

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., April 1, 2014. 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**”. One (1) original and eleven (11) copies of the proposal will be required with all copies, the original having been signed by a company official with the power to bind the company to its proposal. Please provide one (1) CD/Thumb-drive 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 Manager, Jerrel Anderson, P.E. or the Environmental Supervisor, Ronald Hixson at (850) 981-7135.

A Pre-Bid meeting will be held on March 18, 2014 at 10:00 a.m. local time at the Santa Rosa County Procurement Department located at 6495 Caroline Street Suite G, Milton, Florida 32570. **Attendance is STRONGLY recommended.**

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

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

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

LEGAL NOTICE

One issue – March 1, 2014 - Press Gazette; March 6, 2014 - Navarre Press; and March 6, 2014 - 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 outsourcing the Recycling Program for Santa Rosa County, either in whole or in part. This entails the collection, processing, and disposition of all recycle materials within Santa Rosa County. Currently there are franchise areas and Drop Sites within the County that deliver recyclables materials to the Recycle Facility at Central Landfill. The scope of this proposal includes three possible options to provide recycling services to Santa Rosa County.

Option 1 - No-Cost Contracting Of Recycling Services

Vendor's proposals shall consist of collection, transportation and processing of recyclable materials from the county's Recycling Drop Box Sites (total of approximately 44, 40 yard drop boxes at 19 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. Vendor shall pay the complete cost of providing recycling services to the county but shall be entitled to all revenue generated through the sale of recyclables.

Allocation of responsibility:

- Vendor Responsibility
 - Collection, transportation, processing and marketing of all recyclable material collected in Santa Rosa County from the Central Landfill Recycling Facility to a point of processing.
 - Collection and transportation of Recycling Drop Site Containers, approximately 44 - 40 yard dual stream containers at 19 sites, from the Drop Sites to the Central Landfill Recycling Facility.
 - Policing of drop off sites during pickup operations for recyclable material deposited outside the drop boxes.
 - Replacement, upkeep and maintenance of all equipment associated with the collection, hauling and processing of materials collected.
 - Procedures for responding to and correcting customer and / or county complaints relating to Drop Box Recycling Sites.
 - Policing of the Central Landfill Recycling Facility and adjacent area of litter generated by the Vendors recycling operation.
 - Payment of facility and equipment lease fees and utilities at the Central Landfill Recycling Facility.
 - Procedures for responding to and correcting customer and / or county complaints relating to Drop Box Recycling Sites.

- Santa Rosa County Responsibility
 - Will accept, at NO TIP, all rejected or non-recyclable materials (residuals), originating in recyclable material collected by the Santa Rosa Recycling System at the Santa Rosa County's Central Landfill up to a maximum of 18% of the total volume of recyclables collected in the county.
 - Provide a transfer facility, Central Landfill Recycling Facility, for the collection and transfer of recyclables to Vendor owned vehicles. Exact area of the Central Landfill Recycling Facility available to Vendor will depend on Vendor's operational needs.
 - General and routine maintenance of Santa Rosa County Drop Sites to include maintenance of:
 - Collection of non-recyclables (furniture, garbage, yard waste etc.)
 - Access roads
 - Fences and vegetative barriers
 - Mowing and trimming of grass and vegetation

Option 2 - Public / Private Partnership - Cost Share Recycling Program

Vendor's proposals shall consist of the transportation and processing of recyclable materials, collected by the County, from the county's Recycling Drop Sites (total of approximately 44, 40 yard drop boxes at 19 sites), and single stream recyclable material collected curbside by franchise haulers in the county's solid waste franchise areas and delivered to the Santa Rosa County Central Landfill.

Allocation of responsibility:

- Vendor Responsibility
 - Collection, transportation, processing and marketing of all recyclable material collected in Santa Rosa County from the Central Landfill Recycling Facility to a point of processing.
 - Payment of tipping fees, currently \$32.00/ton, for all residuals from the processing of recyclables, raw recyclables and non-recyclables deposited in the Santa Rosa County Central Landfill.
 - Payment of recycling rebate.
 - Payment of building lease fees.
 - Payment of equipment lease fees.
 - Payment of all utilities associated with the operation and use of the Central Landfill Recycling Facility.

