

# **CITY OF WALLA WALLA REQUEST FOR PROPOSALS 2008**

curbside collection and sales of recyclable materials

The City of Walla Walla is seeking proposals, by March 19, 2008, from qualified firms to perform curbside collection of recyclable materials in the City of Walla Walla.

This is a negotiated contract for curbside collection and sales of recyclables in the City of Walla Walla. The Contractor will provide a monthly recycling charge that will be charged to single and multi-family residences of less than 10 units within the City of Walla Walla. This charge will be reviewed and negotiated once annually. The contract may have cost sharing of recycling revenue or revenue loss between the Contractor and City of Walla Walla. The City is interested in receiving information on a joint marketing/public outreach program to the City of Walla Walla on recycling. The proposal should include an explanation of this joint marketing program.

The successful contractor will be able to:

- Provide equipment, labor and material necessary to operate a curbside recycling collection program for residences to include multi-family units.
- Provide equipment, labor and materials necessary to operate a commercial and industrial recycling program
- Market all recycled materials
- Provide monthly reports to the city on the amount of recyclables collected including number of customer stops and volume or tonnage.

Specific services required from the contractor by the City of Walla Walla are outlined in specifications available from the City of Walla Walla City Manager's Office.

The initial term of the contract is shall not be less than five years and shall not exceed eleven years at which time an extension may be granted. The term, within the limits identified is negotiable. The decision to exercise an option to continue with the services will be based upon satisfactory performance as established by the City of Walla Walla

Additional Information:

- Glass is currently not part of the curbside recycling program. The City offers depot locations in the City to drop off glass. The proposal should

- identify how the contractor will deal with glass, or if the City would continue with the depot system.
- Bins have been distributed to all City customers in the past. If the contractor decides to continue to use the curbside bins, these will either be purchased from the City or purchased from another source by the contractor.
  - If the bins are to be changed in order to provide a different service. (An example is if the contractor decides to transition the current service to a rapid rail system.), the contractor should assume all costs will be the responsibility of the contractor to provide new bins.
  - Customer billing is currently provided by the City and the City is willing to continue to provide this service since all residential customers are billed for recycling.
  - Commercial recycling is offered to businesses by a private company and is not a part of this request for proposals. The private sector is encouraged to develop the commercial recycling opportunities in the city.

## QUALIFICATIONS

Required qualifications for firms submitting proposals:

- 1) The selected contractor will provide a detailed business plan and explanation of how recycling operations will be provided. A history of successful recycling operations will be considered, but is not a required qualification. Familiarity and demonstration of an understanding of similar services will be considered.
- 2) Be able to provide information on equipment and recycling yards to show that the operator has the resources to perform the specified work.
- 3) Provide resumes of management and key staff that will be assigned to this contract to perform the work.
- 4) Provide evidence of \$ 1million Liability Insurance.

## PROPOSAL SUBMITTAL

- A) The following information is to be submitted as part of the proposal. The proposal is to be not more than five double-sided pages in length in addition to single page resumes of persons to be assigned to the project. A minimum of five (5) copies of the proposal are to be provided. Other material may be attached as deemed appropriate. The proposal is to be organized into the following categories:
  - 1) Approach to the Project: Describe your approach to meeting the request for services and any special ideas, techniques or suggestions to provide recycling in the City of Walla Walla.
  - 2) Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature.
  - 3) Qualifications: Describe your company and staff unique qualifications and training for this type of work.
  - 4) Cost of work. Provide a written proposal of the cost to perform the stated work per residential customer per month. (The cost to provide the service is to be based on per month, per resident.)

B) Deadline for submission of proposals:

- 1) Interested firms should submit proposals by **5:00 p.m. Wednesday, March 19, 2008** to:

Office of the City Manager  
City of Walla Walla  
15 N. 3<sup>rd</sup> Avenue  
Walla Walla, WA 99362  
Attention: Duane Cole

- 2) Proposals should be marked:

**“Proposal for Curbside Collection of  
Recyclable Materials for the City of Walla Walla”**

## SELECTION OF CONTRACTOR

Proposals will be evaluated by a committee made up of City Finance Committee members and will be evaluated on the basis of:

- Prior experience providing curbside recycling service;

This item would be defined by the vendor's experience providing curbside recycling or similar service in a municipal environment, or demonstration of familiarity with similar services.

