

Request for Proposals Recycling Services

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals for recycling services for Santa Rosa County, Florida.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., November 8, 2011. The proposals will be publicly opened at this time. Only proposals received by the afore-stated time and date will be considered. Proposals received after the time set for the opening will be rejected and returned unopened to the submitter. All proposals shall be sealed and clearly labeled, “**RFP- Recycling Services**”. An original and eleven (11) copies of the proposal will be required with all copies having been signed by a company official with the power to bind the company in its proposal. Please provide one (1) CD with all of the above information included,(each document must be in an individual PDF format file). All proposals must be completely responsive to the R.F.P. guidelines for consideration.

Specifications may be secured from Santa Rosa County Website (www.santarosa.fl.gov/bids), or from the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

Questions concerning this request shall be directed to the Santa Rosa County Environmental Manger, Jerrel Anderson, P.E. or the Environmental Supervisor, Ronald Hixson at (850) 981-7135.

A Pre-Bid meeting will be held on October 17, 2011 at 10:00 a.m. local time in the Santa Rosa County Public Services Conference located at 6051 Old Bagdad Highway Suite 202, Milton, Florida 32583.

The Board of County Commissioners reserves the right to waive informalities in proposals, to reject any or all proposals with or without cause, and to accept the proposal that in its judgment is in the best interest of Santa Rosa County, Florida.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida

LEGAL NOTICE

One issue – October 8, 2011 - Press Gazette, October 13, 2011 – Navarre Press, and
October 13, 2011 – Gulf Breeze News

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street,
Milton, Florida, 32570, ATTN: Orrin L. Smith

Minimum Specifications Recycling Services

I. Background:

The intent of this Request for Proposals is to receive proposals relative to out-sourcing the Recycling Program for Santa Rosa County. This entails the collection, processing, and disposition of all recycle materials within Santa Rosa County. Currently there are two contracts for franchise areas within the County to deliver single stream materials to the Recycle Facility at Central Landfill. The scope of this proposal includes two possible options.

Option 1: Vendor provides collection, transportation, processing and marketing of all recyclable materials collected in Santa Rosa County from county provided drop boxes and single stream materials collected in the franchise areas, to a point of processing, in or outside of Santa Rosa County.

Option 2: Santa Rosa County provides for transportation of recyclables from the specified drop sites to the Recycle Facility at Central Landfill. The vendor provides processing and marketing along with additional transportation if required, of recyclable materials collected in Santa Rosa County from county provided drop boxes and single stream materials collected in the franchise areas.

II. Definitions:

- A. Drop Box - Any container regardless of size or configuration used for the collection of recyclable materials (reciprocal with “recycle container”).
- B. Drop Site - Any location within Santa Rosa County, established by the Board of County Commissioners, to allow residents without curbside recycling to deposit recyclable materials.
- C. Point of Processing - Any facility, transfer station or other facility used to collect, transport or process recyclable materials either inside or outside of Santa Rosa County Florida
- D. Santa Rosa Recycling System - A system or means to collect recyclable materials in Santa Rosa County Florida and includes:
 - Individual drop boxes, regardless of size or box configuration used for the collection of recyclable materials.
 - Wheeled or un-wheeled containers, of any size, provided to residents for the collection of recyclable materials curbside.
- E. Official Board Markets (*"The Yellow Sheet"*) - a weekly periodical filled with news and prices of recyclable commodities.
- F. Vendor – Reciprocal for “Proposer” or applicant submitting a proposal

III. Collection, Processing, Volume & Terms:

Collection of recycling materials includes collecting recycle materials from 19 drop sites located throughout the County. Please see attachments 1 and 2 for specific locations along with the current number of drop boxes in use. When generating a proposal, it is not a requirement to use the same number of containers currently employed by the County. However, when programming the number of containers per drop site, a basic program

requirement is to provide available material space on a continuous basis. While the number of containers can fluctuate, the sites should remain consistent. The proposal should be based on all 19 sites and be based on the most current stock prices on the Yellow Sheet of the Official Board Markets.

Processing:

Processing of materials includes recyclables received from the drop sites, as well as, materials brought to the SRC Recycle Facility. Currently there are two franchise areas required to bring materials to the SRC Recycle Facility. Santa Rosa County will entertain proposals which consider leasing the existing Recycle Facilities to include balers and sorting lines, located at Central Landfill, along with approximately 55 recycle containers. Additionally, the sale of recycle equipment, to include container trucks and skid steers, is to be considered part of this proposal. Please see attachment number 3 for a complete list of equipment for lease or sale.

