

**INDEPENDENT SCHOOL DISTRICT 624
WHITE BEAR LAKE AREA SCHOOLS**



**BUILDING OPERATIONS
REQUEST FOR PROPOSALS (RFP) FOR DISTRICT-WIDE
MUNICIPAL SOLID WASTE & RECYCLING SERVICES**

RFP Issue Date: May 7, 2021

Deadline to Submit Proposals: June 25, 2021 at 2:00 p.m.

**APPENDIX C
PROPOSAL FORMS
UPDATED 5-18-21**

Appendix C: Proposal Forms

Proposal Forms Include:

1. Proposal Content Checklist
2. Proposer Questionnaire
3. Recyclable Materials Marketing Plan
4. Letter of Intent to Provide Recyclables Processing Services
5. Base Program Preferences Statement
6. Written Disclosure of MSW Destination Statement
7. Fee Schedule #1: Municipal Solid Waste Front-End-Load Dumpster Services
8. Fee Schedule #2: Municipal Solid Waste Compactor & Roll-Off Container Services
9. Fee Schedule #3: Single Stream Recycling Front-End-Load Dumpster Services
10. Fee Schedule #4: Single Stream Recycling Compactor Services
11. Fee Schedule #5: Density Review & Report
12. Acknowledgement of RFP Addenda Receipt
13. Affidavit of Non-Collusion

Instructions: All proposal forms provided in this RFP are required to be completed and executed by an official authorized to bind the proposing firm to the proposal offer. All completed proposal forms shall be made a part of the firm's proposal. The same authorized person must sign all proposal forms.

***Failure to Provide the Information Requested in all Proposal Forms
May Be Cause for Rejection of Proposal as Non-Responsive***

**WHITE BEAR LAKE AREA SCHOOLS (WBLAS)
PROPOSAL CONTENT CHECKLIST**

Proposing Firm Name & Address _____

Instructions: Check the following items that are relevant to your firm's response and included in your proposal.

- ☐ Letter of Transmittal
- ☐ Proposal Content Checklist
- ☐ Conflict of Interest Statement
- ☐ Exceptions Statement
- ☐ Proposer Questionnaire
- ☐ Recyclable Materials Marketing Plan including a Letter of Intent to Provide Recyclables Processing Services
- ☐ Base Program Preferences Statement
- ☐ Written Disclosure of MSW Destination Statement
- ☐ Fee Schedule #1: Municipal Solid Waste Front-End-Load Dumpster Services
- ☐ Fee Schedule #2: Municipal Solid Waste Compactor & Roll-Off Container Services
- ☐ Fee Schedule #3: Single Stream Recycling Front-End-Load Dumpster Services
- ☐ Fee Schedule #4: Single Stream Recycling Compactor Services
- ☐ Fee Schedule #5: Density Review & Report
- ☐ Acknowledgement of Receipt of RFP Addenda
- ☐ Affidavit of Non-Collusion

**WHITE BEAR LAKE AREA SCHOOLS (WBLAS)
PROPOSER QUESTIONNAIRE**

Instructions: Please type or print clearly all responses to the questionnaire. Attach additional pages as may be necessary to properly respond to each of the following questions.

1. On a separate sheet, respond to each of the items below:

a. Provide a description of your firm:

- List key personnel and their role in providing services under a contract with WBLAS.
- Describe key personnel's experience and qualifications.
- Specifically identify the Account Manager's experience and qualifications for this contract.

2. Equipment

On separate sheet(s) of paper, describe the equipment to be used to perform the proposed services as required by this RFP:

- a. The type (e.g., front-end-load, side load, etc.) and number of trucks, including make, model, capacity and gross weight for each.
- b. Technology on trucks (e.g., electronic, digital, etc.) that would enhance service efficiency and communications with the school district.
- c. Scales on trucks that would allow MSW and recyclables to be weighed when FEL dumpsters are emptied and indicate how many trucks in the fleet are equipped with these on-board scales.

3. Customer Service Standards and Practices

On separate sheet(s) of paper, describe your firm's customer service standards and practices, as they would apply to performing the proposed services required by this RFP including, but not limited to:

- a. Dedicated customer service representative
- b. Responsiveness to service requests, including flexibility in service schedules
- c. Responsiveness to service complaints

- d. Response to improperly and late set-out of materials
- e. Response to blocked access of MSW and recycling containers

For at least one commercial customer with a service scope similar to this RFP, provide:

- a. An example of your firm's ability to be flexible in serving customer needs.
- b. An example of your firm's creativity and innovation in problem solving customer concerns and issues.
- c. How lessons learned from past efforts to provide MSW and recycling services have resulted in improved customer service.