- Respondent's management capability, schedule availability and financial resources;

This item would be defined by the identified capacity to employ and pay people to provide the service, the continuous availability of people to provide the service; and, evidence of financial resources to provide the necessary capital to finance the service.

- Cost of the curbside recycling service;

The cost of recycling service should be expressed in terms of per residential customer currently paying for sanitation services per month. The service is to be provided each week. The City has developed the following statistics over the 7 months the city has operated the system:

- an average participation of 13,655 households per month;
- average weight of 119,653 pounds;
- average bin weight of 8.72 pounds;
- 38% participation;
- 3,108 household count per week;
- 8,185 total households.

- Compatibility with existing collection trash and yard waste collection services;

Demonstration that the service will be compatible with the trash and yard waste collection services by continuing to provide same day service as trash and yard waste or other days depending on the proposal. That there will be communication capacity to handle concerns raised with the collection of materials and to answer questions. This does require a local office, but there should be service capacity to deal with issues raised by the customers during normal work hours.

- Verification of reliability of systems;

The system proposed must be understandable and reliable.

- Performance standards;

This means weekly curbside service.

- Environmental protections to be used;

This is the identification of any applicable procedures if environmental protection issues are identified by those collecting the recyclables.

- Consistency of service with applicable comprehensive solid waste management plan;

The proposed service must be consistent with the County comprehensive solid waste management plan which includes either curbside (the city's choice) or depots (not the city's choice).

- Allocation of project risks.

Ability to name the city as an additional insured in order to protect the city from claims due to the services provided.

Final selection will be based on the lowest negotiated cost provided by the most qualified recycling contractor. The Finance Committee of the City Council may hold interviews and take other actions to fully understand the proposals. The Finance Committee will make a recommendation to the City Council. The City Council retains complete and full authority to request additional information, hold interviews and take other action in order to fully develop and understand the proposals. The City Council has final approval authority in the awarding of this contract for services.

Abbreviated Version for Publication

**CITY OF WALLA WALLA  
REQUEST FOR PROPOSALS**

**CURBSIDE COLLECTION OF RECYCLABLE MATERIALS**

The City of Walla Walla is seeking proposals, by March 19, 2008, from qualified firms to perform residential curbside collection of recyclable materials in the City of Walla Walla.

The City plans to review the proposals by April 1, 2008, and then select a vendor based on the criteria identified in the request for proposal package. A contract would then be negotiated with the selected vendor. If contract negotiations are not successful, the city may or may not decide to negotiate with the next successful vendor. The criteria for vendor selection includes: prior experience providing curbside recycling service; respondent's management capability; schedule availability and financial resources; cost of the curbside recycling service; compatibility with existing trash and yard waste collection services; verification of the reliability of systems; performance standards; penalty and other enforcement provisions; environmental protections to be used; consistency of service with applicable comprehensive solid waste management plan; and allocation of project risks.

This is a negotiated contract for residential curbside collection of recyclables in the City. The City and Contractor will establish a set monthly recycling charge that will be established by negotiation and assessed against single and multifamily residences of less than 10 units within the City. This charge will be reviewed and negotiated once annually. The contractor may propose cost sharing of recycling revenue between the Contractor and City.

The initial term of the contract is negotiable between five and eleven years with the potential of one extension to be determined and to be exercised by the City. The decision to exercise the option will be based upon satisfactory performance as established by the City.

Interested firms are invited to obtain a complete request for proposal package by contacting:

Duane Cole, City Manager  
City of Walla Walla  
15 N. 3<sup>rd</sup>  
Walla Walla, WA 99362  
Subject: Curbside Collection of Recyclable Materials  
Telephone: (509) 527-4522  
Fax: (509) 527-3745  
Email: [dcole@ci.walla-walla.wa.us](mailto:dcole@ci.walla-walla.wa.us) or  
[cpritcher@ci.walla-walla.wa.us](mailto:cpritcher@ci.walla-walla.wa.us)

March 25, 2008