

**Central Virginia Waste Management Authority
Request for Proposals (RFP)**

**Municipal Solid Waste (MSW) Collection and Curbside Recycling
Services**

Proposed Contract CVWMA RFP 13-55

Issue Date: April 26, 2013

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
2100 West Laburnum Avenue, Suite 105
Richmond, Virginia 23227**

**RFP DOCUMENTS
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FOR
MUNICIPAL SOLID WASTE (MSW) COLLECTION AND CURBSIDE
RECYCLING SERVICES
FOR
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY**

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SECTION 1

INVITATION TO RESPOND

**REQUEST FOR PROPOSALS 13-55
PURSUANT TO CODE OF VIRGINIA, TITLE 2.2, CHAPTER 43
VIRGINIA PUBLIC PROCUREMENT ACT**

**MUNICIPAL SOLID WASTE (MSW) COLLECTION AND CURBSIDE RECYCLING
SERVICES**

FOR

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Offerors must submit to the Central Virginia Waste Management Authority (CVWMA) sealed responses ("Response" or "Proposal") to this Request for Proposals, (RFP) for Municipal Solid Waste (MSW) Collection and Curbside Recycling Services to be provided to the City of Hopewell and MSW Collection to be provided to the Town of Ashland beginning on or about July 1, 2014. Offerors must submit Responses by 2:00 p.m. on May 31, 2013. Responses must be received by the CVWMA at its Administrative Offices located at 2100 W. Laburnum Avenue, Suite 105, Richmond, Virginia 23227. An Offeror may be an individual, partnership, corporation, limited company, or other legal entity. Responses will be opened at 2:00 p.m. on May 31, 2013. Certain other terms are defined in Section 6 of this RFP. Offerors must refer to these definitions while preparing responses. Anything deemed as confidential shall be marked as such pursuant to VA Code Section 2.2-4342 within the proposal itself.

Offerors should submit proposals for services outlined in Section 5, Scope of Services, for Municipal Solid Waste Collection, including proper disposal of collected MSW, for the City of Hopewell and the Town of Ashland; the provision of front end loading containers for collection of MSW and including proper disposal of collected MSW, for specified public facilities in the City of Hopewell and the Town of Ashland; and the provision of roll-off containers for collection of MSW and its hauling and disposal from designated sites within the City of Hopewell. Additionally the submittals may include proposals for the curbside collection, processing and marketing of recyclable materials as specified in Section 5, Scope of Services for the City of Hopewell.

CVWMA reserves the right to award one or more contracts for the requested services to the Offeror submitting the most responsive proposals based on the best interests of the CVWMA and its member jurisdictions in terms of the overall combination of quality, price and required service elements.

Copies of the RFP will be available Monday through Friday from 9:00 a.m. to 4:00 p.m., beginning April 26, 2013, at the CVWMA's Administrative Offices and on the CVWMA web site, www.CVWMA.com. Interested parties may contact Bernard B. Harris, Director of Operations, [(804) 359-8413; Bharris@CVWMA.com] for further information. As CVWMA, not Hopewell or Ashland, is issuing this RFP all questions should be directed to CVWMA.

All Offerors of goods and/or services under the terms of this RFP will be required to provide a letter of commitment for a performance bond/letter of credit from an approved surety/financial institution. The performance bond/letter of credit required for any contract resulting from this

RFP shall be thirty (30) percent of the estimated annual cost to the CVWMA of the goods provided/services performed under the contract. The amount of the required performance bond may be adjusted at each anniversary of the contract and/or with any increase in the scope of services under the Contract. The specific value of the performance bond/letter of credit will be determined as a part of the negotiation process of this RFP, but shall be 30% of the annual value of the Contract.

CVWMA has determined that competitive sealed bidding is not practicable and not fiscally advantageous to the public as the nature of the services to be procured requires a qualitative assessment of the proposals ability to perform the services requested and not just price. Accordingly an RFP is being issued instead of an Invitation to Bid.

A Mandatory Pre-Proposal Conference Is Scheduled For May 7, 2013, at 1:30 p.m. in the CVWMA Office at, 2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227.

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SECTION 2
INTRODUCTION
MUNICIPAL SOLID WASTE (MSW) COLLECTION AND CURBSIDE RECYCLING
SERVICES
FOR
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

1. Introduction

The following sections describe the intent, background, general information, and the evaluation and selection process regarding this request for proposals (RFP) for comprehensive Municipal Solid Waste (MSW) Collection in the City of Hopewell and the Town of Ashland and Curbside Recycling Services in the City of Hopewell , Virginia. This RFP defines the service standards, specifications and proposal requirements of the comprehensive services requested.

2. Statement of Intent

The Central Virginia Waste Management Authority (CVWMA) is seeking proposals from qualified firms for Collection Services to be provided beginning on or about July 1, 2014, by the selected Offerors. Proposals shall include MSW Collection, including proper disposal of collected MSW, for the City of Hopewell and the Town of Ashland; provision and service of front end loading containers for specified public facilities in the City of Hopewell and the Town of Ashland; and hauling and disposal of Municipal Solid Waste from various sites within the City of Hopewell as well as curbside collection, processing and marketing of recyclable materials in the City of Hopewell.

