

October 16, 2019
Request for Proposals
Single Stream Recycling Services and/or Green Waste Disposal

The City of Cape Girardeau is soliciting proposals from interested entities to enter into a contract for single stream recycling services and/or green waste disposal. Entities may submit proposals for either single stream recycling services, green waste disposal, or both.

The selected entity will coordinate with the City's Public Works Department. The City will entertain and evaluate all qualified and deemed appropriate proposals that meet specified criteria as outlined in this *Request for Proposal (RFP)*. Qualified entities will have a demonstrated, successful business record with references available for evaluation. The City reserves the right to accept any, all, or part of a proposal for potential partnership consideration.

OVERVIEW OF CAPE GIRARDEAU

Cape Girardeau encompasses approximately 29 square miles, serves an approximate population of 39,000, and operates under a council/manager form of government. The City offers weekly curbside single stream recycling pickup as well as a recycling drop off center at the Public Works facility located at 2007 Southern Expressway. Recyclable materials average 236 tons per month and are a mixture of residential and some commercial hauled single stream material. Cardboard is collected and averages 72 tons per month. Cardboard, though collected separately, for the purpose of this RFP shall be included in single stream materials. In addition to single stream recycling pickup, the City offers curbside leaf pickup from October through March and storm debris pickup when needed. Residents may also bring green waste year round to the drop off location at the Public Works facility. Proposals shall include entities providing trucks, trailers, operators, and containers and hauling single stream recyclables and cardboard from Cape Girardeau's Transfer Station located at 2055 Corporate Circle and/or green waste from the old Transfer Station located at 2500 S. Sprigg Street to the entity's processing location.

RFP SUBMITTAL OVERVIEW

Interested entities will need to meet the following minimum criteria and the proposal should include:

1. Entity name, key contact, including any partners or sub-companies, and the titles and roles each will play in the process;
2. Documented experience in the recycling industry with a successful business record, including two references (contact person, phone number, and address);
3. Demonstration of understanding of the City's recycling needs;
4. Describe the proposed services including the end use of the recyclables and/or green waste. Recyclable material shall not be landfilled but shall somehow be reused, repurposed, etc.;
5. Proposed use of the City's old Transfer Station. The City is making available the old Transfer Station for use in single stream recycling and/or green waste disposal.



Currently, all green waste is stored on the old Transfer Station site until it is mulched and hauled away. The City reserves the right to occasionally use a portion of the old Transfer Station floor to dump recycled glass and load it into trailers, a process that typically takes two days. Recycled glass is excluded from this RFP. Entities proposing to use the old Transfer Station site are responsible for any permitting required by the Missouri Department of Natural Resources or other organizations. The old Transfer Station site is subject to Mississippi River flooding. The City has taken measures to mitigate severe Mississippi River flooding (constructed a levee), but minor interior stormwater flooding can be an issue when the Mississippi River is above flood stage. Use of the City's old Transfer Station is not mandatory;

6. Proposed implementation schedule, financial scenario, and longevity of partnership between the entity and the City.

The Request for Proposal must be received by the City of Cape Girardeau's Development Services Division, on or before **4:00 pm (local time) on Wednesday, November 20, 2019**. An original plus four copies (a total of five) of the RFP must be submitted. **Please mark the outside of the envelope with the project name: Request for Proposals for Recycling Services and/or Green Waste Disposal.** Late submissions will not be accepted and shall be returned unopened. Please submit Request for Proposals to the address below:

Development Services Division
City of Cape Girardeau
401 Independence Street
Cape Girardeau, Missouri 63703

SCHEDULE

Entities interested in submitting a proposal must be available to meet the following schedule:

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| • RFP due by 4:00 pm (local time) | Wednesday, November 20, 2019 |
| • If necessary, entities short listed and notified by | Monday, November 25, 2019 |
| • If necessary, interviews | Friday, December 6, 2019 |
| • Entity selected by | Monday, December 9, 2019 |
| • Anticipate Contract Negotiations Begin by | Tuesday, December 10, 2019 |
| • Recommendation to City Council by | Tuesday, January 21, 2020 |

SELECTION PROCESS

- The City will appoint a Selection Committee to evaluate each submission according to the selection criteria listed in the following section. If necessary, the top two or three ranked entities (short list) will be invited to make a presentation of its detailed proposal, qualifications and expertise as it would apply to single stream recycling services and/or green waste disposal. The Selection Committee will score the short listed entities using the same selection criteria as the initial evaluation. The highest ranking entity(ies) will be asked to enter into final negotiations as applicable, with the City for the purposes of a contract award and City Council approval.
- The City reserves the right to negotiate and develop agreements with one or more entities if it deems appropriate based on quality and expertise of each entity. If an Agreement cannot be successfully negotiated with the highest ranked entity, negotiations will be

terminated with that entity and negotiations ceased altogether or begun with the next highest ranked entity and so on until an agreement can be reached.

Direct contact with City of Cape Girardeau staff (other than the contact listed below), elected or appointed officials, or selection committee members concerning this RFP at any time is strictly prohibited.

SELECTION CRITERIA / WEIGHTING

Knowledge of Recycling Industry and Business History	10
Recyclable Material/Green Waste End Use	20
Financial Scenario and Partnership Longevity	50
Least Disruptive to City Residents and Current Pickup Processes	15
Innovative	5
Total Available Points	100

Questions concerning this RFP must be submitted in writing to Stan Polivick, P.E., no later than 4:00 pm (local time) Wednesday, November 13, 2019 by:

Mail: Stan Polivick, P.E., Public Works Director
City of Cape Girardeau
2007 Southern Expressway
Cape Girardeau, Missouri 63703

Fax: (573) 339-6363

Email: spolivick@cityofcape.org

If submitting proprietary information as part of a proposal, please include a cover sheet inside the proposal stating so. The City will keep proprietary information confidential, except as otherwise required by law.