

***Central Virginia Waste Management Authority
Invitation to Bid
Mailing of 2010 Curbside Recycling Collection Schedule***

Background:

The Central Virginia Waste Management Authority (CVWMA) is a public service authority created pursuant to the provisions of the Code of Virginia § 15.2-5100 *et seq.* Virginia Water and Waste Authorities Act to assist the 13 member jurisdictions in developing and implementing effective solid waste management and recycling programs. Members include Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George Counties, the Town of Ashland, and the Cities of Colonial Heights, Hopewell, Petersburg and Richmond.

The CVWMA administers a contract with Tidewater Fibre Corporation (TFC), to provide curbside recycling collection to 250,000 homes in Chesterfield, Goochland, and Henrico Counties, the Cities of Colonial Heights and Richmond, the Town of Ashland and eleven subdivisions in Hanover County. Approximately 242,000 homes are serviced every-other-week; 8,000 receive weekly collection.

Annually, in December, the CVWMA mails eligible households a schedule of curbside recycling collections for the upcoming year. The document (Option 1) is a three-color piece that may hang on a refrigerator by a magnet attached to the piece. Two versions of the document are required, one customized to a weekly collection schedule and one to an every-other-week schedule. The Option 2 is an oversize post card with no magnet. Two versions of the oversize postcard are required, one customized to a weekly collection schedule and one to an ever-other-week schedule.

Scope of Services: Option 1 and Option 2

Mailing of the 2010 Curbside Recycling Collection Schedule, with possible annual renewals for mailing of the 2011 and 2012 Schedules for a maximum award of three years. CVWMA is seeking bids from qualified firms located in the Richmond metropolitan area to provide the services described below:

Option 1

Seal Each Unit

Quantity: 250,000

Seal: Attach clear wafer seal to each unit to secure in the finished configuration. Sample of wafer seal is required; see Submittal Requirements section for more details.

Print Address on Each Unit

Quantity: 250,000
Folded Size: Approximately 5 ½” x 4”
Dates: Units will be delivered by the printer no later than December 1, 2009.
Print: CVWMA will supply a database of information to be printed directly onto each unit. Data is correlated to a specific version of the collection schedule (either weekly or every-other-week). This information will include:
Curbside Recycler
Collection day: (variable day of service, e.g. “Blue – Friday”)
Address
City, State 5 or 5+4 Zip Code

Mail Units

Quantity: 250,000
Folded Size: Approximately 5 ½” x 4”
Weight: Total weight of the paper and magnet in finished form (including printing, folding, etc.) will not exceed 0.8 oz and meets postal requirements for Presorted Standard U.S. Postage
Dates: Delivery will begin the first mailing day following December 26, 2009 for the every-other-week schedule. Delivery will begin the first mailing day following January 1, 2010 for the weekly schedule.
Bulk permit: CVWMA has a bulk mailing permit and mails at the Presorted Standard postage rate

Samples of the 2009 schedule/magnet are available upon request.

Option 2

OverSize Postcard

Quantity: 250,000

Print Address on Each Unit

Quantity: 250,000
Size: Approximately 6 “ x 11”

Dates: Units will be delivered by the printer no later than December 1, 2009.
Print: CVWMA will supply a database of information to be printed directly onto each unit. Data is correlated to a specific version of the collection schedule (either weekly or every-other-week). This information will include:
Curbside Recycler
Collection day: (variable day of service, e.g. "Blue – Friday")
Address
City, State 5 or 5+4 Zip Code

Mail Units

Quantity: 250,000
Size: Approximately 6" x 11"
Weight: Total weight of the paper in finished form (including printing, etc.) will not exceed 0.8 oz and meets postal requirements for Presorted Standard U.S. Postage
Dates: Delivery will begin the first mailing day following December 26, 2009 for the every-other-week schedule. Delivery will begin the first mailing day following January 1, 2010 for the weekly schedule.
Bulk permit: CVWMA has a bulk mailing permit and mails at the Presorted Standard postage rate

Samples of the 2010 postcard are available upon request

Proofing

The CVWMA will perform a spot check of addresses before each designated drop date. During this process, CVWMA staff will randomly select units after the addresses have been printed to confirm the unit is consistent with our database (i.e. version of schedule matches the information printed on the schedule.) *This occurs prior to the packaging of the units for delivery.*

Submittal Requirements:

Bids will be accepted by mail or hand delivery only. Faxed or emailed bids are not acceptable.