- Santa Rosa County Responsibility
 - Collection and transportation of Recycling Drop Site containers from drop sites to the Santa Rosa County Central Landfill Recycling Facility.
 - Replacement, upkeep and maintenance of all equipment associated with the collection and hauling of containers utilized at county Drop Sites.
 - Procedures for responding to and correcting customer and / or county complaints relating to Drop Box Recycling Sites.
 - Provide a transfer facility, Central Landfill Recycling Facility, for the collection and transfer of recyclables to Vendor owned vehicles. Exact area of the Central Landfill Recycling Facility available to Vendor will depend on Vendor's operational needs.
 - General and routine maintenance of Santa Rosa County Drop Sites to include maintenance of:
 - Collection of non-recyclables (furniture, garbage, yard waste etc.)
 - Access roads
 - Fences and vegetative barriers
 - Mowing and trimming of grass and vegetation

Option 3 - Public / Private Partnership - Subsidized Recycling Program

Vendor's proposals shall consist of the collection, transportation and processing of recyclable materials from the county's Recycling Drop Sites (total of approximately 44, 40 yard drop boxes at 19 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. Santa Rosa County shall pay a flat rate subsidy to the Vendor to provide recycling services in the county.

Allocation of responsibility:

- Vendor Responsibility
 - Collection, transportation, processing and marketing of all recyclable material collected in Santa Rosa County.
 - Collection and transportation of recyclables delivered to the county Recycling Drop Sites (currently 19 sites and approximately 44 - 40 yard containers)
 - Policing of drop off sites during pickup operations for recyclable material deposited outside the drop boxes.
 - Collection, transportation and disposal of non-recyclables deposited at Drop Sites (furniture, garbage, yard waste etc)
 - Replacement, upkeep and maintenance of all equipment associated with the collection, hauling and processing of materials collected.

- Procedures for responding to and correcting customer and / or county complaints relating to Drop Box Recycling Sites.
 - Payment of tipping fees, currently \$32.00/ton, for all residuals from the processing of recyclables, raw recyclables and non-recyclables deposited in the Santa Rosa County Central Landfill.
 - Payment of recycling rebate.
 - Payment of building lease fees.
 - Payment of equipment lease fees.
 - Payment of all utilities associated with the operation and use of the Central Landfill Recycling Facility.
 - Procedures for responding to and correcting customer and / or county complaints relating to Drop Box Recycling Sites.
 - 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
- Santa Rosa County Responsibility
- Payment of a flat rate Recycling Program Subsidy for providing recycling services in Santa Rosa County.
 - Provide a transfer facility, Central Landfill Recycling Facility, for the collection and transfer of recyclables to Vendor owned vehicles. Exact area of the Central Landfill Recycling Facility available to Vendor will depend on Vendor's operational needs.

II. Definitions:

- Drop Box means any container regardless of size or configuration used for the collection of recyclable materials.
- Drop Box Site means any location within Santa Rosa County, established by the Board of County Commissioners, to allow residents without curbside recycling to deposit recyclable materials.
- Point of Processing means any facility, transfer station or other facility used to collect, transport or process recyclable materials either inside or outside of Santa Rosa County Florida
- Adequate capacity means disposal space available at the Recycling Drop Sites to allow residents the ability to deposit recyclables within the container over a continuous 72 hour period.
 - Maintaining capacity is dependent on several variables including, but not limited to: weather, time of year, holidays and the economy and may require additional containers or a higher degree of service for individual Drop Sites.

- 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.
- Recycling Rebate means a percentage (%) of the revenue generated from the sale of recyclables materials that is paid to Santa Rosa County. That percentage is based on the current commodity price of mixed paper as listed in PPI Pulp & Paper Week - a periodical filled with news and prices of recyclable commodities - Formerly the Official Board Markets ("The Yellow Sheet") listed as "Mixed Paper" - Mixed (2) OBM
- Recycling residuals means any materials left after the processing of raw recyclable materials that do not have a known recycling potential, cannot be feasibly recycled, are hazardous or otherwise prohibited or unusable for sale, use or reuse as raw materials.
- Vendor - Reciprocal for "Proposer" or applicant submitting a proposal.

III. Collection, Processing, Volume, Terms & Compliance

Collection:

Collection of recycling materials includes collecting recycle materials from the County's Recycling Drop Sites located throughout the County. Please see attachments 1 and 2 for current 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 adequate disposal capacity on a continuous basis. The proposal should be based on all current Recycling Drop Sites and the current number of recycling containers.

Processing:

Processing of materials includes recyclables received from County Franchise Areas, Recycling Drop Sites, as well as, materials brought to the SRC Recycle Facility by residents or business. Santa Rosa County will entertain proposals which consider leasing the existing Recycle Facilities to include balers, sorting lines and recycling containers.

