



CITY OF LAWRENCE REQUEST FOR PROPOSAL (RFP)

RFP Number: R1109

Purpose of RFP:

Create additional glass recycling drop-off options for residents and businesses in the City of Lawrence.

RFP Description:

Create additional glass recycling drop-off options for residents and businesses in the City of Lawrence. Services that would likely be addressed in the program proposal include site evaluation, public outreach and education, pick up, transportation, and recycling of glass from drop off locations.

Department:

Public Works

Contacts:

Kathy Richardson
City of Lawrence Waste Reduction and Recycling Operations Supervisor
(785) 832-3046
(785) 832-3056 (fax)
Email: krichardson@lawrenceks.org

Site Visit Requirements:

None required.

Copy Requirements:

Please submit an electronic copy of the proposal in PDF format and one hard copy of proposal (double-sided when appropriate, recycled content paper preferred).

Due Date & Time:

October 17, 2011 by 5:00 p.m.

Submit To Address:

Mail to: City of Lawrence
Attn: Kathy Richardson
Waste Reduction & Recycling Division
PO Box 708
Lawrence, KS 66044

Hand Deliver: City of Lawrence
Attn: Kathy Richardson
Solid Waste Annex North
320 NE Industrial Lane
Lawrence, KS 66044

SECTION I PROPOSAL INFORMATION

Proposals will be received by the City of Lawrence, Kathy Richardson, Waste Reduction and Recycling Division, PO Box 708, Lawrence, KS 66044, until 5:00 p.m. on October 17, 2011. Please submit an electronic copy of the proposal in PDF format and one hard copy of proposal (double-sided when appropriate, recycled content paper preferred).

Site Requirements: There are no site visit requirements.

Contact/Phone Number

Kathy Richardson, Operations Supervisor
City of Lawrence Waste Reduction and Recycling Division
PO Box 708
320 NE Industrial Lane
Lawrence, KS 66044
(785) 832-3046
(785) 832-3056 (fax)
Email: krichardson@lawrenceks.org

Basis of Award / Acceptance Period

Proposals will be awarded on the basis of services offered, contractor experience and qualifications, content of proposal, and costs / responsibilities delegated to the City of Lawrence. Following review of proposals, select contractors will be contacted for the interview phase, which will include a presentation by the vendor, questions and answers by evaluating panel. A contract with the agreed upon terms will then be drafted. With City Manager and City Commission approval, the contract will be awarded and successful contractor notified.

SECTION II PROGRAM DESCRIPTION AND MINIMUM SPECIFICATIONS

Program History / Description

The City of Lawrence Waste Reduction and Recycling Division offers commercial recycling programs for both corrugated cardboard and sorted office paper. For the residents of this university town of approximately 93,000, we offer 12 drop-off locations for newspapers, corrugated cardboard and mixed paper. Combined, all of our programs have increased our recycling rate from 29% in 1996 to at least 34% by 2006. During this ten year period, our city's population and the small business sector (i.e. retail, dining and offices) grew significantly (18% and 32% respectively). Growth since 2006 has been on a more modest pace. Lawrence's continued increase in recycling has kept pace with the corresponding growth in our Municipal Solid Waste (MSW) generation rate.

The City of Lawrence Solid Waste Division, which includes the Waste Reduction and Recycling Division, is an Enterprise Fund created to manage MSW within the city limits. All funding for waste hauling and disposition is supplied through the ratepayers to the division, and through revenue from sales of recyclables.

Currently the community is engaged in a comprehensive look at solid waste management services in Lawrence, through the Solid Waste Task Force, created in February 2011. The charge of the task force is to:

- Articulate / document the services currently provided through solid waste user fees.
- Articulate issues driving recommendations for service changes.
- Consider solid waste services that may be included in the long-range plan for the Lawrence community (such as, variable rate pricing, curbside recycling, yard trimmings collection, bulky item collection, etc).
- Seek community-wide input in the options for desired solid waste services.
- Develop recommendations for the Lawrence City Commission regarding implementation of services or changes to existing services.
- Propose timelines and educational outreach to achieve recommended service levels.

The final report from the task force to the Lawrence City Commission is expected in March 2012.

