

ATTACHMENT NO. 11

PROJECT DEFINITION TEMPLATE

Recycling and Trash Removal Services

PROJECT DEFINITION FOR

<PROJECT NAME>

Date: **<ENTER DATE>**

Prepared by: **<Enter Agency Name>**

TABLE OF CONTENTS

	<u>PAGE NO.</u>
1.0 General Overview	4
1.1 Scope	
1.2 Key Events/Dates	
2.0 Location	4
3.0 Inquiries	5
4.0 General Requirements	5
5.0 Service Requirements	5
6.0 Term	6
7.0 M/WBE Utilization Goal Requirements	6
8.0 Method of Award	7
9.0 Bid Proposal Form	7

Appendices:

- Note - all applicable appendices in original RFP shall be attached

References (Not to be included in the Project Definition):

Reference 1: Mini-Bid Checklist

Reference 2: Examples of Language for Service Requirements and Bid Evaluations

Reference 3: Volume to Weight Conversion Factors

Information in brackets (<>) is suggested format only. It is up to the user agency to determine what best satisfies individual agency needs.

1.0 GENERAL OVERVIEW

1.1 Scope

<PROVIDE A BRIEF DESCRIPTION OF THE AGENCIES NEEDS AND THE SERVICES BEING SOUGHT>

1.2 Key Events/Dates

<u>Event</u>	<u>Date</u>	<u>Time</u>
Project Definition Release	<ENTER DATE>	
Site Visit & Pre-Bid Conference (If Required)	<ENTER DATE>	<ENTER TIME>
Closing Date for Inquiries	<ENTER DATE>	
Submission of Proposal	<ENTER DATE>	<ENTER TIME>
Time Estimates/Goals:		
Bid Evaluation and Selection	<ENTER DATE>	
Contract Award	<ENTER DATE>	
Contract Term	<ENTER DATE>	to <ENTER DATE>

2.0 LOCATION

2.1 Project Site Description:

The recycling and/or solid waste disposal services outlined in this Project Definition are being sought at the following locations:

Facility Name	Facility Address	Type of Facility

3.0 INQUIRIES: All inquiries concerning this mini-bid project will be addressed to the following designated contacts:

Primary Contact:	Secondary Contact:

4.0 GENERAL REQUIREMENTS

- 4.1 All terms and conditions of RFP 22760 and resultant contract <CMSXXXX> shall apply to this project definition except as supplemented by or amended herein.
- 4.2 The State will not be liable for any expense incurred by the Contractor as a consequence of any traffic infraction or parking violations attributable to employees of the Contractor.
- 4.3 This is a full service contract. For the purposes of this contract, ‘full service contract’ shall mean that the bidder's price includes all labor and materials required to provide the recycling and/or trash removal services outlined in this Project Definition including but not necessarily limited to the supply, installation, maintenance, cleaning and servicing of the container(s) and the transport of all materials for either recycling and/or disposal; all administrative, reporting or other requirements, and all overhead costs and profit. It shall also include all travel costs, parking fees, and any other ancillary fees and costs including permits, licenses, insurance, etc.; and includes services not explicitly stated in these specifications, but necessarily attendant thereto.
- 4.4 The Office of General Services' interpretation of specifications shall be final and binding upon the Contractor.
- 4.5 The Agency representative reserves the right to reject and bar from the facility any employee hired by the Contractor.

5.0 SERVICE REQUIREMENTS

In addition to the service requirements outlined in RFP 22760, the following requirements shall also apply:

<ENTER A BRIEF DESCRIPTION OF THE PROJECT SPECIFIC REQUIREMENTS SEPARATED BY ITEM NUMBER, AND INCLUDE ANY SPECIAL REQUIREMENTS>

Service Requirement Examples:

6.0 TERM

6.1 The service contract will commence < [ENTER DATE] and will be in effect for [ENTER NUMBER] years>. All other terms of the RFP shall apply.

7.0 M/WBE UTILIZATION GOAL REQUIREMENTS

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, _____ (Agency) has established separate goals for participation of New York State Certified minority and women-owned business enterprises for State contracts. _____ (Agency) is required to implement the provisions of Article 15-A and 5 NYCRR Parts 142-144 for all State contracts (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing and (2) in excess of \$100,000 for real property renovations and construction.

