Request for Proposals (RFP) for:

Food Waste Curbside Collection Pilot Program

City of South Portland, ME

The City of South Portland, ME is soliciting proposals and seeking to partner with a qualified waste hauler to collect and haul food waste from 593 residential households for one year as a pilot program to test the feasibility of adding food waste curbside collection to the City’s waste management program.

RFP Release date ............................................. Monday December 19, 2016
Pre-bid meeting .................................................. Wednesday January 18, 2017
Deadline for submitting RFP questions.......... Monday January 30, 2017
RFP proposals Due .............................................. Monday February 13, 2017
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I. Introduction

The City of South Portland, ME is soliciting proposals and seeking to partner with a qualified waste hauler to collect and haul residential food waste for a pilot program to test the feasibility of adding food waste curbside collection to the City’s waste management program. Through this pilot program, South Portland seeks to gather data and information on the viability of a City-wide curbside composting program and to evaluate the effect of such a program on its sustainability goal of reaching a 40% recycling rate by 2020.

The pilot program will include 593 households within the Meetinghouse Hill and Knightville neighborhoods. The selected contractor will work with the City starting this winter to consult on program details and community outreach, with collection services commencing on May 1st, 2017. Curbside collection of food waste will be rendered for one year. At the completion of this service, the selected contractor will be responsible for data transfer to the City and working with City staff to analyze and report on the project.

The pilot neighborhood has Wednesday as their trash and recycling pick up day and will remain so for food waste pick up for this pilot project. Timing for pick up will be 7:00 AM through 5:00PM. A map of the neighborhood and list of target streets are enclosed as Appendix A. All food waste will be delivered to ecomaine. If service is canceled due to weather the contractor will pick up the next day.

The City will provide participating residents with a bin (size to be proposed by hauler) for their weekly compostable food waste. Residents will be expected to haul these bins to the curb along with their trash and recycling. The food waste may be kept loose or in clear bags within these bins.

II. Scope of Work

South Portland is seeking contractors who will work with DPW staff to make this pilot program successful, follow all local ordinances in addition to state regulations related to managing and handling of solid waste, and who will at a minimum perform the tasks described below:

Collection
The selected contractor will pick up food waste weekly from participating households using properly sealed vehicles that will not spill any waste, accidentally or otherwise, on the street. The contractor will accept all food waste and ensure pick-up all at participating households in this pilot project. All food waste will be delivered to ecomaine.

Collection Bins
The City will provide participating residents with a bin (size to be proposed by hauler) for their weekly compostable food waste at the beginning of the pilot. Food waste within the bins may be kept loose or in clear bags.
Education
The contractor will work with City staff to educate participating households about how the program works. Specifically, the contractor will provide input for educational materials and distribute these materials to participating households. A contractor willing to help design and develop outreach materials as part of the contract should indicate their ability.

Data Tracking
The contractor will track and provide the City with data to include: set out/participation rates and pounds/tons collected monthly. Contractors should clearly explain how this data will be tracked and reported.

Transfer Station Bin
In addition to curbside collection services described above, the contractor will provide a bin or bins at the South Portland transfer station for other City residents to drop off food waste. This bin or bins will be emptied once a week in the cold months, and at least twice a week in the warm months.

Future of the Program
The City anticipates this pilot program will be expanded to serve all City residents. The City has roughly 8,600 residential stops. How would you roll out a fully-expanded collection program to serve all City households? What would you expect to be different? Would costs for a full program differ and if so, how?

All applicants should have the capabilities outlined above. The city of South Portland is willing to consider alternative proposals that will result in a successful pilot program.

III. Bid Requirements and Qualifications

Interested contractors should provide the following information in their proposal and addendum materials:

a. Confirmation of license to haul waste in the city of South Portland
b. Summary of experience in the hauling of compost, trash, and/or recycling
c. List of References
d. Organizational profile and type of vehicle(s) to be used in collection
e. Explanation of how you will meet the scope of services

If applicable, also include:

f. Prior experience with successful organics collection, engagement with local communities, and the ability to partner with and educate the community
g. Ability to help market pilot program to South Portland residents
The Contractor shall make the Bid from their own examinations and estimates, and shall not hold the City, its agents, or employees responsible for or bound by any schedule. If any error in any Plan, Drawing, Specification or direction, relating to anything to be done under this Contract, comes to bidder’s knowledge, the bidder should report it at once to the City.