CVWMA's intent and the purpose of this RFP are to provide the highest quality Municipal Solid Waste (MSW) Collection and Disposal and Curbside Recycling Services to the City of Hopewell and the Town of Ashland. CVWMA intends to select one or more Offerors to this RFP to fulfill this purpose. The award shall be based upon the quality of the submittal; the experience, background and ability of the Offeror to perform the required services; the cost to CVWMA and the Participating Local Jurisdictions; the overall quality of the services proposed; and the ability of the Offeror to satisfy all criteria set forth in this RFP, and pricing. To this end, CVWMA has provided as much information as possible to all prospective Offerors to allow them to compute fair and reasonable cost proposals. However, it is the sole responsibility of the Offeror to calculate and be responsible for the prices quoted in its proposal.

The CVWMA reserves the right to award one or more contracts to the Offerors submitting the most responsive proposal(s) incorporating the services outlined below based on the best interests of the CVWMA and the Participating Local Jurisdictions in terms of the overall combination of quality, price and required service elements.

3. Background

The purpose of this section is to familiarize prospective Offerors with the current municipal solid waste collection and disposal program for the City of Hopewell and the Town of Ashland and to provide information not included elsewhere in this Request for Proposals (RFP). The City of Hopewell does not currently have a curbside recycling program.

The CVWMA is a political subdivision of the Commonwealth of Virginia formed by 13 local government members: the Cities of Colonial Heights, Hopewell, Richmond, and Petersburg, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George and the Town of Ashland. The CVWMA service area covers 2,442 square miles and

has a population of 1,122,591 according to the 2011 Weldon Cooper estimates. The 2011 Weldon Cooper estimate of the population of the City of Hopewell is 22,799 and that of Ashland is 7,290.

The CVWMA is a regional waste authority created by member local governments to provide recycling and other solid waste management services in response to requests from the local governments. The governing body of each of these local governments appoints one or more representatives who collectively serve as the CVWMA Board of Directors. The CVWMA is incorporated by the State Corporation Commission under the provisions of the Virginia Water and Waste Authorities Act, §15.2-5100 *et seq.*

Each of the 13 local governments contributes funding to support the operations of the CVWMA. The CVWMA procures and administers various municipal solid waste and recycling programs through contracts with the private sector. Localities select the programs in which they participate and pay for the costs of services for each program in which they participate.

4. Goals and Objectives

The following goals and objectives are established for this RFP:

1. Service:

- a. To provide quantity, quality, accountability and management of collection services.
- b. To provide standardization of collection methods.
- c. To utilize available technology to enhance service.
- d. To consider alternative service options for residents such as smaller service levels, rebates for extended vacations, expanded special collection options (e.g., “walk up” or “garage-side pick up”), large/bulky items pick up and special events (e.g., spring and fall clean up events).

2. Safety:

- a. To maintain the safety of streets by reducing truck traffic.

3. Economic (Price/Cost):

- a. To obtain cost efficient trash collection and curbside recycling service for the Participating Local Jurisdictions and their residents.
- b. To maximize the efficiency in trash and recycling collection.
- c. To mitigate impacts on roads and streets and the need for costly road repairs and reconstruction.

4. Environmental and Aesthetics:

- a. To manage the waste stream and increase recycling.
- b. To manage and control MSW from the Participating Local Jurisdictions and to divert as much as feasible from the MSW stream for recycling through curbside recycling collections.
- c. To reduce the number of resources required for trash collection operations.
- d. To reduce the amount of pollutants, including odor and dust, emitted into the atmosphere.
- e. To reduce trash truck traffic and its associated noise, odor and dust.
- f. To provide cleaner and better looking streets and neighborhoods.

5. Planning and Control Process:

- a. To efficiently manage a planning and control process to achieve the above stated goals.
- b. To encourage participation of all interested parties in the planning and control process.

5. Summary Scope of Services

The proposed contract services specified in this RFP are to be provided in a manner similar to the existing collection service; however, CVWMA will consider proposals that alter existing methods if they meet its overriding goals and needs. Offeror may propose alternate carts sizes which will be open for negotiation. MSW Collection in the City of Hopewell for approximately 8,775 equivalent residential units is currently performed on Mondays and Tuesdays (approximately half each day) utilizing 90-gallon carts provided by Hopewell. MSW Collection in the Town of Ashland for

approximately 1,465 equivalent residential units is currently performed on Mondays utilizing 95-gallon carts provided by the current Contractor. Currently there is no curbside collection of recyclable materials in the City of Hopewell, but this service shall be provided on a bi-weekly basis. All City of Hopewell units that receive MSW collection shall be eligible for curbside recycling collection.

6. Base Minimum Requirements Specified in Section 5 of this RFP

Base proposals to provide MSW and Curbside Recycling collection services shall conform to the general and specific requirements in Section 5 of this RFP. Offeror may propose on all or part of this RFP (e.g. Hopewell only, Ashland only, MSW collection only etc).