For purposes of this procurement, _____ (Agency) hereby establishes a goal of ___% for Minority-owned Business Enterprises (MBE) participation and ___% for Women-owned Business Enterprises (WBE) participation. As a condition of this procurement, the contractor and _____ (Agency) agree to be bound by the provisions of §316 of Article 15-A of the New York State Executive Law regarding enforcement. Contractors must document “good faith efforts” to provide meaningful participation by New York State Certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how _____ (Agency) will determine a contractor’s “good faith efforts,” refer to 5 NYCRR §142.8. **Additionally, Offerors must refer to Appendix C of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.**

8.0 REPORTING REQUIREMENTS

As part of all contracts awarded as a result of this Project Definition the Contractor shall provide the following reports:

1. Authorized User Reports

The Contractor shall provide quarterly and annual reports to each Authorized User that includes a sum of the weight or volume of waste disposed of and the weight or volume of materials recycled and/or composted by type of recycling and location, and shall also maintain a continuous record of these materials.

In addition, the Contractor shall also provide a monthly report to the Authorized User (unless Authorized User requests reports on a less frequent basis) which shall be attached to the Invoice and shall detail all work completed that month and shall compare scheduled work versus actual work completed. The report shall include the schedule of pick-ups, container sizes, weights, tare slips, and any other documentation the user may need to verify pricing.

2. New York State Procurement Reports

In addition to reports for the Authorized User the Contractor shall also provide an annual report to NYSPRO detailing all services provided on the contract. The report shall be in Microsoft Excel format and shall be emailed to the individual listed on the front page of the Contract Award Notification and shall reference the Contractor's name, contract number, mini-bid contract number, sales period, authorized user name, location of service, type of service (lot description), type of containers provided, size of containers provided, frequency of pickup, monthly charge and total dollar value of the service. A sample report is attached at the end of this RFP for reference.

Please note that additional related sales information and/or detailed Authorized User purchases may be required and must be supplied upon request, and that failure to submit the required reports may be cause for disqualification of Contractor on this contract and/or for future contracts.

9.0 Project Definition Method of Award

These award criteria will apply to the Agency project definitions during the mini-bid. In this section, contract refers to the contract resulting from the mini-bid.

A Contract will be awarded to the **responsible low bidder** for all of the work specified herein on an evaluated basis. For Project Definitions that include multiple items, the award will be made to the Vendor with the lowest total price per month.

CONTRACT NO. _____

<Agency Information>

BID PROPOSAL FORM

NOTE: The Bid Proposal Form shall be completed and signed in triplicate herein.

Gentlemen:

_____ agrees to provide all necessary recycling and trash removal services in accordance with the specifications in the NYS Comptroller's Contract No. _____ and this Agency Project Definition for the price bid below. The contractor further certifies that these prices do not exceed his/her bid prices in such statewide contract:

<Provide a listing of the Project Definition Items and required bid prices to be submitted by vendors>

End of Sample Project Definition

Reference 1: MINI-BID CHECKLIST

*All User Agencies and all approved Contractors shall be advised that the **POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING** shall be followed during the entire mini bid process. These prohibitions become effective the day the Project Definition is issued and end the day the Contractor is awarded a contract under the mini bid process.*

CHECKLIST ITEM	ACTION TO BE TAKEN
Identify the region that the facility(s) are located in.	Determine the contractors that hold a Master Contract in the region.
Develop a Project Definition and distribute it to the vendors that hold Master Contracts for that region.	Distribute the Project Definition.
Evaluate the Bids received: <ol style="list-style-type: none"> 1. Do the Contractors meet all the mandatory requirements described in the project definition? 2. Are the Contractor's Mini-bid Unit Prices less than or equal to the Master Contract Unit Prices for all pricing except for the Recyclable Floor Price and Revenue Sharing Percentage? 3. For the Recyclable Floor Price and Revenue Sharing Percentage are the Contractor's Mini-bid Unit Prices greater than or equal to the Master Contract Unit Prices? 4. For bids meeting the above requirements, compare the pricing and select the lowest bid for award. 	Evaluate bids and select a Contractor based on low bid.
Compile the Procurement Record, and include the following documents: <ol style="list-style-type: none"> 1. Project Definition 2. Copy of any questions/responses developed during inquiry phase 3. Bidders List 4. Bid tabulations 5. A statement that bids do not exceed the rates submitted under Backdrop Contract. 6. A copy of the awarded Bid 7. A justification Letter (if applicable) 8. Agency's authorized signatures 9. Project Commencement Date 	Prepare documents for the Procurement Record.
Obtain a contract number from the NYSPRO	Submit a Mini-Bid Summary Form and send a copy of the Project Definition to the NYSPRO contract manager.
Prepare Project Award Notification. Issue an Award Letter notifying contractor project work may begin.	Submit to awarded contractor

Reference 2: Examples of Language for Service Requirements and Bid Evaluations

Lot 1 – Disposal of Municipal Solid Waste in Bins, Dumpsters or Roll-off Containers

ITEM A: Disposal of Municipal Solid Waste, 96 gallon bins (Lot 1, Item 1)

Provide ten (10) 96 gallon gondolas (bins) to be picked up once per day Monday through Friday (250 times per year). These gondolas will contain municipal solid waste and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a weekly rate that includes servicing all of the gondolas.