Describe your firm's ability to provide WBLAS an "App" to communicate with customer service and request on-call, extra pick-ups or service changes due to unexpected COVID school closures, non-school days, holidays and summer vacations.

4. Operating Practices and Policies

On separate sheet(s) of paper, describe your firm's operating practices and policies as they would apply to performing the proposed services required by this RFP including, but not limited to:

- a. Minimum driver qualifications
- b. Driver training
- c. Driver dress code
- d. Driver route sheets or software, including collection records and logs

5. Administrative and Management Qualifications and Experience

On separate sheet(s) of paper, describe your firm's administrative and management qualifications and experience as they would apply to performing the proposed services required by this RFP, including but not limited to:

- a. Tools to facilitate communication with customers
- b. Staff coverage
- c. Management and customer service organization

Describe your firm's experience:

- a. Customizing monthly invoices for customers as described in Paragraphs B.15.B, B.15.C and Appendix D.

- b. Conducting and reporting findings of density reviews and reports as described in Paragraphs B.17.A through B.17.D
- c. Working one-on-one with customers to customize invoices and reporting packages
- d. For at least one commercial customer with a service scope similar to this RFP, provide actual examples of the following:
 - Custom invoices and reporting packages
 - Density review methodologies employed and reports of findings

For at least one commercial customer with a service scope similar to this RFP, provide:

- a. An actual example of your firm's ability to take initiative and help increase diversion from MSW (e.g., single stream recycling, food-to-hogs program); develop right sizing solutions and decrease costs.

Describe and provide examples of any additional types of reporting tools you can provide at no additional cost to the school district.

Examples may include, but are not limited to:

- Amount of energy the WBLAS recycling program saves based on actual recycling cubic yard volumes and density factor.
- Amount of greenhouse gas emissions reduced when WBLAS reduces trucking through right-sizing by decreasing the frequency of pick-ups for MSW and SSR.

#6. RECYCLABLE MATERIALS MARKETING PLAN

a. Recyclable Materials Processing and Marketing Experience and/or Arrangements

On separate sheets(s) of paper, describe your firm's experience and qualifications in recyclable materials handling, processing, storage, transporting and marketing of materials generated from school districts in Minnesota. If arrangements with one or more third party vendors will be used for recyclable materials processing and marketing, please provide the experience and qualifications for each vendor.

b. Indicate which materials are acceptable and unacceptable in your single stream recycling service

	<i>Acceptable</i>	<i>Unacceptable</i>	<i>Comments</i>
PAPER			
Newspaper			
Corrugated cardboard			
Boxboard – paperboard			
Pizza delivery boxes			
Office paper			
Magazines			
Mixed paper			
Phone books			
Hard cover books			
Soft cover books			
Shredded paper			
Molded fiber packaging (see Figure 1 below)			
Other (describe)			
Other (describe)			
METALS			
Aluminum cans			
Steel cans			
Aluminum foil			
Aluminum baking pans			
Scrap metal			
Other (describe)			
PLASTICS			
#1 PET bottles			
#1 PET containers			
#2 HDPE bottles			
#2 HDPE containers			
#3 PVC			
#4 LDPE			
#5 PP bottles			
#5 PP containers			
#6 PS (e.g., “Styrofoam”)			
#7 mixed plastics			
Black plastics			
Other (describe)			
GLASS			
Glass bottles & jars			
CARTONS			
Milk cartons (gable-top)			
Juice, soup, broth boxes (aseptic box)			
OTHER			
Freezer boxes			
Flexible packaging			
Other (describe)			

Figure 1. Example of Molded Fiber Packaging



c. Plan to Address Fluctuating Market Prices for Recyclables

The contractor shall submit a plan to address fluctuating market prices for the sale of recyclables during the term of the contract. The plan must clearly define an itemized formula to calculate the processing fee for recyclables and any rate adjustments that may be imposed due to a change in the market prices for recyclable materials, including but not limited to:

- a. Published index or documentation for the sale or purchase of recyclables demonstrating verifiable increases and decreases in the market prices for recyclables
- b. Materials recovery facility processing costs per ton, if applicable
- c. Percent of the market value of recyclables to offset processing cost per ton, if applicable
- d. The supporting documents, calculations and formulas for any rate adjustment proposed based on changes in the market prices for recyclable materials

The Plan shall include at least one example processing fee calculation based on 2021 market prices for recyclables to date for the following:

- a. Recycling processing fee for compactor service (price per ton).
- b. Recycling processing fee for front-end-load dumpster service (price per cubic yard) using the following assumptions:
 - WBLAS density factor of 38 pounds per cubic yard for single stream recycling.
 - The estimated composition of K-12 school recyclables summarized in Table A below.