The City may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted. The City may require pre-qualification data from bidders unknown to it.

The City reserves the right to reject any or all Bids, to waive any technical or legal deficiencies, and to accept any Bid that it may deem to be in the best interests of the City.

The Successful Bidder must comply with the following:

**Non-discrimination in Employment and Labor Standards:** Bidders on this work and all subcontractors will be required to comply with the President's Executive Order No. 11246 (EEO) and the amendments and supplements to that Order regarding affirmative action and equal employment opportunity. A Compliance Certification Form is required with bid (Supplemental Conditions SC-20 CDBG Program Federal Contract Provisions). Requirements under this Order are detailed in the Bidding Documents.


**Environmental Regulations:** The Contractor must comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). Contractors are urged to become familiar with the requirements of these regulations.

**IV. Fee Structure**

Bidders should provide a fee structure to include: hauling cost, preferred bin size, and estimated cost of bins for the pilot. The City expects to purchase the bins, but is open to the contractor including this in the hauling contract if a case can be made that it will save the City money.
V. Process Timeline

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VI. Questions and Inquiries

It is the respondent’s responsibility to advise this RFP’s official contact, Julie Rosenbach, concerning any conflicting requirements, omissions of information, or the need for clarification before proposals are due. Contact with any other City of South Portland employee can result in disqualification.

A pre-proposal meeting for questions and clarifications will take place at 9:00 a.m. on Wednesday January 18, 2017. Please meet at South Portland City Hall, 2nd floor City Council Chambers.

Final questions concerning RFP process and procedures or the RFP’s specifications must be submitted by Monday January 30, 2017 in writing by email and directed to:

Julie Rosenbach
Sustainability Coordinator
25 Cottage Rd
South Portland, ME 04106
jrosenbach@southportland.org
207-347-4148

VII. Format for Proposals

A. Letter of Transmittal;
B. Executive Summary;
C. Response to Scope of Work; Bid Requirements and Qualifications including an organizational profile;
D. Fee Structure

Together, Parts B-D should not exceed 5 pages, double sided, single spaced with 12- point type. The applicant may provide additional materials electronically by referencing websites or including on DVD, CD, or a flash drive.

VIII. Proposal Submission
In order to facilitate evaluation of the Proposals, applicants are instructed to be concise and to follow the outline provided in section VII. Proposals that do not follow the outline or do not contain the required information may be considered as unresponsive. Additional detailed information may be annexed to the proposal.

Sealed bids for the Food Waste Curbside Collection Pilot Program (Bid# 21-17) will be received by the City of South Portland Purchasing Agent at the South Portland City Hall until 2:00pm on Monday February 13, 2017 and then at said office publicly opened and read aloud. Bids submitted after this time will not be accepted. Each bidder must submit one (1) unbound proposal and four (4) bound copies, which must be clearly marked "Food Waste Curbside Collection Pilot Program (Bid# 21-17) ".

IX. Selection Criteria

The City will accept the proposal that, all things considered, the City has determined is in its best interest. Although price will be an important factor, it will not be the only basis for award. Proposals will be evaluated by the City based on:

- The competence to perform the services as reflected by past experience in providing the services outlined herein.
- The ability to meet the requirements of this RFP.
- Overall package and financial benefit to the City.

The City reserves the right to select or short-list any firm that, in its opinion and at its sole discretion, is deemed to be most advantageous and in the best interests of the City and its residents, including granting a preference to local contractors. The City also reserves the right to delay or discontinue this selection process at any time during the process. The City shall not be liable for any cost incurred by any firm during the selection process. The City also reserves the right to reject the selected firm and contract with another party if the City and the selected firm cannot successfully negotiate a contract for the proposed work.
Appendix A – South Portland Waste & Recycling Route Map
Appendix B – South Portland Detailed Pilot Area Map