Bid Evaluation Criteria:

1. Convert the Contractor's weekly rate to a unit price (For Bins in Lot 1 the appropriate unit price is the price per container per pickup). For example, if the Contractor bid \$400 per week, the price per container per pickup would be $\$400/10 \text{ containers}/5 \text{ pickups per week} = \8.00
2. Verify that the Contractor's Mini-bid Unit Price is less than or equal to the Contractor's Master Contract Unit Price. For example, if the Contractor's Master Contract Unit Price was \$9.00 per container per pickup, then the \$8.00 bid would be acceptable.
3. Compare the weekly rates that meet the above criteria to determine the low bidder.

ITEM B: Disposal of Municipal Solid Waste, 5 Cubic Yard Dumpster (Lot 1, Item 2)

Provide one (1) 5 cubic yard dumpster to be picked up four times per month. This dumpster will contain municipal solid waste and will be located at the rear of Building #1 at the State Office Campus Facility. The Contractor shall provide a monthly rate for the dumpster.

Bid Evaluation Criteria:

1. Convert the Contractor's monthly rate to a unit price (For Dumpsters in Lot 1 the appropriate unit price is the price per cubic yard of container per pickup). For example, if the Contractor bid \$300 per month, the price per cubic yard of container per pickup would be $\$300/(5 \text{ cubic yards})/(4 \text{ pickup}) = \15.00
2. Verify that the Contractor's Mini-bid Unit Price is less than or equal to the Contractor's Master Contract Unit Price. For example, if the Contractor's Master Contract Unit Price was \$15.00 per cubic yard of container per pickup, then the \$15.00 Mini-bid Unit Price would be acceptable.
3. Compare the monthly rates that meet the above criteria to determine the low bidder.

ITEM C: Disposal of Municipal Solid Waste, 30 Cubic Yard Roll-Off Container (Lot 1, Item 3)

Provide one (1) 30 cubic yard roll-off container to be picked up twice per month. The roll-off container will contain municipal solid waste and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Tipping Fee (per ton) and Haul Charge (per pickup).

Bid Evaluation Criteria:

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices might be \$75.00 per month for the Rental Fee, \$55.00 per ton for the tipping fee, and \$150.00 per pickup for the haul charge
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Prices. For example, if the Contractor's Master Contract Unit Prices were \$100.00 per month for the rental fee, \$60.00 per ton for the tipping fee, and \$150.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder's unit prices to a monthly rate as follows:
 - a. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix 'C' contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = \$55.00 per ton

Weight of Material = 30 cy x 0.1125 x 2 pickups = 6.75 tons per month
Where 0.1125 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = \$55.00 per ton x 6.75 tons per month = \$371.25

- b. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = \$150.00 per pickup

Monthly Haul Charges = \$150.00 per pickup x 2 pickups = \$300.00

- c. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = \$75.00 + \$371.25 + \$300.00 = \$746.25

4. Compare the Monthly Rates to determine the low bidder.

Lot 2 – Disposal of Municipal Solid Waste in Compactors

ITEM A: Disposal of Municipal Solid Waste, 30 Cubic Yard Compactor (Lot 2, Item 1)

Provide one (1) 30 cubic yard compactor to be picked up twice per month. The compactor will be for the disposal of municipal solid waste and will be located at the rear of Building #5 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Tipping Fee (per ton) and Haul Charge (per pickup).

Bid Evaluation Criteria:

1. For compactors in Lot 2 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices

- might be \$100.00 per month for the Rental Fee, \$100.00 per ton for the tipping fee, and \$200.00 per pickup for the haul charge
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Prices. For example, if the Contractor's Master Contract Unit Prices were \$110.00 per month for the rental fee, \$120.00 per ton for the tipping fee, and \$225.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
 3. Convert the bidder's unit prices to a monthly rate as follows:
 - a. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix 'C' contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = \$100.00 per ton

Weight of Material = 30 cy x 0.3750 x 2 pickups = 22.50 tons per month

Where 0.3750 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = \$100.00 per ton x 22.50 tons = \$2250.00

- b. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = \$200.00 per pickup

Monthly Haul Charges = \$200.00 per pickup x 2 pickups = \$400.00

- c. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = \$100.00 + \$2250.00 + \$400.00 = \$2750.00

4. Compare the Monthly Rates to determine the low bidder.

Lot 3 – Disposal of Construction and Demolition (C&D) Materials

ITEM A: Disposal of Construction and Demolition (C&D) Materials, 40 Cubic Yard Roll-Off Container (Lot 3, Item 1)

Provide one (1) 40 cubic yard roll-off container to be picked up once per month. The roll-off container will be for the disposal of construction and demolition materials and will be located at the rear of Building #8 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Tipping Fee (per ton) and Haul Charge (per pickup).