Table A

Estimated Composition of K-12 School Recyclables¹

Type	Percent of Total By Weight	Description
Mixed Paper	48	Office paper, construction paper, magazines, books, catalogs, newspaper, junk mail, file folders, paperboard, boxboard, paper ream wrappers.
Cardboard	25	Uncoated corrugated shipping and storage boxes.
Cartons	12	Gable-top cartons (milk cartons) and aseptic packaging (juice boxes).
Plastics	11	Rigid plastic containers (food and beverage bottles and tubs) labeled #1, #2 and #5.
Metals	3	Food and beverage cans (aluminum, tin or steel)
Glass	1	Glass bottles and jars (clear, brown and green colors)

¹Derived from “Digging Deep Through School Trash, A Waste Composition Analysis of Trash, Recycling & Organic Material Discarded at Public Schools in Minnesota” published by the Minnesota Pollution Control Agency (2010).

D. LETTER OF INTENT TO PROVIDE RECYCLABLES PROCESSING SERVICES

Instructions: The following is a sample letter of intent from a recyclables processing facility to the Proposer to indicate that adequate processing and marketing capacity has been planned and that the parties have agreed to enter into a subcontract, if applicable, if the Proposer is awarded the White Bear Lake Area Schools contract.

If more than one recyclables processing facility will process and market recyclables, provide a letter of intent for each facility.

SAMPLE LETTER

To:

From:

Date:

We are pleased to submit this letter of intent to indicate our willingness to enter into a subcontract with (Proposer) if (Proposer) is awarded the new White Bear Lake Area Schools (WBLAS) recycling services contract. We have reviewed the RFP terms, conditions and specifications and understand the requirements of the draft WBLAS contract. Our facility located at (address, city) has adequate recyclables processing and marketing capacity to handle the estimated volumes of recyclables specified in the RFP during the original three-year term of the contract: October 1, 2019 through June 30, 2022.

We understand that the proposed subcontract with (Proposer) may require scale house tickets be provided to the (Proposer) to verify that the school district's recyclables have been delivered to our facility.

We understand that the proposed subcontract with (Proposer) shall require that WBLAS or its representatives shall be allowed to inspect our facility with adequate notice to verify that the school district's recyclables are being processed pursuant to the draft WBLAS contract, State Statutes and Ramsey County policies.

Signature of person authorized to sign this letter of intent on behalf of the recycling processing facility.

Date

#7. BASE PROGRAM PREFERENCES STATEMENT

Describe how you will:

1. Visually differentiate the color of plastic MSW dumpster lids from plastic recycling dumpster lids.
2. Place labels on all front-end-load dumpsters that clearly differentiate MSW from single stream recycling dumpsters. Proposers may submit label examples or draft label mock-ups.

#8. WRITTEN DISCLOSURE OF MSW DESTINATION STATEMENT

Proposers shall provide a written disclosure of the final destination of MSW collected under this contract as required in Minn. Statutes, Section 115A.9302.

FEE SCHEDULE #1

White Bear Lake Area Schools Municipal Solid Waste FRONT-END-LOAD DUMPSTER SERVICES

MSW front-end-load (FEL) dumpster collection and transportation services shall commence at WBLAS Service Sites as specified in Appendix A. MSW shall be disposed of at the Ramsey/ Washington Recycling & Energy Center as defined in Paragraph A.17. For the purpose of calculating the district-wide MSW price per cubic yard:

2021 Pass-Through Disposal Fee is \$84.00 Per Ton

TIER 1

WBLAS does not operate a district-wide food-to-hogs program, and food and beverage waste is not diverted from the MSW stream.

Fees Exclude State & County Government Taxes, Fees or Charges				
MSW District-Wide Price/Cubic Yard ¹	MSW Disposal Fee Margin % of Price/Cubic Yard ²	MSW On-Call/Extra Pick-Up Charge ³	MSW Dumpster Cleaning Fee	MSW Dumpster Exchange Fee
\$_____ per cubic yard	_____ %	\$_____ per pick-up	\$_____ per dumpster	\$_____ per dumpster

Dumpster Overflow Fee: \$_____ per cubic yard

TIER 2

WBLAS operates a district-wide food-to-hogs program, and food and beverage waste is diverted from the MSW stream.