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 proposed cost to Santa Rosa County for the requested recycling services. Vendors may submit proposals for any or all options. The term of this proposal is three 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 Option 1. For Options 2 and 3 Vendor is responsible for payment of current tipping fees for disposal of all residuals returned to Santa Rosa County. Vendor may also be responsible for lease fees and utilities associated with the use of the Central Landfill Recycling Facility and equipment if the Vendor chooses to lease the equipment and/or Recycling Facility. 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 costs are the responsibility of the vendor and are NOT reimbursable or payable by Santa Rosa County.

It is the intent of Santa Rosa County that the Central Landfill Recycling Facility will function as a "**transfer facility**" for the Vendor to transfer recyclables from small roll-off and residential compacting trucks to tractor trailers for transport to a point of processing. The County will provide the "Pole barn area" for use as the transfer facility. County owned recycling processing equipment current installed at the Recycling Facility as well as additional areas of the recycle facility are available for lease by the vendor. Lease fess and terms of use are negotiable.

In the event Vendor leases Santa Rosa County Recycling Facility and equipment for the processing of recyclables, the Vendor may only store, processed, baled materials in the Recycling Facility. Storage of processed materials is limited to a period of 60 days from processing. The Vendor shall not store processed or raw recyclables outside of the recycling facility at any time.

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.

Compliance: Contract and State and Federal regulations

Vendor is responsible for all local, state and federal permits, applications, fees, and reporting requirements regulating the operation of a recyclables materials processing facility, currently in effect or any that may be enacted in the future, including but not limited to:

- National Pollutant Discharge Elimination System permitting, monitoring and reporting.
- Air Quality permitting and reporting associated with the operation of recycling equipment and / or equipment or vehicles.
- Data collection and reporting relating to the volume and composition of recyclables collected and the compliance with recycling goals set by state or federal regulatory agencies.

IV. Equipment / Identification / Inspection

1. The Vendor shall have on hand at all times and in good working order such equipment as shall permit the Vendor to adequately and efficiently perform its contractual duties.
2. Upon execution of this Agreement and semi-annually thereafter, the Vendor shall provide a list of equipment used by the Vendor to provide services relating to this agreement.
3. The Vendor shall have available reserve equipment, which can be put into service within (2) days on any breakdown. Such equipment shall correspond in size and capacity to equipment used by the Vendor to perform the contractual duties.

4. All vehicles used to provide services under this agreement shall be equipped with safety equipment including a fire extinguisher, spill kit and a audible backup warning device as required by the Department of Transportation.
5. Vendor must place on each side of its trucks the following information: (a) the name of the Vendor, (b) its local customer service telephone number, and (c) number of the vehicle.
6. Vendor shall permit County staff to inspect the vehicles, equipment, licenses and registrations at any reasonable time. The County reserves the right to inspect each vehicle, ever day, and prior to its use in the County, provided such inspections do not inhibit, interfere or delay the Vendors ability to perform its services under this agreement.

V. Insurance

The Vendor will provide insurance as specified in the attachment hereto.

VI. Specific items to be addressed in vendor's proposal include:

[Please Note: Not all items listed below pertain to all three Options]

- Collection and transportation of recyclable materials from Recycling Drop Sites (currently 19 sites) to the Santa Rosa County Central Landfill.
- Method of collection and transportation of Drop Site and Single Stream recyclables materials delivered to the County's Central Landfill to a point of processing.
- Processing and marketing of all recyclable materials collected in Santa Rosa County.
- Containerization of rejected or non-recyclable materials at the point of processing.
- Transportation of any rejected or non-recyclable materials from the point of processing to a permitted solid waste facility.
- Provide an estimate of the number of jobs created by the collection and processing of recyclables in Santa Rosa County.
- Provide a summary of how:
 1. The collection and processing service will be provided.
 2. Any suggestions for modifications to the collection system.
 3. Proposed processing location. Will recyclables be processed in or outside of Santa Rosa County
 4. Proposed frequency of collection of drop sites.
- 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.).

VII. 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. **Financial Information** - Vendor shall provide sufficient information to establish the financial stability of the Vendors and any partners to provide the services requested.
7. **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.
8. **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.
9. **Completed Proposal Sheets**

VII. Evaluation/Selection of Proposals - The R.F.P. will be evaluated by a Review & Selection Committee that 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:

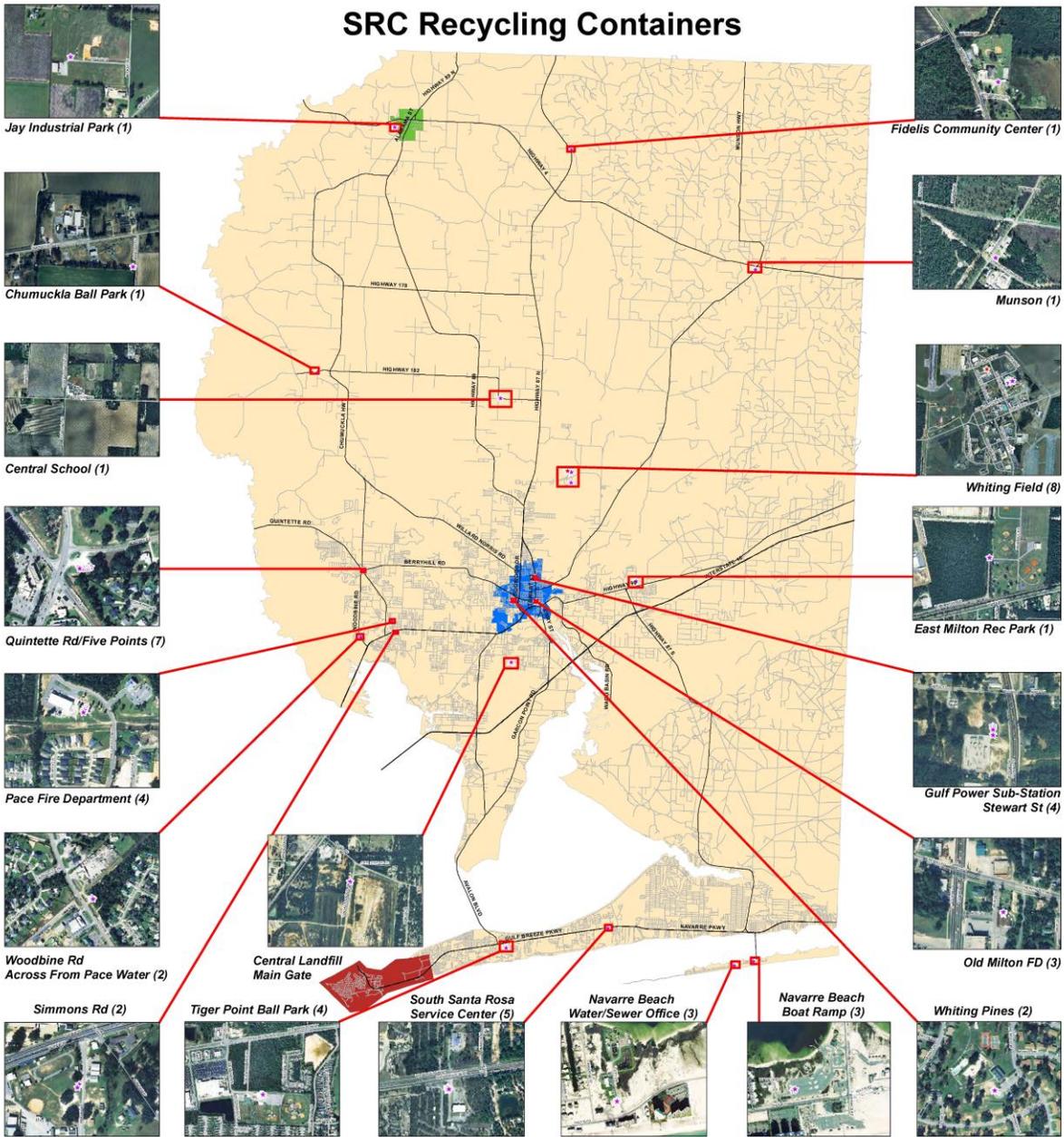
1. Responsiveness of the proposal clearly stating an understanding of the work to be performed for the County, as well as definitive experience with the collection, transportation, processing and marketing of recyclable materials.
2. The firm's reputation and competence, including technical education 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.

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.**" Please provide one original and eleven (11) copies of the proposal. Please provide one (1) CD/Thumb-drive 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>
	South Service Center	Daily
	Tiger Point	Daily
	Navarre Beach Boat Ramp	Weekly
	Navarre Beach	Weekly – Utility Drive
	Chumuckla Ball Park	Bi-Weekly
	Quintette	M-W-F
	Pace Water	Weekly
	Fidelis Community Center	Bi-Weekly
	Fire Dept. Pace	Weekly
	*Gulf Power Stewart St.	Daily (2-3 times/day)
	Landfill Front Gate	
	Recycle	M-W-F
	Munson	Bi-Weekly
	East Milton Ball Park	Monthly
	Simmons Rd.	Weekly
	Old Milton Fire Station	Daily
	Jay Industrial Park	Weekly
	Central School	Bi-Weekly
	Whiting Pines	Weekly
		Weekly (3 or 4 containers)
	Whiting Field	

TOTAL:

Total Locations: 19

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

Attachment 3

Equipment List

Lease:

Recycle Facility located at Central Landfill at 6337 Da Lisa Road.
Approximately 44 drop site containers for recycling.
Three (3) bailers.
Sorting line.