Bid Evaluation Criteria:

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices might be \$75.00 per month for the Rental Fee, \$110.00 per ton for the tipping fee, and \$250.00 per pickup for the haul charge

2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Prices. For example, if the Contractor's Master Contract Unit Prices were \$100.00 per month for the rental fee, \$120.00 per ton for the tipping fee, and \$300.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder's unit prices to a monthly rate as follows:
 - a. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix 'C' contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = \$110.00 per ton

Weight of Material = 30 cy x 0.3250 x 1 pickups = 9.75 tons per month

Where 0.3250 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = \$110.00 per ton x 9.75 tons = \$1072.50

- b. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = \$250.00 per pickup

Monthly Haul Charges = \$250.00 per pickup x 1 pickups = \$250.00

- c. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = \$75.00 + \$1072.50 + \$250.00 = \$1397.50

4. Compare the Monthly Rates to determine the low bidder.

Lot 4 – Disposal of Loose Non-Recyclable Municipal Solid Waste

ITEM A: Disposal of Loose Non-Recyclable Municipal Solid Waste (Lot 4, Item 1)

Provide trash pickup and disposal of approximately 10 cubic yards of loose non-recyclable municipal solid waste to be picked up once per week. The waste consists of bagged refuse and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a unit price for the service which consists of a price per cubic yard of material disposed of.

Bid Evaluation Criteria:

1. For this example assume that the Contractor bids a price of \$10.00 per cubic yard per pickup for the mini-bid.
2. Verify that the Contractor's Mini-bid Unit Price is less than or equal to the Contractor's Master Contract Unit Price. For example, if the Contractor's Master Contract Unit Price was \$10.00 per container per pickup, then the \$10.00 bid would be acceptable.

3. Compare the mini-bid unit prices that meet the above criteria to determine the low bidder.

Lot 5 – Single Stream Recycling

ITEM A: Single Stream Recycling, 96 gallon bins (Lot 5, Item 1)

Provide twenty (20) 96 gallon totes (bins) to be picked up once per week (52 times per year). These totes will be for the recycling of single stream recycling materials and will be located at the rear loading dock of Building #4 at the Office Campus. The Contractor shall provide a Price per container per pickup for servicing the totes, a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

Bid Evaluation Criteria:

1. For this example assume that the Contractor bids a price of \$8.00 per container per pickup, \$35.00 per ton for the Recyclable Processing Fee, \$25.00 per ton for the Recyclable Floor Price and 50% for the Revenue Sharing Percentage for the mini-bid.
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Price for the Price per container per pickup and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor's Master Contract Unit Price was \$9.00 per container per pickup, \$40.00 for the Recyclable Processing Fee, \$20.00 for the Recyclable Floor Price and 25% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.
3. Convert the bidder's prices to a weekly rate as follows:
 - a. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one week and determine the estimated Recyclable Processing Fee and Recycling Revenue. For reference, Appendix 'C' contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

Using the bid prices outlined in #1:

Recyclable Processing Fee Bid = \$35.00 per ton

Recyclable Floor Price = \$25.00 per ton

Revenue Sharing Percentage = 50%

Weight of Material = 20 totes x 96 gal x 0.00495 x 0.0625 x 1 pickup
= 0.594 tons per week

Where 0.00495 is a conversion factor used to convert gallons to cubic yards

Where 0.0625 is a conversion factor used to convert cubic yards of single stream recycling material to tons.

Recyclable Processing Fees = \$35.00 per ton x 0.594 tons = \$20.79

Recyclable Floor Price x weight = \$25.00 per ton x 0.594 tons = \$14.85

Revenue Sharing = \$14.85 x 50% = \$7.42

- b. Determine the Total Weekly Rate by summing the Price per pickup per container and Weekly Recyclable Processing Fees, and then subtracting the Recycling Revenue.

$$\text{Total Weekly Rate} = (\text{Price per pickup per container} + \text{Weekly Processing Fees} - \text{Recycling Revenue})$$

$$\text{Total Weekly Rate} = \$8.00 \times 20 + \$20.79 - \$7.42 = \$173.37$$

- 4. Compare the Total Weekly Rates to determine the low bidder.