7. Alternate Proposals

Alternate proposals may be submitted in addition to the base proposal. However, the base proposal must be clearly delineated from any alternate proposals with any price and/or service differential made explicit. Price and/or service differentials should be included in a separate Form – Price Worksheet labeled clearly as the proposer’s “Alternate Proposal”.

Only modifications (within the discretion of CVWMA) that enhance the base requirements will be considered as eligible alternates with the exception of alternatives to the current method of collecting Bulky Materials, where Offeror is encouraged to submit any variety of options.

Major changes to the base specifications will not be considered eligible. For example, the following exceptions to the base requirements shall be deemed by CVWMA as nonresponsive and will not be considered:

- ◆ Change in the term of the contract; or
- ◆ Restructuring of the Form - Price Worksheet (e.g., combining line items that are itemized separately in the base collection fee).

For example, proposers may submit alternate proposals that provide:

- ◆ An alternate method of managing/financing trash and/or recycling carts.
- ◆ Other than Monday/Tuesday MSW collection for Hopewell if a more economical option

8. Value Added Proposals

Offerors are encouraged to submit their best proposal. Added services that are directly responsive to the base requirements may not require alternate proposals if provided at no additional cost to residents or the Participating Local Jurisdiction. “Value added” services may be considered eligible and reviewed favorably under the services and/or price evaluation criteria. The evaluation may use this information in weighing responses to particular criteria. However, these value added services and/or the costs for providing such services will not be the determining factor in CVWMA’s analysis of the proposals. Examples of value added services could include, but are not limited to:

- ◆ Automated collection service;
- ◆ Alternative, more efficient means of collecting and recovering special items (for example, bulky items)
- ◆ Subcontracting of cart inventory, maintenance and replacement;
- ◆ Future implementation of Pay As You Throw pricing schedule;
- ◆ Future implementation of alternative fuel vehicles;
- ◆ Enforceable commitments to trucks equipped with tandem or tridem axles and/or dual wheel axles; and/or
- ◆ Revenue Share from the sale of recyclable materials collected.

SECTION 3
INSTRUCTIONS TO OFFERORS
MUNICIPAL SOLID WASTE (MSW) COLLECTION AND CURBSIDE RECYCLING
SERVICES
FOR
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

This Request for Proposals (RFP) constitutes the complete set of specifications and proposal forms. All proposals and documents must be executed and submitted in sealed envelopes as provided in this section. By submitting a proposal, the Offeror agrees to be bound by all terms and conditions specified herein. Submittal of a proposal in response to this RFP constitutes a binding offer by the Offeror. Proposals that do not comply with these requirements may be rejected by the CVWMA.

1. Receipt and Opening of the Proposals:

a. Sealed proposals must be received by the CVWMA at its Administrative Offices located at 2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227, by 2:00 p.m. on May 31, 2013. At that time, in the Conference Room of the Central Virginia Waste Management Authority, the sealed responses will be publicly opened and all Offerors names recorded. No fax or electronic submittals will be accepted. If mailed it is the responsibility of the Offeror to assure that it is received by CVWMA by 2:00 p.m. on May 31, 2013.

b. Proposals must be enclosed in a sealed envelope that is clearly labeled with the words "PROPOSAL FOR MUNICIPAL SOLID WASTE (MSW) COLLECTION AND CURBSIDE RECYCLING SERVICES." Proposals shall be addressed as follows:

Kimberly A. Hynes, Executive Director
Central Virginia Waste Management Authority
2100 West Laburnum Avenue, Suite 105
Richmond, Virginia 23227

The face of the sealed envelope shall contain the Offeror's name, a contact person; return address, date and the time the RFP is submitted. Any proposal received after the time and date specified shall not be considered and will be returned to the Offeror unopened.

c. Any proposal may be withdrawn by or before 2:00 p.m. May 31, 2013. No Offeror may withdraw a proposal after this time.

2. Pre-Proposal Conference:

a. *There will be a **MANDATORY PRE-PROPOSAL CONFERENCE** on Friday, May 7, 2013, at 1:30 p.m. in the CVWMA Conference Room, 2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227*

b. At the pre-proposal conference, representatives of the CVWMA will be available to answer questions and explain the intent of this RFP. The CVWMA will also try to address other questions or concerns that may be raised at this conference. If it deems appropriate, the CVWMA will prepare written answers to questions raised at the pre-proposal conference that relate to interpretation of, or changes to, the proposal documents that the CVWMA deems appropriate for clarification. The answers will be divided into two (2) areas:

- Items requiring only clarification, interpretation or explanation.
- Items requiring an addition, deletion or change to the original RFP. Responses to items in this category will be accompanied by the appropriate amended portion of the RFP.

c. All concerns, protests or objections related to the proposal process shall be raised in writing by Offerors not later than the conclusion of the pre-proposal conference.

d. Only written interpretations of or changes to the RFP received from or issued by the CVWMA shall be relied upon by prospective respondents in preparing their proposals. Such written interpretations or changes will be issued by the CVWMA by 4:00 p.m. May 10, 2013.