Volume:

The existing materials flow rate based on historical data for the previous three years is approximately 800,000 pounds per month, gross. Within fiscal year 2011, the materials processed include the following typical distribution:

Scrap Metal & Steel Cans:	11%
Aluminum Cans:	1%
Mixed Paper:	39%
Cardboard:	29%
Office Paper:	14%
Plastic:	5%
Glass:	1%

Based on the same three year period, the unusable material (garbage) flow rate is approximately 18%.

Terms:

A proposal sheet is attached for stating proposal revenues to Santa Rosa County for the requested recycling services. Vendors must submit proposals for BOTH Option 1 and Option 2 to be considered. Failure to supply a value for both items will render the proposal nonresponsive. The term of this proposal is five years with the options for negotiating two - three year renewals periods available.

All non-recyclables or residual material, originating in recyclable material collected by the Santa Rosa Recycling System will be accepted at the Santa Rosa County's Central Landfill at NO TIP. For both option 1 and option 2, the selected vendor will be responsible for the transportation of non-recyclables and other residuals generated from the processing of recyclables collected in Santa Rosa County to the Santa Rosa County Landfill for disposal. If the proposer chooses not to return the non-recyclables or other residuals generated from processing of recyclables collected to Central Landfill, disposal and all associated cost are the responsibility of the vendor and are NOT reimbursable or payable by Santa Rosa County.

It is the intent of Santa Rosa County to reserve an area within the Recycle Facility for continued operation of glass recycling and electronics processing. Areas of the recycle facility available for lease are negotiable.

Hours of operation at the Landfill are 6:30 am to 5:00 pm, Monday – Saturday. In the event of the awarded company requiring use of the existing recycle facilities at Central Landfill, they will be made available on a continuous basis.

Proposals that include multiple parties or subcontractors must submit a listing of all participating members to the proposal to include: company name, responsibility in the proposal, principal contact, and phone number.

Vendor cannot assign, subcontract, sell or transfer its Agreement or any right occurring under the Agreement without first obtaining the express written approval of the Santa Rosa County Board of County Commissioners. The Board shall have full discretion to approve or deny, with or without cause, any proposed assignment or assignment by Vendor. Any assignment or subcontract of this Agreement by the Vendor without the express written consent of the Board shall be grounds for the Board to declare a default of this Agreement and immediately terminate this Agreement by giving written notice to Vendor. Upon the date of such notice, the Agreement shall be deemed immediately terminated.

IV. Minimum Requirements:

Proposals **MUST** be submitted in the format described below:

1. **Letter of Interest** (not to exceed one page) including information on location of the firm's office that will be the lead office for this contract.
2. **Business Credentials** – Provide a synopsis of the vendor's qualifications, to include specific capabilities of the firm.
3. **Registration** – Provide a copy of the State of Florida business license.
4. **Specific Accomplishments** – Provide a listing of completed projects with a description of the recycling operations performed by the vendor.
5. **Company Information** – Provide a listing of company principals, partners or subcontractors that will finance, direct or perform collection, transportation and processing of recyclable materials under the Recycling Services Contract.
6. **References** – List five (5) references representative of related past experience to include, as a minimum, a contact person, company name, phone number, and a brief description of the project.
7. **Project Narrative** – (not to exceed six pages) Include information from section V for a proposed plan to accommodate this proposal. Material must be pertinent to the proposal but not be otherwise requested in the Request for Proposal/Qualifications.

8. Completed Proposal Sheets

V. Project Narrative:

Vendor's project narrative shall consist of (option 1) collection, transportation, processing and marketing of recyclable materials and (option 2) processing and marketing of recyclable materials from the county's 19 county Drop Box Sites, and single stream recyclable material collected curbside in the county's solid waste franchise areas and delivered to the Santa Rosa County Central Landfill.

Specific items to be addressed in vendor's proposal shall include but are not limited to:

1. Services: Collection, Transportation & Processing
 - a. Proposed processing location, will recyclables be processed in or outside of Santa Rosa County
 - b. Proposed frequency of collection of containers at the drop sites.
 - c. Method of collection and transportation of single stream curbside collected recyclable materials delivered to the County's Central Landfill by franchise solid waste haulers to a point of processing.
 - d. Processing of recyclable materials collected in Santa Rosa County.
 - e. Marketing of recyclable materials collected in Santa Rosa County.
 - f. Containerization of rejected or non-recyclable materials at the point of processing.
 - g. Transportation of any rejected or non-recyclable materials from the point of processing to the Santa Rosa County's Central Landfill.
 - h. Provide any additional information, services or benefits available to residents of Santa Rosa County in selecting your company to provide recycling services (educational outreach, community involvement, etc.).
 - i. Any suggestions for modifications to the collection system.