ITEM B: Single Stream Recycling, 10 cubic yard Dumpster (Lot 5, Item 2)

Provide two (2) 10 cubic yard dumpsters to be picked up once per week (52 times per year). These dumpsters will be for the recycling of single stream recycling materials and will be located at the rear loading dock of Building #4 at the Office Campus. The Contractor shall provide a Price per cubic yard per pickup, a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

Bid Evaluation Criteria:

- 1. For this example assume that the Contractor bids a price of \$10.00 per cubic yard per pickup, \$35.00 per ton for the Recyclable Processing Fee, \$25.00 per ton for the Recyclable Floor Price and 50% for the Revenue Sharing Percentage for the mini-bid.
- 2. Verify that the Contractor’s Mini-bid Unit Prices are less than or equal to the Contractor’s Master Contract Unit Price for the Price per container per pickup and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor’s Master Contract Unit Price was \$15.00 per cubic yard per pickup, \$40.00 for the Recyclable Processing Fee, \$20.00 for the Recyclable Floor Price and 25% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.
- 3. Convert the bidder’s prices to a weekly rate as follows:
 - c. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one week and determine the estimated Recyclable Processing Fee and Recycling Revenue. For reference, Appendix ‘C’ contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

Using the bid prices outlined in #1:

Recyclable Processing Fee Bid = \$35.00 per ton

Recyclable Floor Price = \$25.00 per ton

Revenue Sharing Percentage = 50%

$$\begin{aligned} \text{Weight of Material} &= 2 \text{ dumpsters} \times 10 \text{ cy} \times 0.0625 \times 1 \text{ pickup per week} \\ &= 1.25 \text{ tons per week} \end{aligned}$$

Where 0.0625 is a conversion factor used to convert cubic yards of single stream material to tons.

$$\text{Recyclable Processing Fees} = \$35.00 \text{ per ton} \times 1.25 \text{ tons} = \$43.75$$

$$\text{Recyclable Floor Price} \times \text{weight} = \$25.00 \text{ per ton} \times 1.25 \text{ tons} = \$31.25$$

$$\text{Revenue Sharing} = \$31.25 \times 50\% = \$15.62$$

- d. Determine the Total Weekly Rate by summing the Price per pickup per container and Weekly Recyclable Processing Fees, and then subtracting the Recycling Revenue.

$$\text{Total Weekly Rate} = (\text{Price per cubic yard per pickup} + \text{Weekly Processing Fees} - \text{Recycling Revenue})$$

$$\text{Total Weekly Rate} = \$10.00 \times 10 \times 2 + \$43.75 - \$15.62 = \$228.13$$

4. Compare the Total Weekly Rates to determine the low bidder.

ITEM C: Single Stream Recycling, 40 cubic yard Roll-Off Container (Lot 5, Item 3)

Provide one (1) 40 cubic yard Roll-off Container to be picked up once per week. This container will be for the recycling of single stream recycling materials and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a Rental Fee (per month), a Haul Charge (per pickup) a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

Bid Evaluation Criteria:

1. This item should be evaluated on a monthly basis. For this example assume that the Contractor bids a price of \$100.00 per month for the Rental Fee, \$200.00 for the Haul Charge, \$40.00 per ton for the Recyclable Processing Fee, \$30.00 per ton for the Recyclable Floor Price and 67% for the Revenue Sharing Percentage for the mini-bid.
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Price for the Rental Fee, Haul Charge and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor's Master Contract Unit Price was \$100.00 for the Rental Fee, \$40.00 for the Recyclable Processing Fee, \$20.00 for the Recyclable Floor Price and 0% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.
3. Convert the bidder's prices to a monthly rate as follows:
 - e. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one month and determine the estimated Recyclable Processing Fee and Recycling Revenue. For reference, Appendix 'C' contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

Using the bid prices outlined in #1:

Recyclable Processing Fee Bid = \$40.00 per ton

Recyclable Floor Price = \$30.00 per ton

Revenue Sharing Percentage = 67%

$$\begin{aligned} \text{Weight of Material} &= 1 \text{ roll-off} \times 40 \text{ cy} \times 0.0625 \times 4 \text{ pickups per month} \\ &= 10.0 \text{ tons per month} \end{aligned}$$

Where 0.0625 is a conversion factor used to convert cubic yards of single stream material to tons.

Recyclable Processing Fees = \$40.00 per ton x 10.0 tons = \$400.00

Recyclable Floor Price x weight = \$30.00 per ton x 10.0 tons = \$300.00

Revenue Sharing = \$300.00 x 67% = \$200.00

- f. Determine the Monthly Rate by summing the Rental Fee, Haul Charges and Recyclable Processing Fees, and then subtracting the Recycling Revenue.

Monthly Rate = (Rental Fee + Haul Charges + Processing Fees – Recycling Revenue)

Monthly Rate = \$100.00 + \$200.00 x 2 pickups + \$400.00 – \$200.00

Monthly Rate = \$700.00

4. Compare the Monthly Rates to determine the low bidder.

Lot 6 – Recycling of Comingled Recyclables, Excluding Paper Products (for Dual Stream Recycling)

Lot 7 - Recycling of Metal Food Containers

Lot 8 - Recycling of Glass Containers

Lot 9 - Recycling of Plastics

Lot 10 - Recycling of Corrugated Cardboard

Lot 11 - Recycling of Mixed Paper

Lot 12 - Recycling of High Grade Office Paper

The service description and evaluation procedure for these lots will be similar to the example for Lot 5, Single Stream Recycling except that the volume to weight conversion factor will be taken from Appendix C 'Volume to Weight Conversion Factor' for the appropriate lot.

