



DIVISION OF SOLID WASTE

Request for Proposal

For

**Processing and Marketing Services for Recyclable Materials
Delivered by the City of Fargo.**

March 9, 2022

1.0 PURPOSE OF REQUEST

The City of Fargo Solid Waste Division (hereafter known as SWD) is soliciting proposals from qualified firms to provide processing and marketing services for the recyclable materials delivered by The City of Fargo from its recycling programs. Qualified firms will possess the necessary experience, expertise, and capability to process and market the materials outlined in Section 8.0 (2) of this RFP. The length of the contract will be three (3) years with an annual review and an extension option.

2.0 GENERAL INSTRUCTIONS

Proposals shall be submitted to: City of Fargo, Auditors Office, 225 4th Street North, Fargo, ND, 58102, no later than Friday, March 25, 2022 by 2:00 PM.

Proposals shall be signed by an authorized agent of the firm.

Proposals shall be clearly marked as: Proposal for Processing and Marketing Services for Recyclable Materials Delivered by the City of Fargo, Division of Solid Waste.

3.0 PRELIMINARY SCHEDULE

Advertise RFP	March 9 & 16, 2022
Receive Proposals	March 25, 2022 by 2:00 PM
Candidate Interviews (if needed)	Week of March 28-31, 2022
Utility Committee Recommendation	April 7, 2022
Commission Approval	April 18, 2022
Approve Contract	May 2, 2022

4.0 INTERPRETATIONS

In order to be fair to all proposers, no oral interpretations will be given to any proposer, as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing. Based on such inquiry, the SWD may choose to issue an addendum in accordance with local state laws.

All questions and inquiries will be addressed to:

Terry Ludlum
Solid Waste Utility Director
2301 8th Ave N
Fargo, ND 58102

Jen Pickett
Recycling Supervisor
2301 8th Ave N
Fargo, ND 58102

tludlum@fargond.gov
Phone: (701) 241-1552
Fax: (701) 241-8109

jpickett@fargond.gov
Phone: (701) 298-6944
Fax: (701) 241-8109

5.0 CITY OF FARGO RIGHTS

The City reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The City by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise.

6.0 Proposal Evaluation

Selection of a firm will be on the basis of proposal reviews and responses provided by references. City staff will conduct an evaluation of the proposals. Evaluation criteria and weights are listed below:

<u>Evaluation Criteria</u>	<u>Evaluation Weights</u>
a) Completeness and organization of the proposal.	10
b) Understanding of the scope of services.	10
c) Past performance or related experience of firm, including recent work in North Dakota.	25
d) Willingness and capability to handle current volumes of material as well as future increases in tonnage.	25
e) Cost of services.	30

7.0 Contract Development

When a proposal is accepted, the City intends to enter into a contractual agreement which will begin May 1, 2022. Contract negotiations will begin after completion of the proposal evaluations and selection of the preferred firm.

8.0 Scope of Services

A. General

The City of Fargo is seeking the services of a qualified firm for processing and marketing of recyclable materials delivered by the City of Fargo as previously noted.

B. Background Information

1. History

The City of Fargo began its recycling program in May of 1990 with yard waste drop-off collection sites. Other items were added to the recycling program at the following times:

Newspaper	October 1990
Glass, Aluminum, Metal Cans	August 1991
Plastics (#1 & #2 w/a neck)	October 1992
Cardboard & Magazines	January 1995
Curbside Recycling Pilot Project (\$2.50 per month, sorted)	September 2000
Optional Curbside Recycling Service (\$3.00 per month, sorted)	February 2002
Optional Curbside Recycling Service (Free, sorted)	September 2009

2. Material Collection Programs and Methods

Currently all materials are source separated at the recycling sites, some contamination does occur because of the nature of the non-staffed drop-off locations. In 2017 the City implemented a residential, curbside single stream option for collection of recyclables. This program was later extended and offered to commercial accounts and multi-family dwellings.

Drop-Site Program

The following recyclable items are collected from dumpster-style containers located at the twenty (20) drop site locations in Fargo: newsprint and magazines; phonebooks; aluminum and metal cans; #1-7 plastic; clear, brown, blue, and green glass bottles and jars; corrugated cardboard boxes, brown paper bags, shoe boxes, cereal and food boxes. All materials are sorted and placed in separated dumpster-style containers. Items are collected by the City of Fargo, then delivered to Minnkota Recycling on a designated schedule.

Commercial Recycling Program

The following recyclable items are collected from 300 gallon bins or dumpster-style containers located at various commercial recycling accounts throughout Fargo: commercial accounts can participate in the single stream option or for those that produce more cardboard, a dumpster style container is provided for corrugated cardboard boxes, brown paper bags, shoe boxes, cereal and food boxes. Items are collected by the City of Fargo, then delivered to Minnkota Recycling on a designated schedule. (Statistics are combined with Drop-Site Program).

Roll off Cardboard Program

Cardboard is recycled in 20 or 30-yard roll off containers from various commercial recycling accounts throughout Fargo. All material is sorted and placed in roll off containers; the material is then delivered to Minnkota Recycling on a designated schedule.

