

REQUEST FOR PROPOSAL

GLASS RECYCLING IN THE STATE OF OHIO

Ohio Department of Natural Resources
Sean D. Logan, Director

Division of Recycling and Litter Prevention
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TABLE OF CONTENTS

1. Introduction
 - 1.1 Goals
 - 1.2 Objective
2. Instructions
 - 2.1. Proposal Schedule
 - 2.2. Instructions for Response to Bid
 - 2.3. Reservations and Limitations
 - 2.4. Contractors Liability Insurance
3. Scope of Work
 - 3.1. Glass Composition and Generation Rates
 - 3.2. Comprehensive Glass Recycling Program Implementation
 - 3.3. Period of Performance
4. Bid Response Requirements for RM Program
 - 4.1. General Requirements: Program Management Description
 - 4.2. Environment, Safety, and Confidentiality
 - 4.3. Sub-Contracting
 - 4.4. Qualifications
 - 4.5. RM Service Requirements
 - 4.5.1. Program implementation milestones
 - 4.5.2. RM activities to decrease diversion
 - 4.6. Performance Targets
 - 4.6.1 – target 1:
 - 4.6.2 – target 2:
 - 4.6.3 – target 3:
5. Glass composition and generation analyses
 - 5.1. Composition categories
 - 5.2. Generation and composition rates
 - 5.3. Total statewide generation
6. Final report
 - 6.1. Electronic reporting of data
 - 6.2. Status updates
 - 6.3. Reporting

General Information for Contractors

1. Introduction

The purpose of this Request for Proposal (RFP) is to help the Ohio DNR Identify obstacles that are preventing glass from moving to the market and being diverted to landfills. Referencing Ohio's recent Waste Characterization Study (RW Beck and Associates), the inherent difficulties noted by the Ohio Solid Waste Districts and concerns voiced from the division's stakeholder's meeting we hope to fund a comprehensive study that can pave a way forward for effective glass recycling programs in Ohio. The Ohio Department of Natural Resources, Division of Recycling & Litter Prevention (ODNR-DRLP) plans to conduct a comparative statewide glass study during the fourth fiscal quarter of FY 2010. The information gathered will be available no later than November of 2010

The applicant will submit a detailed proposal for the project. ODNR-DRLP will approve the consultant for the study. It is expressly agreed and understood by all parties that ODNR-DRLP may freely decide in its best interest to terminate the project prior to initiating the proposal.

1.1 Goals

The goal of the study is to examine glass composition and generation rates statewide and to develop sound methodology to mitigate obstacles and current market barriers affecting glass recycling in the state of Ohio.

This document provides information necessary to prepare and submit a proposal for this study. ODNR-DRLP intends to award the contract to conduct the statewide glass study. The budget for this project is \$50,000.

The ODNR-DRLP contact for questions relating to this RFP and submission of proposals is:

Stephen M. Dummitt
Recycling Program Coordinator
ODNR - Division of Recycling & Litter Prevention
2049 Morse Road, Bldg B1
Columbus, Ohio 43229-6693
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1.2 Objective of Project

The objective includes producing accurate, comprehensive data that reflects the overall market status of glass in Ohio. We hope to identify strategies to assist communities in designing programs to maximize the quality of glass recovery for recycling and to ensure that recovered glass effectively moves from the market for a beneficial end use. The analysis will include projected supply and demand for cullet by weight, location and composition. This study will be conducted in both urban¹ and non-urban areas and in public areas. ODNR-DRLP expects the results will reflect the 90 percent probability that the estimated mean of the statewide averages for percent, by volume and weight of glass, falls within 10 percent of the true mean. This study will seek to determine glass composition and generation rates statewide and to develop sound methodology to mitigate obstacles and current market barriers affecting glass recycling in the state of Ohio.

2. Instructions

2.1 Proposal Schedule

The timeline for the selection process is presented below. A pre-bid conference has been scheduled for 10:00 a.m. on Friday June 4 at ODNR-DRLP, 2045 Morse Road, Building B-1 Conference Room, Columbus, Ohio 43229. **All bidders who intend to submit a response are strongly encouraged to attend the pre-bid meeting.** Complete responses must be received by close of business July 16, 2010.

¹For purposes of this study, an "urban area" comprises one or more places (central place) and the adjacent densely surrounding area (urban fringe) that together have a minimum of 50,000 persons. The urban fringe consists of contiguous territory having a density of at least 1,000 persons per square mile. A "non-urban area" is any place outside an urban area.

