefferson	Whitewater	WI
6	Advanced Disposal	Portage	Plover	WI
7	Advanced Disposal	Dane	Wausaukee	WI
8	Waste Management Recycle America - Twin Cities	Hennepin	Minneapolis	MN
9	Republic Services	Hennepin	Minneapolis	MN
10	Eureka Recycling	Hennepin	Minneapolis	MN
11	Eagle Waste and Recycling	Vilas	Eagle River	WI

### 5.3 Estimates & Projections

#### 5.3.1 Recycling Volumes

A summary of existing (baseline) and projected recycling volumes for the Targeted Service Area is provided in Table 3. By implementing best practices it is estimated that recycling volumes for the Targeted Service Area could increase from 1,625 tons to 3,829 tons annually.

**Table 3**  
**Participating Municipal Service Area**

Municipal Recycling Programs	Participating Households	Projected Single Sort (SS) Recycling Tons	Current Recycling Tons (2014)
Boyd	226	62	42.9
Cadott	624	172	123.3
Eagle Point	1,089	299	226.5
Lafayette	2,194	603	453.4
Stanley	1,389	382	117.3
<b>Targeted Service Area Total</b>	<b>5,522</b>	<b>1,518</b>	<b>963.4</b>
<b>Potential Future Participating Municipal Service Area</b>			
Chippewa Falls	6,030	1,658	662.1
<b>Potential Service Area Total</b>	<b>13,928</b>	<b>3,829</b>	<b>1,625.5</b>

## 6.0 DESCRIPTION OF DESIRED SERVICES

### 6.1 Single Stream Recycling Processing and Marketing Services

Under this section of the RFP 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 RFP 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 RFP 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 the County currently collects “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.)

### 6.1.1 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

### 6.1.2 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).

#### 6.1.2.1 Revenue Sharing

Under this section, RFP 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 the respondent's single stream MRF.

### **6.2 Contract Term**

The contracting party will be Chippewa County operating on behalf of the participating municipalities and the awarded Contractor to provide the services consistent with the Contractor's accepted proposal. The Contractor's proposal, along with the RFP will be incorporated into a formal agreement after negotiations. It is the intent of the County to award a single Contract for a term of three years with up to two (2) additional 1-year contract renewals at the County's sole discretion.

### **6.3 Transfer of Recyclables to designated MRF**

Under this section of the RFP, the RFP Respondent *may* explain their approach to deliver single stream recyclable materials to their MRF as identified under this RFP. It should be noted that this RFP does not formally solicit bidding prices for transfer services. A second single stream recycling collection RFP will be issued for collection and transfer services. The main goal is to accommodate a change to cost effective curbside single sort cart based collection. Therefore, respondents are encouraged to provide any additional relevant information that respondents feel may assist the County with the design of a cost effective program.

Recyclable Materials from the identified group of Chippewa County municipalities will likely be tipped at a Private Transfer Station site located in the vicinity of the greater Chippewa Falls area and transferred to the Respondents MRF. However, if there are back haul opportunities or other innovative cost effective approaches available the respondent should feel free to describe them in the RFP.

1.1.1.1

## **7.0 INFORMATION SUBMITTAL REQUIREMENTS**

### **7.1 Format**

**The County requests that responses to this RFP be legibly entered into the printed version of this document in Sections 8-12 below and submitted as a hard copy of the attached forms, a scanned copy submitted via email, or by fax per Section 4.4 – ‘RFP Response and Submittal’.**

Please feel free to include any additional attachments as necessary.

### **7.2 Informational Submittal Requirements**

This RFP 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 and contractual service needs. Written responses are requested from those companies interested in performing the services contemplated in this RFP.

## **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 RFP 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. 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;
4. Any new services envisioned to be developed or acquired in order to assume the envisioned responsibilities;
5. Sketches, drawings, photos, etc. of existing facility (MRF) or any other graphics that explain the Respondents MRF and operations.

**9.0 RECYCLABLES PROCESSING 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

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8: List all firms participating in this project (including prime RFP 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:

Name	Address

## **9.2 Cost Information**

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

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

However, if the Respondent takes exception to the RFP specifications, the Respondent is 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 Proposal 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: \_\_\_\_\_

**10.0 SINGLE STREAM PROCESSING INFORMATION REQUEST**

**10.1 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.

**10.1.1 Summary Information – MRF**

**Please provide the following information:**

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 10.1.2 Descriptive Information

**Please provide the information requested below:**

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. In lieu of site plans, photos with captions will be accepted of scale and tipping area.
3. 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. In lieu of site and floor plans, photos with captions will be accepted of major pieces of equipment and storage areas.
4. Key employee profiles for staff members associated with program.
5. List of recycling processing and marketing related project experiences including list of previous recycling processing and marketing services provided to similar clients.

### 10.1.3 Additional Requirements

**A RFP 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.

**10.2 Cost Information**

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

**10.2.1 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 1,500 tons per year and 4,000 Tons per year.** The Contractor must propose a Processing Tip Fee for both an 80% Revenue Sharing and a 50% Revenue Sharing arrangement.

**Table 4: Recycling Processing Tip Fee**

		<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>Revenue Sharing Plan</b>	<b>Tonnage Per Year</b>	<b>Processing Tip Fee For Each Delivered Ton</b>		
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
80% Revenue Returned to Entity	1,500	___\$/Ton	___\$/Ton	___\$/Ton
50% Revenue Returned to Entity	1,500	___\$/Ton	___\$/Ton	___\$/Ton
80% Revenue Returned to Entity	4,000	___\$/Ton	___\$/Ton	___\$/Ton
50% Revenue Returned to Entity	4,000	___\$/Ton	___\$/Ton	___\$/Ton

**10.2.2 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 RFP Respondent has received. A Midwest example is preferred. Include Average Commodity Revenue (ACR) per ton for each 12 months.