3. Submittal and Execution of Proposal: One (1) original proposal and five (5) copies must be submitted. Specifically, proposals must be typed or legibly printed in non-erasable ink. All corrections made to any part of the proposal by the Offeror must be initialed in non-erasable ink.

Proposals must be executed in the name of the Offeror submitting the proposal and signed in non-erasable ink by one authorized to contractually bind the Offeror. The individual signing on behalf of an Offeror shall also type or print his name, title and address as indicated on the Offeror's Proposal form contained in Section 7 of this RFP. Furthermore, where applicable, the Offeror should indicate its state of incorporation or legal formation on the form and affix its corporate or official seal attested to by the corporate secretary or similarly authorized individual.

4. Proposal Deadline: Proposals are due at the CVWMA administrative offices on the date and at the time specified in this RFP. Under no circumstance shall proposals delivered after the time specified be considered; such proposals will be returned unopened. It shall be the Offeror's sole responsibility to ensure that the proposal is complete and delivered at the proper time and to the proper place. Offers by facsimile, telegram, telephone or email are not acceptable. A PROPOSAL MAY NOT BE ALTERED BY THE OFFEROR AFTER THE PROPOSAL DEADLINE.

5. Mistakes: Offerors are expected to examine the specifications and all other instructions provided herein. FAILURE TO DO SO WILL BE AT THE OFFEROR'S RISK. In the event of mathematical extension error(s), the unit price will prevail and the Offeror's total offer will be corrected accordingly. In the event of addition error(s), the unit price will prevail and the Offeror's total offer will be corrected accordingly.

6. Additional Terms and Conditions: Except alternate proposals, no additional terms and conditions included with the proposal response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal.

7. **Interpretation:** All Offerors shall carefully examine the RFP. Any believed ambiguities or inconsistencies shall be brought to the attention of the CVWMA in writing prior to the proposal deadline; failure to do so, on the part of the Offeror, will constitute an acceptance by the Offeror of any subsequent decision regarding these ambiguities or inconsistencies. Any questions concerning the intent, meaning and interpretation of the proposal document shall be requested in writing, and received by the CVWMA by 2:00 p.m. May 6, 2013. Additional questions concerning the intent, meaning and interpretation of the RFP which are raised subsequent to the issuance of any addenda shall be made in writing, and received by the CVWMA at least by 4:00 p.m. five (5) business days prior to the proposal submittal deadline. Written inquires should be addressed to:

Mr. Bernard B. Harris
Central Virginia Waste Management Authority
2100 West Laburnum Avenue, Suite 105
Richmond, Virginia 23227
(804) 359-8413

No person at the CVWMA is authorized to provide oral interpretations of, or make oral changes to, the RFP. Therefore, any oral statements will not be binding on the CVWMA and should not be relied upon by any Offeror. Any interpretation of, or changes to, the proposal document will be made in the form of a written addendum to the proposal document.

8. **Conflict of Interest:** Each Offeror must disclose in its proposal the name of any officer, director, agent, or any relative of an officer, director or agent who is an employee or appointed official of the CVWMA, Town of Ashland or the City of Hopewell. Further, all Offerors must disclose the name of any CVWMA, City of Hopewell or Town of Ashland employee or appointed official who owns, directly or, indirectly an interest of 5 percent or more in the Offeror's firm or any of its branches, divisions or subsidiaries. Moreover, all Offerors must disclose the percentage amount of the interest of such employee or appointed official has in the firm, branch division or subsidiary.

9. **Legal Requirements:** Offerors are required to comply with all provisions of federal, state and local laws, ordinances, rules and regulations that are applicable to the items being proposed. Lack of knowledge of the Offeror shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effects thereof.

10. **Contractual Agreement:** No proposal award shall be final until such time as a Contract as defined in Section 6 of this RFP has been reviewed by Participating Local Jurisdictions and approved by the CVWMA Board of Directors. Any and all legal action related to this RFP and/or necessary to enforce a contract resulting from this RFP will be interpreted according to laws of Virginia; the venue shall be the City of Richmond, Virginia.

11. **Facilities:** The CVWMA reserves the right to inspect the Offeror's facilities at any reasonable time without notice to determine that the Offeror has a bona fide place of business, and is a responsible Offeror.

12. **Certificate of Insurance:** Each response to this RFP must also be accompanied by a Certificate of Insurance evidencing the coverage set forth in the General Contract Terms and Conditions. In lieu of said Certificate, the Offeror may submit evidence satisfactory to the

CVWMA that, in the event that award of the proposed contract is made to his/her company, the required coverage would be in place before execution of the contract. The CVWMA shall be the sole judge of what represents said satisfactory evidence.

13. Disqualification of Offerors: If an Offeror or any person or company affiliated with Offeror submits more than one proposal, all such proposals shall be rejected by the CVWMA and not considered by the CVWMA. Any or all proposals will be rejected if there is reason to believe that collusion exists among these Offerors.

14. Modifications: The CVWMA reserves the right to make modifications to the Scope of Services and General Contract Terms and Conditions specified in this RFP that in its sole discretion it determines more fully effectuate the intent of this RFP and Municipal Solid Waste (MSW) and Curbside Recycling Collection Services desired by the City of Hopewell and the MSW Collection Service desired by the Town of Ashland. Although it is possible that certain Terms and Conditions may be modified during the negotiation process, for purposes of its submittal, the Offeror should assume that the language contained in the General Contract Terms and Conditions will not be modified during the negotiation process.