	DATE	ACTION
1.	May 17, 2010	RFP available on line at www.ohiodnr.com/recycling
2.	June 4, 2010	Attendance of pre-bid meeting
3.	July 2, 2010	Deadline for submission of questions on RFP
4.	July 16, 2010	RFP bids due (submit electronic copy – drfp@dnr.state.oh.us)

2.2 Instructions for response to bid

This RFP for Performance Based (RM) Services: Status of Glass Recycling in Ohio is published on (Ohio Department of Natural Resources) website; www.ohiodnr.com/recycling All information and file attachments contained in each tab of the electronic record are hereby incorporated by reference into the solicitation and resulting contract. It is the responsibility of every bidder to check the division website for any addenda, or pertinent information.

All inquires about this RFP must be made in written form, via e-mail, to the primary contact person.

Grant Program Coordinator
 Stephen "Matt" Dummitt
 (265) 265-7003
matthew.dummitt@dnr.state.oh.us

The Division of Recycling & Litter Prevention, at its sole option, will select the proposal which best fulfills the requirements and provides the **best value** to the department. The proposals will be evaluated based on the following 5 criteria (criteria are not in order of ranking or weighting)

1. Qualifications
2. Service requirements
3. Reporting
4. Cost benefit analysis
5. Methodology
6. Quality and comprehensiveness of response

2.3 Reservations and limitations

The division may request additional information by suppliers, including a presentation if needed, to clarify elements of their bid proposals. The division also reserves the right to make independent investigations as to the qualification of each Bidder, including contacting existing customers or site visits to existing operations.

The division reserves the right to waive any informality in or to reject any and all bids if it be in the public interest to do so.

2.4 Contractor liability insurance

The contractor must take out and maintain Contractors' Public Liability and Property Damage Liability Insurance and Contractors' Protective Public Liability and Property Damage Liability. Upon award of contract, proof of insurance must be provided.

3. Scope of Work

3.1 Current composition and generation for glass recycling in Ohio

- 3.1.1 Market status of glass in Ohio
 - Quantifiable generation and collection rates
- 3.1.2 Primary factors affecting the supply
 - Identifiable procedural and functional
- 3.1.3 Projected annual supply
 - Quantifiable supply rates based on most current economic data
- 3.1.4 Annual demand in Ohio for cullet (import-export)
 - Businesses latest projections

- 3.1.5 Projected demand
 - Based on most current economic data
- 3.1.6 Collection systems/strategies
 - Review of current systems and analysis of alternate strategies
- 3.1.7 Processing systems/strategies
 - Review of current systems and analysis of alternate strategies
- 3.1.8 Primary barriers to market supply/demand
 - Listing of
- 3.1.9 Strategies to overcome barriers
 - List all strategies in order of precedence

3.2 Proposed comprehensive glass recycling program implementation

List an innovative strategy (or strategies), outlining cost benefit comparisons, using the factors listed in 3.1 of this RFP

3.3 Period of performance

The performance for the work must be completed within the time frames of August 1, 2010 and no later than November 30, 2010.

4. Bid response requirements

4.1 General requirements

Provide a brief description of your overall management philosophy as it pertains to the following:

1. Describe your vision for best management practices in the glass recycling industry
2. Identify what resources you will devote to this study
3. Discuss the relationship that you plan to establish with relevant stakeholders

4.2 Environment, safety and confidentiality issues

The grantee must comply with all applicable federal, state, local regulations all department and agency policies in relation to the requested scope of work. Describe your environmental and safety programs that apply to managing risks associated with this proposal. Discuss the regulatory expertise of the staff you propose for this RFP.

4.3 Subcontracting

It is understood that the primary supplier responding to this request for proposal may not have the capability to undertake all the tasks outlined. The successful candidate may develop agreements with subcontractors in order to provide and manage the full scope of services requested by the division. The contractor has full responsibility for the coordination of the subcontractor's work, and their compliance with all federal, state and local regulations and ordinances. State if you intend to team on the proposed scope of work and identify any subcontractors you intend to use as they must be approved by the division.

4.4 Qualifications

List three of your current major customers. Include at least one company that you provide services to that is comparable to the department, or division's requirements. For each customer named, indicate: a) number of years as a customer; b) contact names and numbers; c) general type of business of customer, d) services your company provides and relevant metrics of success, and e) any unique waste collection programs implemented.

4.5 Service Requirements

The state monitors existing collection systems for glass but work still needs to be done. The proposal should include assistance with improving existing staff and facilities-led programs and developing new, more aggressive, programs with an eye toward minimizing the amount of glass going to the landfill and increasing the amount of glass as a beneficial reuse. Responses must address the following:

4.5.1 Program implementation milestones

Comment on the feasibility of meeting the dates outlined in the proposal identified in Section 3.2. Include here any thoughts you may have that could improve the implementation of a program as described in Section 3.