Bids must be addressed to:

2010 Collection Schedule Mailing IFB
Central Virginia Waste Management Authority
2100 W. Laburnum Avenue, Suite 105
Richmond, Virginia 23227-4357

Bids must include:

- *The completed Bid Form*
- *Sample*
 - clear wafer seal that will be used
- *Examples of similar work (preferably three)*

All bids must be received by the CVWMA no later than Monday, October 5, 2009 at 2:00 p.m. (Eastern Daylight Time).

Note: The successful Bidder shall be responsible for meeting CVWMA's specifications and standards for: address printing and proofing and mailing the 2010 Curbside Recycling Collection Schedule.

Job Award

The award will be made on or about October 12, 2009. The CVWMA can *at its option* award the contract for a one time mailing of the 2010 Schedule, or can award one year renewals for mailing for a maximum of three years, as deemed in the best interest of the Authority. The CVWMA reserves the right to reject any and all bids in the best interest of the Authority.

Questions

Questions regarding this Invitation to Bid should be addressed in writing to Nancy Drumheller at CVWMA and received no later than October 2, 2009. Questions may be submitted by mail to the address above or by fax to (804) 359-8421.

Any interpretation to Bidders other than for clarification will be made only by addendum, and a copy of such addendum will be mailed or delivered to Bidders who received the original Invitation to Bid from CVWMA.

Acceptance/Rejection of Submittals

The CVWMA reserves the right to waive irregularities or to accept submittals in whole or portions thereof, which, in the CVWMA's judgment, best serve the interests of the CVWMA or its member jurisdictions. References supplied as requested in the Bid Form will be checked and considered as part of the selection process.

Non-Warranty of Specifications

Due care and diligence have been used in preparing this Scope of Services. The CVWMA shall not be responsible for any error or omission in these specifications, nor for the failure on the part of the Bidders to ensure that they have all information necessary to effect their submittal.

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Bid Form- Option 1

Bidder Name:

Bidder Address:

Bidder Telephone Number:

Please describe your bid relevant to the current year and indicate your anticipated price changes for the next two successive years.

	2010	2011	2012
A. Price per unit:			
B. Extended Cost (unit price x 250,000 units):			
C. Additional Costs (explain below):			
D. TOTAL COST (B + C):			

If any portion of the scope of services is to be subcontracted, please indicate the vendor and the services to be provided:

If any of the scope of services is not included in the bid, please indicate which service(s):

Additional information relevant to your bid:

References

Provide three references, including contact names and phone numbers for firms/individuals who have knowledge of your performance in completing projects that are similar in nature (scope, quantity, schedule).

Invitation to Bid
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Bid Form- Option 2

Bidder Name:

Bidder Address:

Bidder Telephone Number:

Please describe your bid relevant to the current year and indicate your anticipated price changes for the next two successive years.

	2010	2011	2012
A. Price per unit:			
B. Extended Cost (unit price x 250,000 units):			
C. Additional Costs (explain below):			
D. TOTAL COST (B + C):			

If any portion of the scope of services is to be subcontracted, please indicate the vendor and the services to be provided:

If any of the scope of services is not included in the bid, please indicate which service(s):

Additional information relevant to your bid:

References

Provide three references, including contact names and phone numbers for firms/individuals who have knowledge of your performance in completing projects that are similar in nature (scope, quantity, schedule).