15. Performance Bond/Letter of Credit and Commitment Letter: Each Offeror must provide, as part of the RFP response, a letter of commitment from an approved surety/financial institution to provide a performance bond/letter of credit that specifies the amount the surety/financial institution is willing to provide to CVWMA to guarantee the provision of goods and services and/or performance of the services of a contract resulting from this RFP. Such performance bond or letter of credit must provide that CVWMA may draw upon such performance bond/letter or credit in order to allow CVWMA to retain a replacement Contractor to perform pursuant to the contract should the Offeror fail to perform and/or default under the Contract resulting from this RFP. The amount shall be equal to 30 percent of the agreed annual cost as estimated by the Offeror to the CVWMA of the goods or services to be provided under the contract(s). In addition, it must state that said bond will be delivered within the specified time if the proposed contract is awarded.

The selected Offeror(s) shall have five (5) days after the date of Contract execution but prior to the start of service to deliver to the CVWMA a Performance Bond/Letter of Credit. The performance bond/letter of credit shall be executed by an approved independent surety/banking institution authorized to transact business in the Commonwealth of Virginia, guaranteeing both the faithful performance of the proposed contract and the due payment of all lawful claims for all labor, material, and equipment used in the work. The performance bond/letter of credit required for any contract resulting from this RFP shall be thirty (30) percent of the annual estimated cost to the CVWMA of the goods provided/services performed under the contract. The performance bond may be adjusted at each anniversary of the contract at the discretion of the CVWMA and/or with any increase in the scope of services under the Contract. The value of the performance bond/letter of credit will be determined as a part of the negotiation process of this RFP, but shall be 30% of the annual value of the Contract.

It shall be at the CVWMA's option whether a surety company with an ownership interest held by or controlled by an Offeror shall be deemed an acceptable underwriter of the bonds required under this proposal.

16. Minimum Offeror Requirements: All Offerors must prove to the satisfaction of the CVWMA that they (the Offeror) are capable and have, or can obtain, sufficient facilities, equipment and personnel to perform the services specified in this RFP beginning on or about July 1, 2014.

Offerors will be evaluated based on their history and successful record of experience in performing the provision of goods and/or performance of services specified in this RFP. Consideration shall be given to Offerors that have successfully performed as the sole MSW service provider in localities. A summary of present and past contracts, covering at least the last five (5) years must be provided, if length of experience permits. This record must show the name of the client/employer, address, description of the service provided- including whether the Offeror was the sole service provider for the client, date of service, and a reference with phone numbers. A minimum of three (3) professional references must be provided.

If the Offeror does not have records for the past 5 years in its own name, it may outline similar experience possessed by officers, directors or other key employees, showing that the Offeror has experience, depth, coordination and ability to perform the tasks required by this RFP.

17. Offeror's Non-Collusion Certification: Any Offeror submitting a response to this RFP must complete and execute the Non-Collusion Affidavit of Offeror form included in Section 7 of this RFP.

18. Acceptance or Rejection of Proposals: The CVWMA reserves the following rights and options on its behalf:

- to reject any and all proposals that fail to meet the literal and exact requirements of the RFP;
- to accept the proposal or proposals which in the judgment of the CVWMA are the best and most responsive proposal or proposals for the required goods and services; and
- to issue subsequent requests for new proposals and/or additional information.

Any or all proposals will be rejected if there is reason to believe that collusion existed among the Offerors. Proposals received from participants in such collusion will not be considered for the same services when and if re-advertised. Proposals will also be rejected from Offerors who are or have been in default on a previous contract with the CVWMA.

19. Offerors to Make Examinations: All Offerors shall inform themselves of all conditions under which the work is to be performed and all other relevant matters that may affect both the quantity of work and the quantity of labor, equipment, and material needed thereon. Offerors shall make their own determinations as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions they may encounter or create, without extra cost to the CVWMA or the Participating Local Jurisdiction. Offerors agree that if they should execute the proposed contract, they shall make no claim against the CVWMA because of estimates or statements made by any officer or agent of the CVWMA or the City that may prove to be erroneous. The failure or omission of Offerors to receive or examine any form, instrument, addendum or other document shall in no way relieve them of any obligations with respect to the offer submitted in response to this Request for Proposals. The CVWMA shall make all such documents available to the Offerors, upon request, where authorized and allowed by law.

20. Proprietary Information: Proprietary Information and Trade Secrets submitted by an Offeror in connection with a procurement transaction, if properly designated as provided in VA Code Sec. 2.2-4342 of the Virginia Public Procurement Act, shall not be subject to public disclosure under the Virginia Freedom of Information Act. The CVWMA will honor properly invoked provisions to protect proprietary information in conformity with that Code section, unless subsequently determined that such designation was not appropriate.

21. Tentative Procurement and Contract Dates: Although the following dates are subject to change, it is anticipated that the following schedule will apply.