Notes:

1. Evaluation of equipment and facility is bidder's responsibility. A tour will be available in conjunction with the non-mandatory pre-bid meeting.
2. Additional recycling containers may be available for lease.

Proposal Sheet - Recycling Services

Option 1 - No-Cost Contracting Of Recycling Services

	Responsibility Party	
	County	Vendor
Rebate % to County		%
Building/ Equipment Lease Fees		\$36,000
Drop Site Containers Lease Fees		\$11,000
Utilities		X
Collection and Transportation		X
Tipping Fees		< 18% No Tip

Option 2 - Public / Private Partnership - Cost Share Recycling Program

	Responsibility Party	
	County	Vendor
Rebate % to County		%
Building/ Equipment Lease Fees		\$36,000
Drop Site Containers Lease Fees		\$11,000
Utilities		X
Collection - Drop Sits	X	
Transportation		X
Tipping Fees		\$32.00/Ton

Option 3 - Public / Private Partnership - Subsidized Recycling Program

	Responsibility Party	
	County	Vendor
Required Subsidy	\$	
Rebate % to County		%
Building/ Equipment Lease Fees		\$36,000
Drop Site Containers Lease Fees		\$11,000
Utilities		X
Collection and Transportation		X
Tipping Fees		\$32.00/Ton

Notes:

1. Lease fees are per year.
2. Rebates from the sale of recyclables, if applicable, should be entered as a percentage of total sales.
3. In Option 3, the required Subsidy is to be entered by Vendor based on his cost to provide recycling services.

Santa Rosa County
Board of County Commissioners
INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

- (1) THE CONTRACTOR SHALL OBTAIN AND MAINTAIN SUCH INSURANCE AS WILL PROTECT IT FROM: (1) CLAIMS UNDER WORKER'S COMPENSATION LAWS, DISABILITY BENEFIT LAWS, OR OTHER SIMILAR EMPLOYEE BENEFIT LAWS; (2) CLAIMS FOR DAMAGES BECAUSE OF BODILY INJURY, OCCUPATIONAL SICKNESS OR DISEASE OR DEATH OF HIS EMPLOYEES INCLUDING CLAIMS INSURED BY USUAL PERSONAL INJURY LIABILITY COVERAGE; (3) CLAIMS FOR DAMAGES BECAUSE OF BODILY INJURY, SICKNESS OR DISEASE, OR DEATH OF ANY PERSON OTHER THAN HIS EMPLOYEES INCLUDING CLAIMS INSURED BY USUAL PERSONAL INJURY LIABILITY COVERAGE; AND (4) FROM CLAIMS FOR INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY INCLUDING LOSS OR USE RESULTING THEREFROM - - ANY OR ALL OF WHICH CLAIMS MAY ARISE OUT OF, OR RESULT FROM, THE SERVICES, WORK AND OPERATIONS CARRIED OUT PURSUANT TO AND UNDER THE REQUIREMENTS OF THE CONTRACT DOCUMENTS, WHETHER SUCH SERVICES, WORK AND OPERATIONS BE BY THE CONTRACTOR, ITS EMPLOYEES, OR BY SUBCONTRACTOR(S), OR ANYONE EMPLOYED BY OR UNDER THE SUPERVISION OF ANY OF THEM, OR FOR WHOSE ACTS ANY OF THEM MAY BE LEGALLY LIABLE.
- (2) THIS INSURANCE SHALL BE OBTAINED AND WRITTEN FOR NOT LESS THAN THE LIMITS OF LIABILITY SPECIFIED HEREINAFTER, OR AS REQUIRED BY LAW, WHICHEVER IS GREATER.
- (3) THE CONTRACTOR SHALL REQUIRE, AND SHALL BE RESPONSIBLE FOR ASSURING THROUGHOUT THE TIME THE AGREEMENT IS IN EFFECT, THAT ANY AND ALL OF ITS SUBCONTRACTORS OBTAIN AND MAINTAIN UNTIL THE COMPLETION OF THAT SUBCONTRACTOR'S WORK, SUCH OF THE INSURANCE COVERAGES DESCRIBED HEREIN AS ARE REQUIRED BY LAW TO BE PROVIDED ON BEHALF OF THEIR EMPLOYEES AND OTHERS.
- (4) THE CONTRACTOR SHALL REQUIRE THE INSURANCE AGENT/BROKER TO PROVIDE REPLACEMENT CERTIFICATES OF INSURANCE ON A TIMELY BASIS, PREFERABLY NO LATER THAN FIVE (5) DAYS PRIOR TO POLICY TERMINATION.
- (5) THE CONTRACTOR SHALL OBTAIN AND MAINTAIN THE FOLLOWING INSURANCE COVERAGES AS PROVIDED HEREIN BEFORE, AND IN THE TYPE, AMOUNTS AND IN CONFORMANCE WITH THE FOLLOWING MINIMUM REQUIREMENTS:
 - A. FLORIDA STATUTORY WORKERS' COMPENSATION AND EMPLOYERS LIABILITY WITH MINIMUM LIMITS OF \$500,000, WHETHER REQUIRED BY CHAPTER 440, FLORIDA STATUTES OR NOT. IN ADDITION, COVERAGE