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

**Table 5: Revenue Share Method for Each Ton**

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

Approach	Description	Metric
Average Commodity Revenue (ACR) Approach (See Example in Table	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. The proposed Revenue Sharing percentage is _____ %	ACR Rate  \$ _____ (Enter May 2015 Rate Per Ton Delivered)
Trigger Price Approach	Contractor keeps first \$X per ton of market revenue (based on chosen method from part B above) before revenue sharing percentage for City is applied – often referred to as the trigger price (the market revenue price per ton that “triggers” revenue sharing to the City)	
Other Method for Determining Value of Recyclables	Describe proposed method below if not using ACR Approach:	Describe proposed measurement to determine revenue sharing:

**Comments and Revenue Share Example** – Provide an attached Sheet showing an example of the Revenue Share formula applied to 1,500 tons delivered in year 1 of the Contract.

In the event that the Gross Revenues are greater than Service Fees then the Revenue Sharing shall have the following form:

**Table 6: Average Commodity Revenue (ACR) Example Calculation**

The following is an example of an Average Commodity Revenue (ACR) Calculation.

<b>Material</b>	<b>TOTAL TONS</b>	<b>MARKET RATE</b>	<b>GROSS REVENUE</b>	<b>MARKET INDICATOR</b>
Soft Mixed Paper	147.73	47.50	\$7,017.28	Chicago Highside
Special De-ink Quality News (ONP)	597.77	61.56	\$36,798.94	Chicago Highside
Corrugated Containers (OCC)	195.96	81.25	\$15,922.10	Chicago Highside
Aseptic Cartons	8.89	109.00	\$969.46	Market Rate
Glass 3 Mix	406.05	0.00	\$0.00	Market Rate
Aluminum Cans (Sorted, Baled)	16.01	1337.60	\$21,418.31	ALUMINUM METAL MARKET LOW - 1ST ISSUE OF MONTH
Steel Cans (Sorted, Densified)	43.61	81.25	\$3,543.29	Avg. Monthly Sales
PET (Baled)	29.93	269.40	\$8,063.74	Waste New 1st Issue of Month - Chicago region
Natural HDPE (Bailed)	19.79	600.00	\$11,874.38	Waste New 1st Issue of Month - Chicago region
Colored HDPE (Bailed)	16.96	533.20	\$9,044.89	Waste New 1st Issue of Month - Chicago region
Comingled (#3-7, Baled, picked up)	17.28	0.40	\$6.91	Waste New 1st Issue of Month - Chicago region
<b>TOTAL</b>	<b>1,500.00</b>		<b>\$114,659</b>	
Revenue Share Percent			80%	
Revenue Share			\$91,727	
(Avg. Commodity Revenue per Ton X tons X Revenue Share Percent)				
Average Commodity Revenue per Ton			\$76.44	

**10.2.3 Calculation of Revenue to County:**

In the event that Gross Revenues are greater than the Processing Fees then the Revenue Share shall have the following form:

**Table 7: Calculation of Revenue to County**

<b>Option B1: ACR Approach</b>	<b>Tons</b>	<b>Fee per Ton</b>	<b>TOTAL</b>
<b>Gross Revenues: (Tons X ACR per Ton)</b>	1,500	\$ _____ / Ton	\$ _____
<b>_____ % Revenue Share Percentage</b>			<b>x _____ %</b>
<b>ACR per Ton X Revenue Share Percentage</b>			
<b>Net Revenue to County</b>			\$ _____
<b>Less Processing Fees (Tons X Processing Fee)</b>	1,500	\$ _____ / Ton	\$ _____
<b>Net Gross Payment to County</b>			\$ _____

**10.2.4 Calculation of Payment to Contractor:**

In the event that Processing Fees are greater than Gross Revenues then the Revenue Share shall have the following form:

**Table 8: Calculation of Payment to Contractor**

Option B1: ACR Approach	Tons	Fee per Ton	TOTAL
Processing Fees (Tons X Processing Fee)	1,500	\$ _____ / Ton	\$ _____
Less County Net Revenues: (Tons X ACR per Ton)	1,500	\$ _____ / Ton	\$ _____
Net Revenues (Payment) to Contractor			\$ _____

**10.2.5 Alternative Revenue Sharing Based on Trigger Price**

The following Revenue share would allow the processor a keep the value of the material to compensate for the operating cost and would provide revenue sharing when the ACR exceeds the floor payment. The County would only receive revenue when the floor trigger price was less than the ACR value of materials.

**Table 9: Processing Revenue Share Floor**

PRICING PART C: PROCESSING REVENUE SHARE FORMULA FOR EACH TIER		
For Processing Only	PROCESSING REVENUE SHARE FOR EACH TON DELIVERED EACH YEAR	
	1500	4,000
C-1: Contractor Keeps \$/Ton	\$ _____ / Ton	\$ _____ / Ton
C-2: Revenue Share % to City After C-1	_____ %	_____ %

## **11.0 Billing and Payment of Invoices.**

1. Contractor Statement. The Contractor shall submit an invoice quarterly to the County no later than the fifteenth (15) Day of the month following the end of the quarter. Such invoice shall calculate the net payment due County or Contractor.
2. Invoicing, reconciliation and payment would occur on a Quarterly basis.

## **12.0 Business Terms and Cost Issues Information**

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

**Provide any other information that the Respondent believes will be helpful for the County to consider in this RFP process for a recycling multi-jurisdictional program.**