RFP package available	April 26, 2013
Deadline for Offerors' Requests for Clarification or Interpretation	May 6, 2013
Mandatory Pre-Proposal Conference 1:30 pm	May 7, 2013
Issuance of addendum, if needed	May 10, 2013
Proposals due & proposal opening; 2:00 p.m.	May 31, 2013
Interviews and Evaluation	Week of June 10
Recommendation to CVWMA Board of Directors	August 16, 2013
Contract Execution and commencement of service	July 1, 2014

22. Award Notification:

CVWMA will provide notice of any Contract award under this RFP at its regularly scheduled Board of Directors meeting scheduled for August 16, 2013 and will notify Offerors by email of the award upon conclusion of this meeting. If CVWMA decides not to issue any award at this meeting, it will notify all Offerors of such via email and provide the next anticipated Board Meeting at which an award will be made.

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SECTION 4
PROPOSAL CONTENT AND EVALUATION
MUNICIPAL SOLID WASTE (MSW) COLLECTION AND CURBSIDE RECYCLING
SERVICES
FOR
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

1. Proposal Content

Each Offeror is required to submit with the proposal supporting documentation regarding the Offeror's qualifications and capacity to cost-effectively as well as fully and timely perform the work specified in this Request for Proposals (RFP) and provide level and quality of service required by RFP, including the following information:

1.1 Qualifications Section

All Offerors must submit a Qualifications Section within their proposals. The Qualifications Section must include information in the following three areas:

- ◆ General management ability;
- ◆ Financial stability and strength; and
- ◆ MSW and Curbside Recycling collection experience; including trash, yard waste, bulky waste and other waste collections and recycling material processing and marketing experience.

Unless directly related to the response and referenced in the text, sales brochures are not required. All submissions will become the property of the CVWMA and will not be returned. The CVWMA, at its sole discretion, may reject any and all responses and/or issue subsequent requests for qualifications and proposals.

The Qualifications Section of each proposal must include the following subsections:

1.1.1 General Management

Offerors will be evaluated on the basis of their demonstrated overall management experience in the field of MSW and/or Recycling collection, as reflected in the successful implementation of previous and/or current materials collection projects. Each Offeror shall demonstrate the ability to perform all required tasks successfully, and must demonstrate the requisite management skills and experience in integrating the performance of such tasks. Information submitted by each Offeror shall define both technical and managerial capabilities in terms of past performance. Other management evaluation criteria will include, but will not be limited to the following factors:

- ◆ Demonstrated successful working relationships with municipalities and/or public solid waste agencies;
- ◆ Number of similar collection projects within Virginia;
- ◆ Innovative techniques used to increase efficiency; and
- ◆ Past and anticipated approach to customer service.
- ◆ If the Company is new, experience of members can be used.

1.1.2 Financial Stability and Strength

The Offeror must demonstrate sufficient financial resources to carry out its responsibilities as outlined in this RFP and to back-up its contractual obligations and also appropriate finances to maintain and service equipment, respond to customer service and CVWMA personnel. Offerors

will be evaluated on the basis of their credit references, demonstrated ability to finance the required equipment, and ability to provide the performance bond (see Section 6 General Contract Terms and Conditions).

Offerors must submit at least three (3) credit references.

For all equipment (including vehicles, carts, etc.) to be used for the services provided under this RFP, the Offeror must identify whether such equipment is currently in its possession, the age of such equipment, whether it is owned in full or whether such equipment must still be purchased and/or financed and any liens on equipment. For any piece of equipment, the Offeror must submit a financing plan demonstrating that Offeror has ability to finance equipment.

The Offeror must identify any and all litigation involving claims for breach of contract for services similar to those to be provided under this contract, failure to provide such services, failure to properly perform such services similar to those to be provided under this contract and or any similar claims challenging, questioning or disputing the nature cost or scope of similar services provide by the Offeror for the last five (5) years regarding any company, former company partner, subContractor, or subsidiary involved in this venture, and/of any corporate officer.

The Offeror must provide evidence, in form and substance satisfactory to the CVWMA, that the Offeror's firm (and/or its affiliated companies) has been in existence, for at least five (5) years and/or possesses not less than five (5) years actual operation experience in the provision of the goods and/or the performance of service, to an acceptable extent, outlined in the Scope of Services of this RFP. If the Offeror (and/or its affiliated companies) does not have 5 years in its own name, it may outline similar experience possessed by officer, director or other key employees, showing that the Offeror has experience, depth, coordination and ability to perform the tasks required by this RFP.

Where the Offeror is a corporation or other legal entity, evidence that the Offeror is in good standing under the laws of the Commonwealth of Virginia. In the case of legal entities organized under the laws of any other state, Offerors should submit evidence that the Offeror is licensed (or is capable of being licensed) to do business and is in good standing under the laws of the Commonwealth of Virginia, or a sworn statement that it will take all necessary action to become so licensed if its proposal is acceptable. Each Offeror must certify that the Offeror has never been debarred from participating in any governmental procurement process, and that it does not have any such proceeding pending before it at the time of the offer and that none of its officers, directors, owners with more than 5% interest or key employees have ever been convicted of a felony or other crime involving moral turpitude.