UNDER THE U. S. LONGSHOREMEN & HARBOR WORKERS' AND JONES ACT, MAY BE REQUIRED COVERAGES BY LAW OR REGULATION FOR THE WORK SPECIFIED IN THIS CONTRACT. CONTRACTOR AND SUBCONTRACTORS MAY PROVIDE A VALID CERTIFICATE OF EXEMPTION ISSUED BY THE STATE OF FLORIDA IN LIEU OF WORKERS' COMPENSATION INSURANCE COVERAGE.

B. COMMERCIAL GENERAL LIABILITY WITH MINIMUM COMBINED SINGLE LIMITS OF \$1,000,000, INCLUDING COVERAGE PARTS OF BODILY INJURY, BROAD FORM PROPERTY DAMAGE, PERSONAL INJURY, INDEPENDENT CONTRACTORS, BLANKET CONTRACTUAL LIABILITY AND PRODUCTS AND COMPLETED OPERATIONS. THE EXCLUSION FOR UNDERGROUND DAMAGE, EXPLOSION AND COLLAPSE SHALL BE REMOVED THROUGH A POLICY ENDORSEMENT. THE COMMERCIAL GENERAL LIABILITY POLICY'S TOTAL POLLUTION EXCLUSION SHALL BE REMOVED BY ENDORSEMENT. COMPLETED OPERATIONS AND PRODUCTS LIABILITY SHALL BE MAINTAINED FOR A PERIOD OF TWO (2) YEARS AFTER FINAL PAYMENT.

C. AUTOMOBILE LIABILITY WITH MINIMUM COMBINED SINGLE LIMITS OF \$1,000,000 FOR ALL HIRED, OWNED AND NON-OWNED VEHICLES. THE AUTOMOBILE LIABILITY POLICY'S TOTAL POLLUTION EXCLUSION SHALL BE REMOVED BY ENDORSEMENT.

D. EXCESS OR UMBRELLA LIABILITY WITH MINIMUM LIMITS OF \$2,000,000 WHICH ARE NO MORE RESTRICTIVE THAN THE UNDERLYING LIMITS. UMBRELLA COVERAGE SHALL DROP DOWN TO PROVIDE COVERAGE WHERE THE UNDERLYING LIMITS ARE EXHAUSTED. THE UMBRELLA POLICY SHALL MIRROR THE COMMERCIAL GENERAL AND AUTOMOBILE POLICIES' COVERAGE WITH RESPECT TO REMOVAL OF THE TOTAL POLLUTION EXCLUSION.

E. PROFESSIONAL LIABILITY INSURANCE WITH MINIMUM LIMITS OF \$500,000 FOR ENGINEERS AND ARCHITECTS EMPLOYED BY THE CONTRACTOR, IF ANY.

F. BUILDERS RISK INSURANCE UNDERWRITTEN ON THE "ALL RISKS OF PHYSICAL LOSS" BASIS FOR REPLACEMENT COST FOR THE FULL VALUE OF THE COMPLETED PROJECT TO COVER THE OWNER AND CONTRACTOR AS THEIR INTEREST MAY APPEAR. AN INSTALLATION FLOATER MAY BE AN ALTERNATIVE IF APPROPRIATE TO THIS SPECIFIC CONTRACT.

G. CONTRACTOR SHALL PROCURE AND FURNISH OWNER'S PROTECTION LIABILITY INSURANCE POLICY NAMING SANTA ROSA COUNTY WITH THE FOLLOWING LIMITS:

1. \$1,000,000 PER OCCURRENCE.
2. \$2,000,000 AGGREGATE.