Lot 13 – Recycling of Scrap Metal

ITEM A: Recycling of Scrap Metal, 30 Cubic Yard Roll-Off Container (Lot 13, Item 1)

Provide one (1) 30 cubic yard roll-off container to be picked up once per month. The roll-off container will be for the recycling of scrap metal and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), a Haul Charge (per pickup) a Recyclable Processing Fee (per ton), a Recyclable Floor Price (per ton), and a Revenue Sharing Percentage.

Bid Evaluation Criteria:

1. This item should be evaluated on a monthly basis. For this example assume that the Contractor bids a price of \$100.00 per month for the Rental Fee, \$200.00 for the Haul Charge, \$20.00 per ton for the Recyclable Processing Fee, \$50.00 per ton for the Recyclable Floor Price and 67% for the Revenue Sharing Percentage for the mini-bid.
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Price for the Rental Fee, Haul Charge and Recyclable Processing Fee, and greater than or equal to the Master Contract Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage. For example, if the Contractor's Master Contract Unit Price was \$100.00 for the

Rental Fee, \$40.00 for the Recyclable Processing Fee, \$20.00 for the Recyclable Floor Price and 0% for the Revenue Sharing Percentage then the mini-bid unit prices would be acceptable.

3. Convert the bidder's prices to a monthly rate as follows:
 - g. Using a conversion factor to convert volume to weight, estimate the weight of material recycled for one month and determine the estimated Recyclable Processing Fee and Recycling Revenue. For reference, Appendix 'C' contains a table with conversion factors that may be used to convert volume to weight for each of the lots contained in this RFP.

Using the bid prices outlined in #1:

Recyclable Processing Fee Bid = \$20.00 per ton

Recyclable Floor Price = \$50.00 per ton

Revenue Sharing Percentage = 67%

Weight of Material = 1 roll-off x 40 cy x 0.4575 x 1 pickups per month
= 18.3 tons per month

Where 0.4575 is a conversion factor used to convert cubic yards of scrap metal to tons.

Recyclable Processing Fees = \$20.00 per ton x 18.3 tons = \$366.00

Recyclable Floor Price x weight = \$50.00 per ton x 18.3 tons = \$915.00

Revenue Sharing = \$915.00 x 67% = \$613.05

- h. Determine the Monthly Rate by summing the Rental Fee, Haul Charges and Recyclable Processing Fees, and then subtracting the Recycling Revenue.

Monthly Rate = (Rental Fee + Haul Charges + Processing Fees –
Recycling Revenue)

Monthly Rate = \$100.00 + \$200.00 x 1 pickups + \$366.00 – \$613.05

Monthly Rate = \$52.95

4. Compare the Monthly Rates to determine the low bidder.

Lot 14 – Shredding and Recycling of Mixed Paper

ITEM A: Shredding and Recycling of Mixed Paper, 96 gallon secure totes (Lot 14, Item 1)

Provide ten (10) 96 gallon, secure totes to be picked up once per week (52 times per year). These bins will contain mixed office paper that needs to be shredded and will be located at the rear loading dock of Building #1 at the Office Campus. All totes must contain a locking lid and be completely secure. The Contractor shall ensure the complete confidentiality of all materials contained in the totes throughout the shredding process and must provide a certificate of destruction with each monthly invoice. The Contractor shall provide a weekly rate that includes servicing all of the totes.

Bid Evaluation Criteria:

1. Convert the Contractor's weekly rate to a unit price (For Bins in Lot 1 the appropriate unit price is the price per container per pickup). For example, if the

Contractor bid \$200 per week, the price per container per pickup would be $\$200/10 \text{ containers}/1 \text{ pickups per week} = \20.00

2. Verify that the Contractor's Mini-bid Unit Price is less than or equal to the Contractor's Master Contract Unit Price. For example, if the Contractor's Master Contract Unit Price was \$25.00 per container per pickup, then the \$20.00 bid would be acceptable.
3. Compare the weekly rates that meet the above criteria to determine the low bidder.

Lot 15 – Composting of Green Waste

ITEM A: Composting of Green Waste, 10 Cubic Yard Dumpster (Lot 15, Item 1)

Provide one (1) 10 cubic yard dumpster to be picked up once times per month. This dumpster will be for the composting of green waste and will be located at the rear of Building #1 at the State Office Campus Facility. The Contractor shall provide a monthly rate for the dumpster.