Offerors must disclose any relationships with City/Town/Jurisdiction personnel.

1.1.3 MSW Collection Experience

Offerors will be evaluated on the basis of their demonstrated experience in the collection of trash, yard waste, bulky waste and other waste materials. Offerors are encouraged to submit references for existing residential collection services, especially under contract to municipalities, to demonstrate their experience and success. The CVWMA may give particular attention to the performance data provided for these reference projects. The Offeror must demonstrate the following:

- ◆ Overall experience in the solid waste industry; and
- ◆ Experience in the successful operation of the type of residential trash, yard waste, bulky waste, and other waste collection services solicited in this RFP but if none, rely on experience of key employees.

1.1.4 Curbside Recycling Collection, Processing and Marketing Experience:

Offerors will be evaluated on the basis of their demonstrated experience in the collection of recyclable materials, and their ability to process and market these materials. Offerors are encouraged to submit references for these services, especially under contract to municipalities, to demonstrate their experience and success. The CVWMA may give particular attention to the performance data provided for these reference projects. The Offeror must demonstrate the following:

- ◆ Overall experience in the recycling industry; and
- ◆ Experience in the successful operation of the type of recycling services solicited in this RFP.

1.2 Overview of Proposed Services

The Offeror shall describe services proposed in response to this RFP. This Overview shall provide sufficient information to demonstrate the proposer's clear understanding of the services requested by the Jurisdictions through this RFP.

1.2.1 Collection Proposal

The proposal shall describe the proposed collection service. The description shall provide sufficient information to demonstrate that the proposed service will, at a minimum, satisfy all of the performance objectives provided in this RFP and handle the quantity and composition of materials to be collected. The information should include, at a minimum, equipment descriptions and identification of and schedule for obtaining necessary permits.

1.2.2 Equipment and Route Description

The Offeror shall submit equipment specifications of all the equipment to be used. The Form titled "Itemized Listing of Trucks and Other Collection Equipment" is to be used for this purpose. In addition, the Offeror shall produce or use vendor-supplied data sheets for major items of equipment along with any necessary supporting text. No substitutions or modifications may be made for the proposed equipment without prior written notice to and approval of the CVWMA.

1.2.3 Cart Management and Administration

The Offeror shall describe a plan for procurement, assembly, distribution, storage, maintenance, and replacement of MSW and Recycling carts (if applicable). The MSW Cart plan for the City of Hopewell should include alternatives to the current City owned and provided carts to include the Offeror taking over the responsibility for existing carts and the providing replacement and additional carts as needed over the term of the Contract. The Offeror may also propose the replacement of all Hopewell carts with new carts (to include the collection and recycling of existing carts). Experience the Offeror has with distribution, cart replacement and warranty work with a specific cart manufacturer or supplier should be provided. The Offeror shall describe their approach to servicing carts that are blocked by parked cars, placed too close to other carts or

waste items, and other challenges presented by cart collection. All new/replacement carts shall be equipped with Radio Frequency Identification (RFID) tags and the Offeror shall be responsible for tracking and controlling carts.

The color, graphics and markings on both the MSW cart and the Recycling cart provided by the Offeror shall be determined by the CVWMA.

1.2.4 Materials Recovery Facility (MRF)

The Offeror shall submit the location of the properly licensed and permitted (as applicable) MRF that will be used to process the Recyclable Materials accepted for recycling and a list of the equipment to be used at the facility to separate and prepare the Recyclable Materials for markets.

1.2.5 Public Education Plan

The proposal must describe the public education services, specifically collection day, materials accepted/not accepted and other program details as deemed necessary for the services as specified in this RFP.

1.2.6 Management Plan

The Management Plan must include a description of the proposed management structure, including management team, and approach, as well as a statement of the Offeror intends to address challenges that are likely to arise during collection, start-up, and ongoing operations. This should include, at a minimum, such challenges as: employee absenteeism; equipment breakdowns; cart management/tracking; and capability to provide collection of optional/additional materials.

The Management Plan must address specifically how the Offeror will work with the CVWMA and the Participating Local Jurisdiction to identify and resolve consistent sources of problems. A Staffing Plan indicating number of employees and how they will be staffed to ensure collections capacity and customer service must also be included in the Management Plan. A clear statement of the management structure of the proposer's company must be supplied. If the proposer is a joint venture or team, the roles, responsibilities, and reporting structure of each team member must be clearly presented.

1.3 Safety Plan

The Offeror shall outline the elements of their safety plan for trash, recycling and related collection systems within their proposal including, but not limited to safety plans for citizens and Offerors employees.

1.4 Price Proposals

All of the Offerors proposed prices shall be submitted on the Form titled Price Proposal.

This form shall be executed by the authorized official to bind the company. If an alternate proposal is submitted, a separate Form Price Proposal must be included and labeled that clearly specifies the proposed costs of any such alternate provision. See Section 7 for more details on price proposals.

2. Evaluation Criteria

Written Submittals. Offerors are to make written proposals that present Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Offeror's proposal should provide all of the information that it considers pertinent to its qualifications for this RFP. The proposals will be evaluated according to the following criteria.