Minimum Specifications

The City of Lawrence Waste Reduction and Recycling Division is soliciting proposals from qualified associates to establish additional glass drop-off recycling opportunities for Lawrence residents and businesses. Services that would likely be addressed in the program proposal include site evaluation, public outreach and education, pick up, transportation, and recycling of glass from drop off locations.

All proposals will be evaluated as described in this RFP. Firms submitting proposals shall understand the contract awarded will provide the following:

- All services will be in compliance with applicable federal, state and local regulations and ordinances and must maintain such compliance through the term of the contract.
- Permission to tour the glass recycling facilities used by the contractor will be provided to City staff during the term of the service contract.
- The terms of the contract will be from the time of award for 1 year with options to renew annually for up to four (4) additional years providing funds are available.
- Contractual changes may be made prior to renewal each year if agreed to by both parties.
- The City of Lawrence will expressly reserve the right, during the original term to pursue and implement alternative means of managing the waste streams.
- Proof on insurance including workers' compensation, liability, and so on, with the City of Lawrence named as an additional insured

SECTION III PROPOSAL CONTENT

1. Company identification information within the proposal.
 - A. Name and address of the individual or firm (or joint venture), which is submitting this form for the service contract.
 - B. Name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
2. A narrative description of the proposed glass program (see Scope of Work below).
3. A minimum of three (3) customer references from entities for which the company has provided services identical or similar to those referenced in the Scope of Work, including customer name and address, contact person name and phone number.
4. A narrative and all relevant requested documentation sufficient to demonstrate your firm's ability to perform all elements detailed below in the Scope of Work section.
5. Submit an electronic copy of the proposal in PDF format and one hard copy of written proposal as outlined above. The City of Lawrence reserves the right to reject any proposal not complying with the requirements outlined in this Request for Proposal or has the right to reject all proposals.

SCOPE OF WORK - The proposed scope of work shall be included in the proposal submitted.

The scope of work will address how the glass program will be implemented and operated, detailing who has ownership and responsibility for each component of the program. The following is a list of some of the items which should be addressed, but contractors are encouraged to provide the most robust and complete proposal feasible.

- Possible locations (up to four) not including the two existing glass recycling drop-off locations in community which are privately operated
- Recommended criteria for determining additional locations
- Containers / configuration of drop-off bins
- Management and maintenance of drop-off locations
- Collection of materials from drop-off locations
- Material consolidation, if necessary
- Transportation of materials to ultimate location for recycling
- Frequency of collection (drop-off locations, consolidation points)
- Processing and recycling of materials with identified final uses
- Proposed outreach and education in community
- Cost of services provided, if applicable
- Payment for materials received, if applicable
- Reporting content and frequency

SECTION IV EVALUATION CRITERIA

Evaluation Process

Negotiations with select vendors may be requested. Recommendations and agreed upon contract are submitted to the City Manager and City Commission. Upon approval, consent to proceed will be forwarded to the successful vendor.

Evaluation Criteria

The proposals will be reviewed on the basis of costs and payments for services, vendor qualifications and technical proposal, and how well services offered address the goals identified.

SAMPLE EVALUATION SHEET

Services offered address goals identified

- Expands drop-off locations in the community
- Limits susceptibility of program success to market fluctuations
- Creates valuable partnership between vendor and city that provides best benefits to community as a whole
- Outlets or end markets for materials

Vendor Qualifications & Technical Proposal

- Demonstration that proposed facilities owned or operated by the firm have a demonstrated ability to perform all services in a legal, safe and environmentally sound manner
- Demonstration of knowledge, experience, and familiarity with operating / providing service to other communities for glass recycling (public or private)
- Comparable experience and background of the specific personnel that shall be assigned to the team that shall serve the City of Lawrence

Costs and payments for services

- Costs of inputs required by the City of Lawrence, if any (such as containers, consolidation points, maintenance of sites, outreach, collection of materials)
- Services provided by contractor without cost to the City, if any (such as containers, consolidation points, maintenance of sites, outreach, collection of materials, transportation)
- Payments for materials recovered

SECTION V EQUAL OPPORTUNITY AGREEMENT

The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.