2. Lease Information and Proposed Revenues:
 - a. Proposed revenue to Santa Rosa County from the marketing of recyclable materials. State any conditions that will influence revenues. While there is no floor price, Santa Rosa County will not subsidize revenues based on the fluctuations in market conditions.
 - b. Method of calculating revenue to Santa Rosa County is based on the most current stock prices on the Yellow Sheet for Official Board Markets.
 - c. Revenue payments to Santa Rosa County are to be monthly.
 - d. Santa Rosa County offers for lease the current county recycling facility for use by the selected vendor, along with associated balers, sorting lines and approximately 55 drop site containers.

3. Existing Employees:
 - a. Provide right of first refusal to existing employees of Santa Rosa County displaced by contracting of Recycling Services.

- b. Provide an estimate of the number of jobs created by the collection and processing of recyclables in Santa Rosa County.

VI. Allocation of responsibility:

- a. Vendor Responsibility – (*Option 1: All Function, Option 2: SRC Hauls*)
 - Collection and transportation of all recyclable materials from Santa Rosa County Recycling Drop Sites
 - 19 current drop site, approximately 55 dual stream recycle containers
- b. Policing and cleanup of drop off sites during pickup operations for material deposited outside the drop boxes.
- c. Replacement, upkeep, and maintenance of all equipment associated with the collection, hauling and processing of materials collected.
- d. Procedures for responding to and correcting customer and / or county complaints relating to Drop Box Recycling Sites.
- e. Santa Rosa County Responsibility
 - 1) General and routine maintenance of Santa Rosa County Drop Sites to include maintenance of:
 - Access roads
 - Fences and vegetative barriers
 - Mowing and trimming of grass and vegetation

VII. Evaluation/Selection of Proposals – The R.F.P. will be evaluated by a Review & Selection Committee (to be appointed at a later date). The Committee will select those firms deemed to be most responsive and forward to the Board of County Commissioners for final selection.

The Board of County Commissioners will evaluate the selected proposals based on the selection criteria, to include the following:

1. Responsiveness of the proposal clearly stating an understanding of the work to be performed for the County, as well as definitive experience with the collection, transportation, processing and marketing of recyclable materials.
2. The firm's reputation and competence, including technical education and training, experience in recycling operations, availability of adequate personnel and equipment to provide the requested services.
3. Firm's capability to handle existing and projected volumes of recyclable materials.
4. The anticipated revenue, payable to Santa Rosa County, generated by the sale of recyclable materials and optional lease agreement.
5. The number of jobs created in Santa Rosa County in the collection, transportation and processing of recyclable materials.

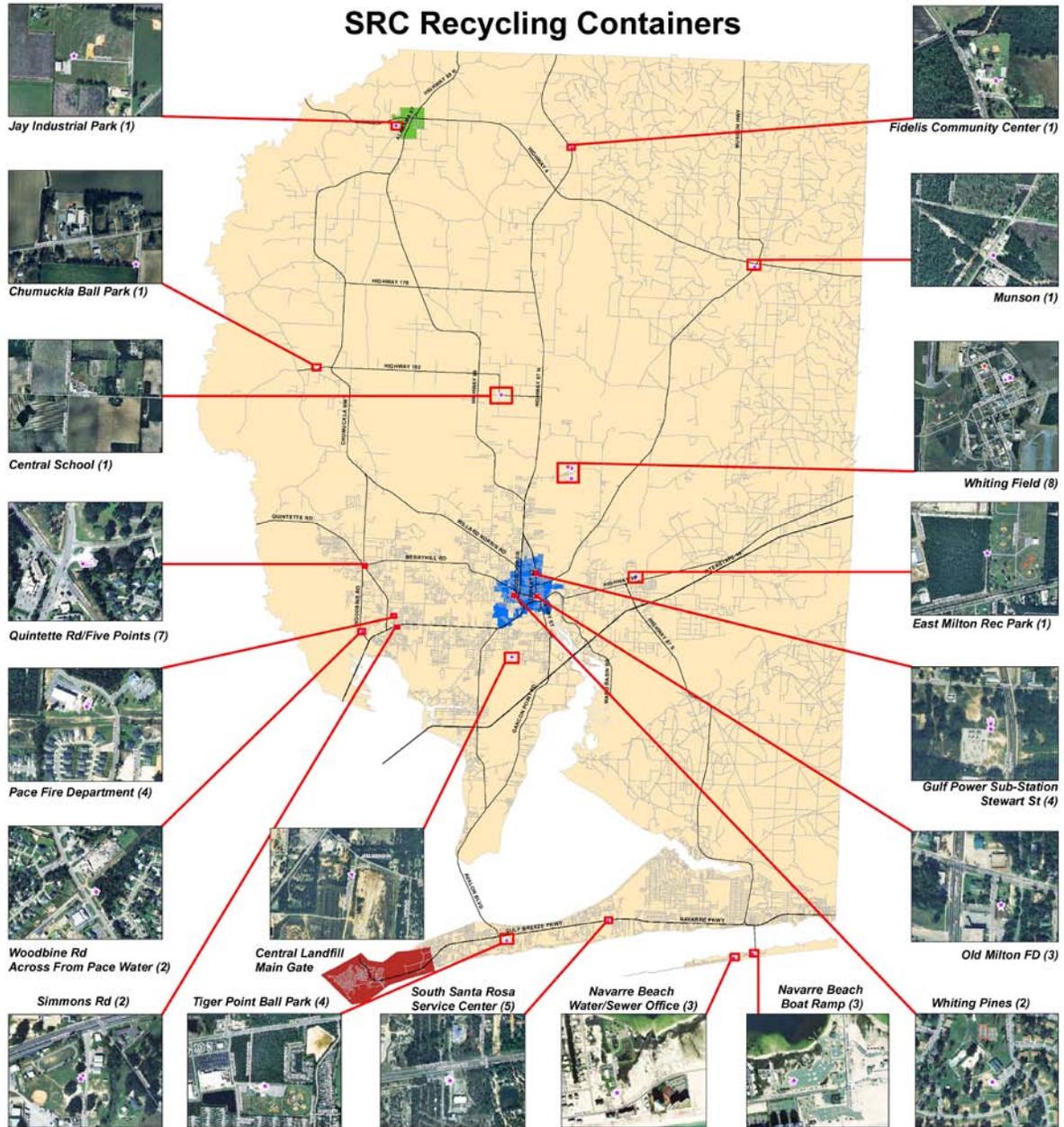
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submitter. All proposals shall be sealed and clearly labeled, "**RFP- Recycling Services.**" Please provide one original and eleven (11) copies of the proposal. Please provide one (1) CD with all of the above information included, (each document must be in an individual PDF format file).