A. Evaluation Criteria and Methodology

A proposal evaluation committee, acting on behalf of the CVWMA and consisting of (but not limited to) CVWMA staff, Participating Local Jurisdiction staff, CVWMA Technical Advisory Committee members in consultation with legal counsel will be organized to review and objectively evaluate the proposals submitted to determine the best proposal for the Jurisdictions and its residents. Two or more Offerors deemed to be fully qualified and best suited among those submitting proposals shall be selected to pursue and continue competitive negotiation based on the factors stated herein. Interviews with those Offerors selected are expected to be conducted during the week of June 10, 2013. CVWMA will select the one or more Offerors and recommend to the CVWMA Board of Directors that Contract(s) be executed at a regular meeting of the Board. However, the CVWMA reserves the right to reject all proposals received and to initiate a new competitive procurement process. **Final execution of the proposed contract for service as outlined is anticipated to be completed on or about July 1, 2014.**

A comprehensive set of criteria will be used to evaluate the merits of each proposal package. The evaluation criteria are shown below.

1. Service and Innovation

The service and innovation criteria used to evaluate each proposal include, but are not necessarily limited to the following:

- ◆ Proposed procedures and adequacy of resources including facilities and equipment availability.
- ◆ Proposed flexibility and capacity to expand and/or reduce the number of collection sites included for Containerized Municipal Solid Waste (MSW) Collection Services.
- ◆ Proposed customer service plans (e.g., office administration, response system, etc.).
- ◆ Ability to provide goods and/or services on the required or proposed schedule.
- ◆ Proposed plans to implement a partial or fully automated collection system.
- ◆ Proposed plans to implement other on-route collection services (e.g., bulky items, trash and recycling collection from Participating Local Jurisdiction buildings, etc.).
- ◆ Proposed public education services.
- ◆ Proposed plans to implement a RFID system and manage the carts.
- ◆ However, ability to provide basic/base service takes priority.

2. Qualifications

The qualification criteria used to evaluate each proposal include, but are not necessarily limited to the following:

- ◆ Demonstrated, successful experience (including that of key staff) establishing working relationships with public agencies.
- ◆ Demonstrated successful operations of similar materials collection system(s).
- ◆ Proposed techniques and controls for project financial management, such as: monitoring, reporting, invoicing, and payment.
- ◆ Demonstrated capability to provide a performance bond or other acceptable security.
- ◆ Demonstrated good credit references and the ability to finance all the capital investments required.
- ◆ Aggregate age and condition of collection fleet of vehicles/equipment proposed.
- ◆ Any lawsuits that may impact and/or provide insight to the proposer's ability to perform the services specified in this RFP and/or the Contract.
- ◆ Demonstrated record of compliance with all federal, state and local laws, regulations and requirements within the jurisdictions and states in which Offeror operates
- ◆ Unique arrangements that none or few other entities have that are advantageous for effective implementation of the activities included in this RFP.

- ◆ Agreements/arrangements with subContractors, including how the work will be accomplished within this working relationship.

3. Safety

The safety criteria used to evaluate each proposal include, but are not necessarily limited to the following:

- ◆ Safety record of Virginia operations
- ◆ Proposed safety plan concept for Participating Local Jurisdiction operations
- ◆ Other safety policies, programs and proposed operations

4. Proposed Prices

The price criteria to be used to evaluate each proposal include, but are not necessarily limited to the following:

- ◆ Competitiveness of the proposed collection service fees relative to other proposals over the life of the contract.
- ◆ Amount of the fee to deliver a replacement or additional cart to an existing household.
- ◆ Competitiveness of the proposed fees for other services (e.g., yard waste, bulky items, clean-up events, etc.) relative to other proposals over the life of the contract. (For example, see Price Worksheet for more details on price components for each type of collection service.)
- ◆ Revenue Share for sale of Recyclable Materials

Note: As provided under the Virginia Public Procurement Act for procurement of “non-professional” services where competitive negotiations are used, price shall be considered but is not necessarily the sole determining factor.

5. Environmental Impacts and Aesthetics

The environmental and aesthetic criteria used to evaluate each proposal include, but are not necessarily limited to the following:

- ◆ Proposed plans, if any, to implement alternative fuel vehicles (e.g., CNG, biodiesel, etc.)
- ◆ Proposed pollution abatement plans
- ◆ Proposed equipment (e.g., type of tires, number of axles) to reduce road impacts
- ◆ Proposed plans to control spills and manage litter
- ◆ Stated plans to collect overflow trash, bulky items, and yard waste in a timely manner
- ◆ Additional materials deemed acceptable in the recycling program
- ◆ Other proposed environmental policies, programs and proposals specific to the Participating Local Jurisdiction
- ◆ Licensing or any Notice of Violations (NOVs) for facilities or operations

6. Proposal Content and Overall Responsiveness

The criteria used to evaluate each proposal on content and overall responsiveness include, but are not necessarily limited to the following:

- ◆ Degree of exceptions
- ◆ Thoroughness of written proposal (e.g., lack of omissions)

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