Fees Exclude State & County Government Taxes, Fees or Charges				
MSW District-Wide Price/Cubic Yard ¹	MSW Disposal Fee Margin % of Price/Cubic Yard ²	MSW On-Call/Extra Pick-Up Charge ³	MSW Dumpster Cleaning Fee	MSW Dumpster Exchange Fee
\$_____ per cubic yard	_____ %	\$_____ per pick-up	\$_____ per dumpster	\$_____ per dumpster

Dumpster Overflow Fee: \$_____ per cubic yard

FEE SCHEDULE #1

FOOTNOTES

¹**Price per cubic yard** includes all inherent costs including, but not limited to profit and overhead, permits, licenses, insurance costs, Pass-Through Disposal Fee, equipment costs, fuel and transportation costs.

²**When the Pass-Through Disposal Fee increases or decreases**, the Disposal Fee Margin is the % of the price per cubic yard that is increased or decreased.

Example	New MSW District-Wide Price Per Cubic Yard
MSW district-wide price per cubic yard is \$3.00	$\$3.00 \times .30 = \0.90 disposal costs $\$3.00 - \$0.90 = \$2.10$ all other costs
Disposal Fee Margin is 30%	
Pass-Through Disposal Fee increases 10%	$\$0.90 \times 1.10 = \0.99 (10% increase in disposal fee) $\$2.10 + \$0.99 = \$3.09$

When the Producer Price Index (PPI) for Solid Waste Collection increases or decreases, (1 minus the Disposal Fee Margin) is the % of the price per cubic yard that is increased or decreased.

Example	New MSW District-Wide Price Per Cubic Yard
MSW district-wide price per cubic yard is \$3.09	$\$3.09 \times (1 - 0.30) = \2.16 all other costs $\$3.09 \times .30 = \0.93 disposal costs
Disposal Fee Margin is 30%	
PPI for Solid Waste Collection increases 2%	$\$2.16 \times 1.02 = \2.20 (2% increase in PPI) $\$2.20 + \$0.93 = \$3.13$

In this example, the overall price increase is from \$3.00 to \$3.13 a cubic yard, which is 4.33%.

³**For service on days other than regularly scheduled service days**, the cost shall be:

The price per cubic yard x the number of cubic yards per dumpster + the on-call/extra pick-up charge.

FEE SCHEDULE #2

White Bear Lake Area Schools Municipal Solid Waste COMPACTOR & ROLL-OFF CONTAINER SERVICES

MSW compactor and roll-off container services shall commence at WBLAS Service Sites as specified in Appendix A. MSW shall be disposed of at the Ramsey/ Washington Recycling & Energy Center as defined in Paragraph A.17. For the purpose of calculating the district-wide MSW price per cubic yard:

2021 Pass-Through Disposal Fee is \$84.00 Per Ton

COMPACTOR

In 2023, the school district will own a compactor located at the high school.

Fees Exclude State & County Government Taxes, Fees or Charges		
Equipment Type	Haul Charge	Receiver Box Cleaning Fee
30 yard Self-Contained Compactor		

ROLL-OFF CONTAINERS

Various WBLAS Service Sites

Fees Exclude State & County Government Taxes, Fees or Charges		
Equipment Type	Haul Charge	Container Rental Fee
10 cubic yards		
20 cubic yards		
30 cubic yards		
40 cubic yards		

FEE SCHEDULE #3

White Bear Lake Area Schools Single Stream Recycling FRONT-END-LOAD DUMPSTER SERVICES

Single stream recycling front-end-load (FEL) dumpster collection and transportation services shall commence at WBLAS Service Sites as specified in Appendix A.

Fees Exclude State & County Government Taxes, Fees or Charges					
Recycling District-Wide Price/Cubic Yard ¹	Recycling Processing Fee % of Price/Cubic Yard ²	Recycling Contamination Fee	Recycling On-Call/Extra Pick-Up Charge ³	Recycling Dumpster Cleaning Fee	Recycling Dumpster Exchange Fee
\$_____ per cubic yard	_____%	\$_____ per cubic yard	\$_____ per pick-up	\$_____ per dumpster	\$_____ per dumpster

Recycling Overflow Fee: \$_____ per cubic yard

FEE SCHEDULE #3 FOOTNOTES

¹**Price per cubic yard** includes all inherent costs including, but not limited to profit and overhead, permits, licenses, insurance costs, equipment costs, fuel, transportation costs and recyclables processing fee.