Questions concerning this request shall be directed to the Santa Rosa County Environmental Manger, Jerrel Anderson, P.E. or Environmental Supervisor Ronald Hixson (850) 981-7135.

Attachment 1

SRC Recycling Containers



Container Sites in Santa Rosa County

<u># CANS PER SITE</u>	<u>LOCATION</u>	<u>PICK-UP SCHEDULE</u>
5	South Service Center	Daily
4	Tiger Point	Daily
	Navarre Beach Boat Ramp	Weekly
3	Navarre Beach	Weekly – Utility Drive
1	Chumuckla Ball Park	Bi-Weekly
7	Quintette	M-W-F
2	Pace Water	Weekly
1	Fidelis Community Center	Bi-Weekly
4	Fire Dept. Pace	Weekly
4	*Gulf Power Stewart St. Landfill Front Gate	Daily (2-3 times/day)
2	Recycle	M-W-F
1	Munson	Bi-Weekly
1	East Milton Ball Park	Monthly
2	Simmons Rd.	Weekly
3	Old Milton Fire Station	Daily
1	Jay Industrial Park	Weekly
1	Central School	Bi-Weekly
2	Whiting Pines	Weekly
		Weekly (3 or 4 containers)
8	Whiting Field	

TOTAL:

55

Total Locations: 19

* Reduced from 6 to 4 Since Old Milton Fire Station will have 3 (as per Rick)

Attachment 3

Equipment List

Sale*:

Quantity	Year	Make	Model	Description
(1)	1995	Ford	LT9000	Container Truck
(1)	2001	Mac	RD690ST	Tandem Roll Off Container Truck
(2)			Skid Steer	Loaders

Lease*:

Recycle Facility located at Central Landfill at 6337 Da Lisa Road.
Approximately 55 drop site containers for recycling.
Three (3) bailers.
Various sorting lines.

*Evaluation of equipment and facility is bidder's responsibility. A tour will be available in conjunction with the non-mandatory pre-bid meeting.

Proposal Sheet – Recycling Services

Option 1

Rates/Charges

Hauling: Servicing the 19 county wide drop sites
(Units of expression are deemed by the submitter)

Processing / Marketing Recyclables
(Percentage are price per short ton based on the
Yellow Sheet stock prices for mixed paper, high side.)

_____ %

Option 2

Rates/Charges

Processing / Marketing Recyclables
(Percentage based on price per short ton based on the
Yellow Sheet stock prices for mixed paper, high side.)

_____ %

Optional Lease:

Building & Balers/Sorting line \$ _____ per year

Apporximately 55 recycle containers \$ _____ per year