Bid Evaluation Criteria:

1. Convert the Contractor's monthly rate to a unit price (For Dumpsters in Lot 15 the appropriate unit price is the price per cubic yard of container per pickup). For example, if the Contractor bid \$200 per month, the price per cubic yard of container per pickup would be $\$200/(10 \text{ cubic yards})/(1 \text{ pickup}) = \20.00
2. Verify that the Contractor's Mini-bid Unit Price is less than or equal to the Contractor's Master Contract Unit Price. For example, if the Contractor's Master Contract Unit Price was \$25.00 per cubic yard of container per pickup, then the \$20.00 Mini-bid Unit Price would be acceptable.
3. Compare the monthly rates that meet the above criteria to determine the low bidder.

ITEM B: Composting of Green Waste, 30 Cubic Yard Roll-Off Container (Lot 15, Item 2)

Provide one (1) 30 cubic yard roll-off container to be picked up twice per month. The roll-off container will be for the composting of green waste and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Processing Fee (per ton) and Haul Charge (per pickup).

Bid Evaluation Criteria:

1. For Roll-Off Containers in Lot 15 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. For this example assume bids for these unit prices of \$100.00 per month for the Rental Fee, \$40.00 per ton for the processing fee, and \$150.00 per pickup for the haul charge
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Prices. For example, if the Contractor's Master Contract Unit Prices were \$100.00 per month for the rental fee, \$60.00 per ton for the tipping fee, and \$150.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder's unit prices to a monthly rate as follows:
 - a. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated processing fees for the month. For reference, Appendix 'C' contains a table with

conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Processing Fee Bid = \$40.00 per ton

Weight of Material = 30 cy x 0.1700 x 2 pickups = 10.2 tons per month

Where 0.1700 is a conversion factor used to convert cubic yards of green waste material to tons.

Monthly Processing Fees = \$40.00 per ton x 10.2 tons = \$408.00

- b. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = \$150.00 per pickup

Monthly Haul Charges = \$150.00 per pickup x 2 pickups = \$300.00

- c. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = \$100.00 + \$408.00 + \$300.00 = \$808.00

4. Compare the Monthly Rates to determine the low bidder.

Lot 16 – Composting of Food Wastes and Organics

ITEM A: Composting of Food Wastes and Organics, 96 gallon bins (Lot 16, Item 1)

Provide ten (10) 96 gallon totes to be picked up once per week (52 times per year). These totes will be for the composting of food wastes and organics and will be located at the rear loading dock of Building #1 at the Office Campus. The Contractor shall provide a weekly rate that includes servicing all of the bins.

Bid Evaluation Criteria:

1. Convert the Contractor's weekly rate to a unit price (For Bins in Lot 16 the appropriate unit price is the price per container per pickup). For example, if the Contractor bid \$200 per week, the price per container per pickup would be \$200/10 containers/1 pickup per week = \$20.00
2. Verify that the Contractor's Mini-bid Unit Price is less than or equal to the Contractor's Master Contract Unit Price. For example, if the Contractor's Master Contract Unit Price was \$22.00 per container per pickup, then the \$20.00 Mini-bid unit price would be acceptable.
3. Compare the weekly rates that meet the above criteria to determine the low bidder.

ITEM B: Composting of Food Wastes and Organics, 5 Cubic Yard Dumpster (Lot 16, Item 2)

Provide one (1) 5 cubic yard dumpster to be picked up four times per month. This dumpster will be for the composting of food wastes and organics and will be located at the rear of Building #1 at the State Office Campus Facility. The Contractor shall provide a monthly rate for the dumpster.

Bid Evaluation Criteria:

1. Convert the Contractor's monthly rate to a unit price (For Dumpsters in Lot 1 the appropriate unit price is the price per cubic yard of container per pickup). For example, if the Contractor bid \$300 per month, the price per cubic yard of container per pickup would be $\$300 / (5 \text{ cubic yards}) / (4 \text{ pickup}) = \15.00
2. Verify that the Contractor's Mini-bid Unit Price is less than or equal to the Contractor's Master Contract Unit Price. For example, if the Contractor's Master Contract Unit Price was \$15.00 per cubic yard of container per pickup, then the \$15.00 Mini-bid Unit Price would be acceptable.
3. Compare the monthly rates that meet the above criteria to determine the low bidder.

ITEM C: Composting of Food Waste and Organics, 30 Cubic Yard Roll-Off Container (Lot 16, Item 3)

Provide one (1) 30 cubic yard roll-off container to be picked up twice per month. The roll-off container will contain compostable food waste and organics and will be located at the rear of Building #3 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Processing Fee (per ton) and Haul Charge (per pickup).

