



## **REQUEST FOR PROPOSALS**

### **Residential Waste Composition Study**

**ISSUED BY:** Chittenden Solid Waste District

**DATE OF ISSUE:** March 26, 2015

**PROPOSAL DEADLINE:** 2:00 p.m., April 24, 2015

The Chittenden Solid Waste District (CSWD) is accepting proposals for a residential waste composition study in Chittenden County, Vermont. Two sorting sessions must occur approximately three months apart in summer and fall, 2015, preferably in August and November, at the All Cycle Transfer Station in Williston, Vermont.

#### **GENERAL INFORMATION ON CSWD**

The Chittenden Solid Waste District is a union municipal district chartered by the State of Vermont and is responsible for the management of solid waste generated within Chittenden County. Chittenden County is comprised of 18 municipalities including the City of Burlington, surrounding suburbs, and numerous rural towns. CSWD serves a population base of approximately 160,000. CSWD members currently generate approximately 90,000 tons per year of municipal solid waste for disposal (residential, commercial, and institutional). For additional information about CSWD's facilities and programs, please visit [www.cswd.net](http://www.cswd.net).

#### **SCOPE OF SERVICES**

- 1) Review project and sort categories, and determine protocol for selection of samples with CSWD.
- 2) Sort 15 samples of residential waste, each weighing approximately 200 pounds, in each sorting session. Sorting will occur on a concrete pad adjacent to the facility. Transfer Station staff will transport selected samples from the facility floor to the pad and remove the sample once sorting is complete.
- 3) Provide data for each sample:
  - a) Date and time
  - b) Hauler
  - c) License plate number
  - d) Municipal origin(s) of load
  - e) Estimated percent of load that is residential as reported by driver (samples should come only from loads that are all or mostly residential)
  - f) Wetness factor
  - g) Weights for each material category as defined below

**No report is required, just raw data.**

The sort categories are:

- a) Mandatory recyclables = corrugated cardboard, boxboard (including soda and beer cartons) white and colored paper, envelopes, junk mail, soft cover books, newspaper, magazines and catalogs, paper bags, shredded paper, glass bottles and jars and metal cans from foods and

beverages, aluminum foil and pie plates, aerosol cans from non-hazardous products, and #1-7 rigid plastic containers and packaging (no film, no foam)

- b) Bulky rigid plastic = crates and buckets (> 2øin height), carts, baskets, toys, lawn furniture, etc. (no electronics, construction materials, or items with circuit boards or battery packs)
- c) Beverage cartons and aseptic containers (shelf-stable and refrigerated) = juice, milk, soy milk, soup, broth, wine, cream, egg substitutes
- d) Other recyclables = textiles, scrap metal, clean wood, hardcover books
- e) Yard trimmings = leaves, grass clippings, garden plants, prunings and twigs up to one-quarter inch in diameter, and similar compostable materials
- f) Hazardous waste, including electronics (itemized and weighed ó return to transfer station operator for proper management); empty containers from hazardous products shall not be included in this category
- g) Residue
- h) Negative sort for food scraps and soiled paper

The contractor is responsible for health and safety training for its sorters and all personnel protective equipment. A scale, containers, pop-up canopies, and conveyor may be available for use. Inquire further for details.

## **PROPOSAL SUBMISSION REQUIREMENTS**

### **General**

All proposal preparation costs, including labor and travel, will be at the sole cost and expense of the Consultant, with the express understanding that there will be no claims made for reimbursement from CSWD for the cost and expense of its preparation. Any subsequent efforts or activities of the Consultant will be at the sole cost and expense of the Consultant until an agreement or contract is signed by both parties.

An electronic copy of the proposal must be received by the Primary Contact no later than 2:00 P.M., April 24, 2015. CSWD has the right to reject any proposals received after this time. At CSWD's discretion, all proposals will remain confidential until an agreement is finalized with a selected Consultant, at which point all proposals shall become public information.

### **Proposal Contents**

All submitted proposals must include, at a minimum, the following information:

1. **Scope of Work:** The proposal shall include a description of the sampling, material handling, and sorting protocols that will be employed.
2. **Consultant's Experience:** The proposal shall include information related to the Consultant's and any subcontractor's previous experience with the completion of similar work.
3. **Experience of Key Individuals:** The proposal shall identify the key individuals (including subcontractors) who will be responsible for the completion of the project. The proposal shall include the resumes of these individuals and identify their previous experience completing similar work.
4. **Costs:** The proposal shall include a not-to-exceed cost for the completion of the study.

5. **References:** The proposal shall include a list of references and contacts, including telephone numbers, from previous work completed of similar nature.

6. **Schedule:** The proposal shall include a proposed timeline.

### **TERMS OF ACCEPTANCE/REJECTION**

Review of proposals will be based upon how well the bidder meets the specifications and terms provided by CSWD in this RFP. Alternate proposals may be submitted. CSWD is the sole authority responsible for the selection of a preferred proposal(s) and reserves the right to reject any or all proposals or to award a contract should CSWD deem it to be in CSWD's best interest. CSWD also reserves the right to negotiate with Consultants prior to award of a contract. Terms and a payment schedule will be negotiated through an award contract.

### **INSURANCE REQUIREMENTS**

Consultant shall provide, at its own cost and expense, throughout the term of an agreement, the following minimum insurance with insurers recognized by the State of Vermont as "ADMITTED" NON-SURPLUS LINES insurers. Proof of coverage is to be provided by contract via industry standard certificates of insurance.

- a) Commercial General Liability insurance covering all premises and operations addressed within the contract:

General Aggregate Limit	\$1,000,000
Products/completed operations	\$1,000,000
Personal Injury	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Liability	\$ 50,000
Medical Expense Limit	\$ 5,000

Liability coverage is to include (certification verification required):

- (i) contract liability
  - (ii) aggregate limits of insurance (per project)
- b) Business Auto insurance covering all owned, non-owned, and hired vehicles, with minimum limits of liability of \$1,000,000 combined single limit.
- c) Workers' compensation insurance as required by Vermont statute.

### **ISSUING OFFICE AND PRIMARY CONTACT**

This RFP is issued by the Chittenden Solid Waste District. Questions concerning this RFP should be directed to Nancy Plunkett at [nplunkett@cswd.net](mailto:nplunkett@cswd.net) or 802-872-8100 x222. An electronic copy of the proposal should be submitted to [nplunkett@cswd.net](mailto:nplunkett@cswd.net). Proposals must be received by 2:00 P.M. on April 24, 2015. To receive amendments and/or addendums to the RFP, send your e-mail address to [nplunkett@cswd.net](mailto:nplunkett@cswd.net).