SANTA ROSA COUNTY
Recycling Services

March 5, 2014

ADDENDUM NO. 1

The following represents clarification, additions, deletions, and / or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the bid. Items not referenced herein shall remain unchanged, including response date. Receipt of this addendum shall be acknowledged as required in the bid form.

I Definitions

1. Corrected Definition of Santa Rosa Recycling System

- Santa Rosa Recycling System - A system or means of collecting 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 at various sites in the county.
 - Curb side collection of recyclable materials by Franchise Haulers in areas of Santa Rosa County designated by the Santa Rosa County Board of County Commissioners as Solid Waste Franchise Areas.

2. Corrected Attachment 2

Attachment 2, Modified March 4, 2014

Current list of Recycling Drop Sites and number of containers ^(Note 1) at each site in Santa Rosa County.

Site Name	# of Containers	Location / Address
Navarre Beach Boat Ramp	3	Navarre Beach Cswy & Gulf Blvd
Navarre Beach Admin Offices	3	Utility Drive & Gulf Blvd
South Santa Rosa Service Ctr	3	5841 Gulf Breeze Parkway (Highway 89)

Chumuckla Ball Park	1	Roy Cook Road off Highway 182
Pace Water Department	2	Woodbine Road
Fidelis Community Center	1	13774 Highway 87 N
Pace Fire Station	4	4773 Pace Patriot Blvd
Gulf Power Sub Station	5	Steward Street
Central Landfill Entrance	2	6337 Da Lisa Road
Munson	1	Munson Highway & Charles McCranie Rd
East Milton Ball Park	1	Bobby Brown Road
Simmons Road	2	Simmons Road off Highway 90
Recycle Innovation Station	3	Bruner St Milton (Old Milton Fire Department)
Jay Industrial Park	1	End of Higdon Drive
Central High School	1	6180 Central School Road
Whiting Pines - Navy Housing	2	Whiting Pines Mini-Mart
NAS Whiting Field	9	Various locations on base - Note 3
Total # of Containers	44 ^{Note 1}	

Note 1 - The number of containers per site may vary due to seasonal increases in the volume of recyclable materials deposited.

Note 2 - Maps of drop site locations are available on the Santa Rosa County Web Site at <http://www.santarosa.fl.gov/recycle/>

Note 3 - Access to Naval installation requires additional permitting/registrations and is the responsibility of the Vendor.

Questions / Comments should be directed to:

Ron Hixson
Environmental Supervisor
Phone: (o) 850-981-7143
(c) 850-232-8773
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End of Addendum No.1

SANTA ROSA COUNTY
RFP - Recycling Services

March 24, 2014

ADDENDUM NO. 2

Date for the RFP to be delivered and opened has been postponed until May 6, 2014 at 10:00 am local time.

End of Addendum No.2

**SANTA ROSA COUNTY
RFP - Recycling Services**

April 7, 2014

ADDENDUM NO. 3

RESPONSES TO PRE-BID QUESTIONS

1. Provide a list of materials the county is asking to be recycled.

**THE CURRENT LISTING OF RECYCLING DROP SITES AND MATERIALS
ACCEPTED FOR RECYCLING IS AVAILABLE AT**

<http://www.santarosa.fl.gov/recycle/>

2. Can the current list of materials accepted for recycling be modified?

YES

- a. Can materials that cannot be recycled or are not economically or feasible be dropped from the list of accepted materials? (glass, contaminated paper etc)

YES

- b. Can the list be updated periodically? If so how often?

**YES, THE TIMING OF ANY UPDATES WOULD BE
DETERMINED DURING CONTRACT NEGOTIATIONS.**

3. Are lease fees negotiable?

YES

4. Can a 4th option be added where proposers can enter all data?

**YES, PROPOSERS MAY CREATE A 4TH OPTION AND ENTER ALL COST
WITH THE EXCEPTION OF THE LISTED TIPPING FEE OF \$32.00/TON**

5. Can an “alternative or cafeteria” option be offer?

YES

**PROPOSERS MAY OFFER ALTERNATIVES OR SPECIFIC SERVICES THEY
WOULD OFFER TO THE COUNTY AND THE COST OF THOSE SERVICES.**

6. Does the volume of recyclables anticipated, 400 tons/month, include the north end?

NO, 400 TONS/MONTH IS THE PROJECTED NORTHEEND VOLUME; THE FOLLOWING ARE HISTORICAL AND PROJECTED VOLUMES FOR RECYCLABLES.