Bid Evaluation Criteria:

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. Typical bids for these unit prices might be \$75.00 per month for the Rental Fee, \$35.00 per ton for the processing fee, and \$150.00 per pickup for the haul charge
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Prices. For example, if the Contractor's Master Contract Unit Prices were \$100.00 per month for the rental fee, \$60.00 per ton for the tipping fee, and \$150.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder's unit prices to a monthly rate as follows:
 - a. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix 'C' contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Processing Fee Bid = \$35.00 per ton

Weight of Material = 30 cy x 0.7500 x 2 pickups = 45.0 tons per month

Where 0.7500 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = \$35.00 per ton x 45.0 tons = \$1575.00

- b. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = \$150.00 per pickup

Monthly Haul Charges = \$150.00 per pickup x 2 pickups = \$300.00

- c. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

$$\text{Monthly Rate} = \$75.00 + \$1575.00 + \$300.00 = \$1950.00$$

4. Compare the Monthly Rates to determine the low bidder.

Lot 17 – Recycling of Construction and Demolition (C&D) Materials

ITEM A: Recycling of Construction and Demolition (C&D) Materials, 40 Cubic Yard Roll-Off Container (Lot 17, Item 1)

Provide one (1) 40 cubic yard roll-off container to be picked up once per month. The roll-off container will be for the recycling of construction and demolition materials and will be located at the rear of Building #8 at the State Office Campus Facility. The Contractor shall provide a Rental Fee (per month), Processing Fee (per ton) and Haul Charge (per pickup).

Bid Evaluation Criteria:

1. For Roll-Off Containers in Lot 1 the appropriate unit prices are a monthly rental fee, tipping fee per ton and haul charge per pickup. For this example assume that the bid prices are \$75.00 per month for the Rental Fee, \$50.00 per ton for the tipping fee, and \$250.00 per pickup for the haul charge
2. Verify that the Contractor's Mini-bid Unit Prices are less than or equal to the Contractor's Master Contract Unit Prices. For example, if the Contractor's Master Contract Unit Prices were \$100.00 per month for the rental fee, \$100.00 per ton for the tipping fee and \$300.00 per pickup for the haul charge then the typical bid prices outlined in #1 would be acceptable.
3. Convert the bidder's unit prices to a monthly rate as follows:
 - a. Using a conversion factor used to convert volume to weight, estimate the weight of material disposed of and determine the estimated tipping fees for the month. For reference, Appendix 'C' contains a table with conversion factors that may be used to determine weights of materials for the various lots contained in this RFP.

Using the bid prices outlined in #1:

Tipping Fee Bid = \$50.00 per ton

Weight of Material = 30 cy x 0.3250 x 1 pickups = 9.75 tons per month

Where 0.3250 is a conversion factor used to convert cubic yards of material to tons.

Monthly Tipping Fees = \$50.00 per ton x 9.75 tons = \$487.50

- b. Determine the monthly Haul Charges by multiplying the Haul Charge bid times the number of pickups each month:

Haul Charge Bid = \$250.00 per pickup

Monthly Haul Charges = \$250.00 per pickup x 1 pickups = \$250.00

- c. Add the Rental Fee (per month) with the Monthly Tipping Fees and the Monthly Haul Charges to estimate a total monthly rate:

Monthly Rate = \$75.00 + \$487.50 + \$250.00 = \$812.50

4. Compare the Monthly Rates to determine the low bidder.

Reference 3: Volume to Weight Conversion Factors

Lot Number	Lot Description	Standard Weight (lbs per cy)	Conversion Factor (used to convert cy of material to tons)
1	Disposal of Municipal Solid Waste in Bins, Dumpsters or Roll-off Containers	225	0.1125
2	Disposal of Municipal Solid Waste in Compactors	750	0.3750
3	Disposal of Construction & Demolition (C&D) Materials	650	0.3250
4	Disposal of Loose or Bulky Non-Recyclable Municipal Solid Waste	225	0.1125
5	Single Stream Recycling	125	0.0625
6	Recycling of Comingled Recyclables, Excluding Paper Products (for Dual Stream Recycling)	120	0.0600
7	Recycling of Metal Food Containers	105	0.0525
8	Recycling of Glass Containers	665	0.3325
9	Recycling of Plastics	34	0.0170
10	Recycling of Corrugated Cardboard	100	0.0500
11	Recycling of Mixed Paper	315	0.1575
12	Recycling of High Grade Office Paper (White Office Paper)	315	0.1575
13	Recycling of Scrap Metal	915	0.4575
14	Shredding and Recycling of Mixed Paper	315	0.1575
15	Composting of Green Waste	340	0.1700
16	Composting of Food Wastes and Organics	1500	0.7500
17	Recycling of Construction and Demolition (C&D) Materials	650	0.3250