4.5.2 Activities to increase best management practices

1. Improve upon quantities of glass currently recycled
2. Develop comprehensive cost reduction initiatives
3. Maintain existing service levels for a seamless program transition
4. Provide full documentation for strategies to overcome market barriers

Describe generally the types of programs you intend to focus on to meet these outcomes. This may include improving existing recycling programs as well as identifying new programs to reduce/reuse or recycle glass. Also include any site specific equipment to make collection efforts more efficient. It is anticipated that education and outreach will play an important role in a successful program, so include in your discussion how you intend to interact with relevant stakeholders.

4.6 Data information systems and Performance targets

One major barrier to increasing glass recycling beyond current rates is the availability of accurate information on volumes of recycled glass. The successful bidder will be expected to supply the division with regular information so staff can work with the contractor to target activities to increase diversion. Upon award of the RFP, the contractor and the division will maintain an ongoing interactive relationship in order to obtain and disseminate the most accurate information.

4.6.1 Performance targets

This study should clearly define the current status of the Ohio glass recycling market, barriers to glass marketability and how the communities/agencies can effectively streamline their current practices. The study should also show a clear path forward for existing and current programs.

5. Glass composition and generation analyses

5.1 Composition Categories

Glass will be classified into one of three broad categories:

Clear Cullet
Brown Cullet
Green Cullet

These categories will be further divided into subcategories called components, identified as commercial, or residential.

5.2 Generation and Composition Rates

Rates will be calculated to estimate the quantity of glass generated per year, the total quantity of each category generated, and the total quantity for components of each category. Rates will be calculated on a per unit basis for each of the categories on the total weights of the samples collected and sorted. The same methodology will be used to calculate total weights for the category samples collected and sorted.

The total weight for each category and component of sorted material will be recorded on a designated contractor generated "Sorting Form" and later entered into a database.

All collection and generation estimates will be expected to have a 90 percent confidence interval, meaning there is a 90 percent certainty that the actual quantity is within the calculated range (between the low and high estimates).

5.3 Total Generation

The total tons statewide will be calculated and reported based on the latest economic data compiled from community and private sector stakeholders.

6. Final Report

6.1 Electronic recording of data

All data will be recorded electronically in a database. The system used to record data must also include electronic quality control checks to help ensure the accuracy of data entered.

6.2 Status updates

For each phase, the contractor will provide bi-weekly progress reports that document activities, problems and recommendations. These reports will also document the number of samples received, the number in progress, and the number on which analysis has been completed. The reports will be submitted in Word, Excel or Access attached files via e-mail.

6.3 Reporting

ODNR-DRLP requires that the selected contractor utilize Microsoft® Access database to record data and to perform data quality control checks. The contractor will need to own or obtain a software license for Microsoft® Access database software.

At the end of the study, all remaining data forms and a final report will be delivered to ODNR-DRLP by the date listed in the appropriate schedule. The report will be in hard copy and electronic. At a minimum, the report will include the following:

1. Digital photos of sites, site activities and personnel processing the samples at each site;
2. Description of data collection, and analyses and other techniques used during the study;
3. Any problems or special conditions that arose during processing;
4. Summarization of findings, conclusions, supporting documentation, e.g., charts, etc;
5. Glass composition tables for all categories (cullet color) listed by site, actual number, and average percentage of both **volume** and **weight**;
6. Number of samples characterized, standard deviation, confidence interval;
7. Show a link between where the glass is coming from and where it is being used;
8. Provide recommendations for the state on the path forward.

The contractor will be prepared to respond to any questions or uncertainties that ODNR-DRLP may have about the final report, completed data forms or other reports. The contractor may be requested to provide other information as well.

All data collected in this study will become the property of ODNR-DRLP. The contractor will not publish results from this study, in any form, without prior approval of ODNR-DRLP.

Contractors Final Submission Checklist

Applicants will provide one written copy of the RFP to be postmarked no later than April 30, 2010 and one electronic copy to drlp@dnr.state.oh.us "Glass Study RFP" should be in the subject header.

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1. Statement of the Purpose

In succinct terms, state your understanding of the project and service required by this RFP.

2. Company, Address, and Contact person

List the company name, address, phone number, and Federal tax ID number. Also list the name and phone number of the contact person who will be directly responsible to oversee all activities conducted in connection with this project.

3. Work Plan Narrative

Provide a concise work plan, in narrative form, outlining the manner and timeline under which the requirements of the RFP will be accomplished. This work plan will address both phases of the project and other requirements as outlined in this RFP.

4. Key Personnel Assigned, Firm Experience, and References

List proposed key project personnel by name, title, work they will perform, and relevant experience. The same person may fill more than one of these roles. Include at least the following information:

5. Bid Cost and Budget

Provide the total bid cost and overall budget for your proposals.

6. Equipment

Provide a list of equipment, such as scales, recycled-content plastic bags and containers, etc. that will be used for each phase of this project. Also list the supplies or types of supplies expected to be used to complete both the litter site sampling and disposal of litter. Include quantity and price per item costs for major items.