²**When the Recycling Processing Fee increases or decreases**, the Processing Fee is the % of the price per cubic yard that is increased or decreased.

Example	New Recycling District-Wide Price Per Cubic Yard
Recycling district-wide price per cubic yard is \$3.00	$\$3.00 \times .30 = \0.90 recyclables processing costs $\$3.00 - \$0.90 = \$2.10$ all other costs
Processing Fee is 30% of price per cubic yard	$\$0.90 \times 1.10 = \0.99 (10% increase in processing fee)
Recyclables Processing Fee increases 10%	$\$2.10 + \$0.99 = \$3.09$

When the Producer Price Index (PPI) for Solid Waste Collection increases or decreases, (1 minus the Processing Fee %) is the % of the price per cubic yard that is increased or decreased.

Example	New Recycling District-Wide Price Per Cubic Yard
Recycling district-wide price per cubic yard is \$3.09	$\$3.09 \times (1 - 0.30) = \2.16 all other costs $\$3.09 \times .30 = \0.93 processing costs
Processing Fee is 30% of price per cubic yard	$\$2.16 \times 1.02 = \2.20 (2% increase in PPI) $\$2.20 + \$0.93 = \$3.13$
PPI for Solid Waste Collection increases 2%	

In this example, the overall price increase is from \$3.00 to \$3.13 a cubic yard, which is 4.33%.

³**For service on days other than regularly scheduled service days,** the cost shall be:

The price per cubic yard x the number of cubic yards per dumpster + the on-call/extra pick-up charge.

FEE SCHEDULE #4

White Bear Lake Area Schools Single Stream Recycling COMPACTOR SERVICES

COMPACTOR

In 2023, the school district will own a compactor located at the high school.

Fees Exclude State & County Government Taxes, Fees or Charges			
Equipment Type	Recycling Processing Fee Per Ton	Haul Charge	Receiver Box Cleaning Fee
30 yard Self-Contained Compactor			

Recycling Contamination Fee: Price per ton \$_____

FEE SCHEDULE #5

White Bear Lake Area Schools Density Review & Report

The contractor shall work with WBLAS to complete a density review of FEL dumpster services for MSW and single stream recyclables within the first three (3) months of the contract and may be repeated one (1) to two (2) times a year thereafter as described in Paragraph B.17.

The contractor shall report the findings of the density review in a Microsoft Excel spreadsheet. A sample report format for density reviews is provided in Appendix E.

The cost of conducting a density review and reporting the findings shall be considered a separate cost and not included as an overhead cost to be included in the price per cubic yard for MSW and single stream recycling FEL dumpster services

Density Review Methodology Provide a Cost for One or Both Options	Cost to Conduct Density Review & Report Findings
1. Trucks with scales calibrated specifically to determine the net weight of MSW and single stream recyclables in each FEL dumpster.	\$_____
2. One truck dedicated to the school district's: (1) MSW route to obtain scaled weight of school district-only MSW load; and (2) single stream recycling route to obtain scaled weight of school district-only recycling load. School district reserves the right to request copies of scale house tickets or other documentation of MSW and recycling load weights.	\$_____

ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA

Instructions: Proposers shall acknowledge receipt of addenda to the White Bear Lake Area Schools RFP for MSW and single stream recycling services with a signature. The provision to acknowledge up to three (3) addenda is included in the form but does not mean that three (3) addenda will be issued.

No addenda were issued: _____

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if the responder is an individual), a partner in the company (if the responder is a partnership) or an officer or employee of the responding corporation having authority to sign on its behalf (if the responder is a corporation);
2. That the information provided in this proposal is true, accurate and complete, and I have the authority to submit this proposal, which will become a binding contract if accepted by White Bear Lake Area Schools;
3. That the attached proposal has been arrived at by the responder, independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent pricing or competition;
4. That the contents of the proposal has not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal or to any official opening the proposal;
5. That I have not made any agreement with nor offered/accepted anything of value to/from an official or employee of White Bear Lake Area Schools that would tend to destroy or hinder free competition; and
6. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Name (print) _____

Signature _____

Firm name _____

Firm address _____

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public

My Commission expires _____