HISTORICAL, 2013

**SOUTHEEND SINGLE STREAM RECYCLING & DROP BOXES:
APPROXIMATELY 700 TONS/MONTH**

**PROJECTED, NORTHEEND FRANCHISE AND TOTAL COUNTY WIDE
VOLUMES**

**ESTIMATED RECYCLING VOLUME OF NORTHEEND: APPROXIMATELY
400 TONS/MONTH**

**ESTIMATED TOTAL RECYCLABLES, COUNTY WIDE: APPROXIMATELY
1,100 TONS/MONTH**

(Includes all recyclables now accepted for recycling as listed on the county's WEB site)

7. Are residuals or non-recyclable materials generated during the processing of recyclables, inside or outside the county, required to be returned to Central Landfill?

NO, HOWEVER ANY MATERIAL RETURNED TO CENTRAL LANDFILL WILL BE CHARGED A DISPOSAL FEE OF \$32.00/TON.

8. Can the residual rate, currently 18%, accepted at no-tip be adjusted and if so what would be the period for adjustment? Annually, monthly, quarterly?

YES, QUARTERLY

9. Can the County provide a sample contract?

NO. ANY CONTRACT WOULD BE FOR SPECIFIC SERVICES OFFERED AND THE TERMS AND CONDITIONS OF THE CONTRACT WOULD BE NEGOTIATED.

10. How would the rebate be calculated? Would the calculations be based on weight (tons) or volume (cubic yards)?

REBATES ARE A PERCENTAGE OF THE REVENUE GENERATED FROM THE SALE OF RECYCLABLE MATERIALS COLLECTED IN SANTA ROSA COUNTY AND CALCULATED BASED ON WEIGHT (TONS) OF RECYCLABLE MATERIAL REMOVED FROM CENTRAL LANDFILL MINUS THE RESIDUAL RATE TIMES THE HIGH SIDE OF “MIXED PAPER” – MIXED (2) OBM, AS PUBLISHED IN PPI PULP & PAPER WEEK.

PROPOSERS MAY OFFER AN ALTERNATIVE CALCULATION METHOD OR RATE.

11. Is the operation of the recycling facility by a contractor addressed in the Central Landfill Operations Plan?

THE CENTRAL LANDFILL OPERATIONS PLAN CONTAINS A REFERENCE TO THE RECYCLING PROGRAM CONTRACTOR, BUT DOES NOT PROVIDE SPECIFIC OPERATIONAL INFORMATION FOR THAT PROGRAM. QUESTIONS ON SPECIFIC OPERATIONS OF THE RECYCLING OPERATIONS SHOULD BE ADDRESSED TO THE CONTRACTOR, WEST FLORIDA RECYCLING.

12. Are all recyclable materials collected / accepted at Central Landfill covered under the RFP?

THIS RFP COVERS ONLY THE RECYCLABLE MATERIALS COLLECTED IN COUNTY DROP BOXES AND SOLID WASTE FRANCHISE AREAS, CURBSIDE SINGLE STREAM RECYCLABLES, COLLECTED BY COMMERCIAL HAULERS IN THE CURRENT SOUTHEND FRANCHISE AREAS AND PROPOSED NORTHEND FRANCHISE AREAS.

13. Under “Compliance: Contract and State and Federal regulations”, is the proposer responsible for the “compliance” with state or federal recycling goals? Can the county transfer responsibility for compliance to a contractor?

NO, THE MODIFIED “COMPLIANCE: CONTRACT AND STATE AND FEDERAL REGULATIONS” SECTION IS PROVIDED BELOW.

Compliance: Contract and State and Federal regulations

VENDOR IS RESPONSIBLE FOR ALL LOCAL, STATE AND FEDERAL PERMITS, APPLICATIONS, FEES, AND REPORTING REQUIREMENTS REGULATING THE OPERATION OF A RECYCLABLES MATERIALS PROCESSING FACILITY, CURRENTLY IN EFFECT OR ANY THAT MAY BE ENACTED IN THE FUTURE, INCLUDING BUT NOT LIMITED TO:

- **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMITTING, MONITORING AND REPORTING.**
- **AIR QUALITY PERMITTING AND REPORTING ASSOCIATED WITH THE OPERATION OF RECYCLING EQUIPMENT AND/OR EQUIPMENT OR VEHICLES.**
- **DATA COLLECTION AND REPORTING RELATING TO THE VOLUME AND COMPOSITION OF RECYCLABLES COLLECTED. AND THE COMPLIANCE WITH RECYCLING GOALS SET BY STATE OR FEDERAL REGULATORY AGENCIES.**

End of Addendum No.3