Residential Curbside Recycling Program

The following recyclable items are collected from single-family residential households in City-provided 95-gallon recycling bins: newsprint, magazines, junk mail and office paper; aluminum, aerosol and metal cans; #1-7 plastic; clear, brown, blue, and green glass bottles and jars; corrugated cardboard boxes, brown paper bags, shoe boxes, cereal and food boxes. Items are collected by the City of Fargo, then delivered to Minnkota Recycling on a designated schedule.

3. Volume of Materials

The annual tonnages of materials recovered from the previously listed recycling programs are provided as Appendix A.

4. Delivery of Materials

Preference will given to qualified firms having a facility located in the City of Fargo to accept delivery of recyclable materials. The firm's facility must be accessible five (5) days per week, twelve (12) months per year. The schedule for daily delivery of recyclables shall coincide with the City's present delivery schedule unless mutually agreed upon by the City and the qualified firm.

Preference will also be given to qualified firms utilizing local markets as an outlet for recovered recyclable materials.

5. Public Education

The City of Fargo Recycling Supervisor plans and organizes all of the City's recycling, solid waste diversion and reduction programs. Work includes preparing and presenting related public information and education programs to include the following opportunities: City of Fargo Website, Division of Solid Waste Website, Fargo Access Channel, direct mailings to landfill account holders, commercial account holders, and private haulers; elementary school presentations, and community civic groups.

C. Market Price Information

If providing Revenue Share, the selected firm must provide the City with monthly market prices for each type of material beginning upon completion of the new contract.

9.0 Contents of Proposal

The proposal should contain information about the facility's plans for the processing and brokerage of delivered recyclables including the following:

- a. Location and size of facility.
- b. Capacity of operation.
- c. Existing and proposed equipment.
- d. Expansion capabilities.
- e. Storage capacity.
- f. Record keeping – An example of billing, revenue paid, and monthly reporting records.
- g. Applicable Experience
- h. Responsible Personnel – to include the names of the individuals who will be responsible for daily operations of the facility and a description of each individual's experience relative to the processing and marketing of recyclables.
- i. The name of the firm's parent company and/or partner company, and a list of all executive officers of the firm.
- j. Total cost to the City for processing and marketing services, based on average yearly tonnages (see Appendix A). The total cost shall include transportation cost if applicable.
- k. Estimated possible revenues to the City from the sale of recyclable material.

10.0 REQUIREMENTS OF SELECTED FIRM

The firm chosen to enter into a contract with the City will be asked to provide the following information:

- A. Financial Capabilities – Including a year-end report.
- B. Certificates of Insurance – The firm chosen to enter into a contract with the City shall secure and keep in force during the term of the contract the following insurance coverage's:
 1. Commercial General Liability for limits not less than two million dollars (\$2,000,000) combined single limit and aggregate for bodily injury, property damage, personal injury, and completed operations/product liability. The aggregate limit shall apply separately to occurrences at the location.
 2. Commercial Automobile Liability for limits not less than two million dollars (\$2,000,000) combined single limits per accident for bodily injury and property damage.
 3. Workforces Safety Insurance as required by North Dakota Law.
- C. Start-up capabilities – The firm chosen to enter into a contract with the City shall demonstrate an ability to receive the City's recyclable as of the effective date of the contract, May 2, 2022.

PROPOSAL FORM

Processing and Marketing Services for Recyclable Materials Collected by the City of Fargo

A. PROCESSING FEES

Sorted Material

<u>Item</u>	<u>Processing Fee (\$/ton)</u>	<u>Identify Local Market</u>
*Newsprint	_____	_____
Magazines	_____	
Aluminum	_____	
Bi-metal	_____	
Plastics #1-7	_____	
*Glass	_____	_____
Cardboard	_____	

*Currently being utilized in local recycled material markets.

B. PROCESSING FEES

Single Stream Material

Processing Fee (\$/ton)

C. REVENUE SHARE – Sorted Material

<u>Item</u>	<u>Protected Base Price</u>	<u>City Share Above Protected Base (%)</u>
Newsprint	_____	_____
Magazines	_____	_____
Aluminum	_____	_____
Bi-metal	_____	_____
Plastics #1-7	_____	_____
Glass	_____	_____
Cardboard	_____	_____

D. Additional Fees (include detailed explanation).

Firm Name: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Appendix A

YEARLY VOLUMES OF RECYCLED MATERIAL (Tons) COLLECTED BY CITY OF FARGO
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PROGRAM	2017	2018	2019	2020	2021
Drop Site / Commercial					
Cardboard	2,005.27	1,979.22	2,047.25	2,144.65	2,433.27
*Glass	404.47	157.94	377.45	522.93	417.77
Magazines	270.26	208.96	166.43	144.71	78.67
Metal	71.29	58.79	48.31	42.04	36.38
*Newsprint	533.35	363.43	314.31	178.36	120.46
Plastics	348.34	281.69	268.57	266.10	235.27
Telephone Books	4.30				
Used Beverage Cans	21.94	18.56	12.23	12.06	10.36
Total	3,659.22	3,068.59	3,234.55	3,310.85	3,332.18
Rolloff Cardboard	483.42	480.26	456.63	514.88	641.75
Curbside					
Single Stream**	2,149.24	4,308.54	4,391.04	4,524.42	3,981.80
Total	2,149.24	4,308.54	4,391.04	4,524.42	3,981.80
Grand Total	6,291.88	7,857.39	8,082.22	8,350.15	7,955.73

*Currently being utilized in local recycled material markets.

** Single Stream began in July, 2017