7. Health and Safety Protection

Provide a health and safety plan, and list all health and safety-related equipment, procedures, training, and other measures that will be taken to ensure the health and safety of all personnel working on the project.

8. Indemnity

The selected contractor will be wholly responsible for any and all claims, actions, damages, liability and expenses arising from work performance.

9. Minority Business Enterprises

As a matter of commitment, ODNR-DRLP encourages the participation of certified minority enterprises (<http://www.state.oh.us/das/Eod/MBEGenInfo.htm>) in public works contracts and in contracts to procure goods and services. ODNR-DRLP also encourages joint ventures or subcontracts with certified minority enterprises. Minority businesses can contact the Ohio Department of Administrative Services, Equal Opportunity Division, Minority Business Enterprise Unit to apply for certification. Provide information on any minority enterprises that will participate in the project. Also, provide information on any proposed purchase of supplies from minority-owned businesses.

10. Drug Free Workplace

The selected Contractor must agree to comply with all applicable state and federal laws regarding a drug-free workplace. The contractor will make a good faith effort to ensure that all personnel working on this project will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

11. Prime Contractor Responsibilities

The selected contractor will be required to assume responsibility for all services offered in its proposals. Furthermore, ODNR-DRLP will consider the selected contractor to be the sole point of contact with regard to contractual matters.

12. Additional Information

Use this section to provide any additional information that does not fit into any of the above categories, and that you believe will help ODNR-DRLP better understand and evaluate your proposals.

Selection Criteria

Contract Award

Award for the contracts will be made on an "all or none" basis to the bidder with the highest score based on evaluation criteria and any results of investigation into the bidder's ability to perform the tasks outlined in this RFP. It is ODNR-DRLP's intent to select the proposals that are most advantageous based on the comprehensiveness and the accuracy the data, provided the contractor's knowledge of proper methods to gather and analyze the data, and the contractor's ability to carry out the requirements of the study. ODNR-DRLP's goal is to get the greatest amount of accurate and representative data to characterize Ohio's recycled glass collection and composition, given available funds. ODNR-DRLP reserves the right to reject any or all proposals. In addition, ODNR-DRLP reserves the right to cancel this solicitation

Evaluation Criteria

Criteria will be scored as "pass/fail". Proposals will be rejected if requested information is not supplied, including name, address, Federal tax ID number, and contact person information for the contractor and statement of ability to provide indemnification.

Proposals for each phase will be scored on a 100-point scale based on the following criteria:

- Project methodology (25 points)
- Qualifications and experience (25 points)
- Comprehensiveness and functionality (50 points)

Based on the proposals received and the scores determined by ODNR-DRLP's evaluation committee, ODNR-DRLP can take any of the following actions:

- Accept a proposal and complete a contract to carry out the tasks included in the proposal
- Reject any and all proposals

Role of Evaluation Committee

The evaluation committee, comprised of three persons, will review all proposals. Two persons will be from the ODNR-DRLP and one from the OEPA. The following process will be used:

- a. Proposals will be evaluated for completeness and compliance with the requirements of this RFP. Incomplete proposals may be rejected. If a portion of a proposal is unclear, the applicant may be asked to provide written clarification.
- b. Proposals will be scored by the members of the evaluation committee. If scores are close, or if the evaluation committee feels that it needs more information, top-scoring applicants may be asked to submit more information.
- c. After all evaluations have been completed, the results and award recommendations will be forwarded to the chief of ODNR-DRLP, who will then approve, reject or select a proposal.
- d. All applicants will be notified, in writing, of the selection. Applicants will have seven calendar days to review the RFP file and award recommendation. Any questions or concerns about the selection process must be submitted, in writing, and received within seven calendar days after the date of the selection letter. No protest of the award selection will be considered after that time. The chief of ODNR-DRLP or delegate has the authority to settle or resolve a written protest submitted in accordance with the above requirements.

Proposal Ownership

All proposals become the property of the State of Ohio and will not be returned.

Disclosure of Proposal Contents

In the event that contracts are awarded, the department will have the right to duplicate, use, or disclose information to the extent outlined in the contract.

Use of Recycled-Content Materials

Contractors will use recycled-content products to the maximum extent that is economically feasible to complete the work set forth in this document.

Contract Formulation

The selected contractor will be required to enter into a personal services agreement based on the project contained herein and ODNR-DRLP contractual requirements. The contract negotiation process with the successful contractor may result in mutually agreed upon changes to the project or contract terms and conditions. Mutually agreed upon changes to the executed contract terms and conditions may result in contract amendments. **ODNR-DRLP reserves the right to amend any of the terms of the contract prior to the termination date including, but not limited to, time extensions and funding changes necessary for the operation of any program.**