



# Request for Proposal

## Curbside Composting



### Background

The City of Bexley is seeking a vendor to collect, haul, and tip food scraps and compostable products from homes and select drop off sites to a Certified Class II compost facility.

The City's Food Waste Recycling program began as a pilot in 2017 and currently has approximately 2,000 registrants. With the current contract set to expire at the end of 2023, we are seeking responses to this Request for Proposal to:

- Collect material from receptacles (currently utilizing 5 gallon buckets) at homes and totes from select drop off sites each Monday;
- Provide each receptacle with a new compostable liner;
- Transport the waste to a Certified Class II compost facility or process it into compost.

### Scope of Work

#### Service Locations:

Residential pickup is located at approximately 2,000 homes within the City limits (up to two (2) buckets currently allowed per household). Additionally, totes located at Bexley City Hall and additional specified sites should be serviced weekly (currently there are two toter sites being serviced under our contract).

#### Reporting and Accountability:

The selected contract will need to provide the following during the term of service:

- The provision of quarterly reporting of tonnage by month, with supporting evidence
- Monthly itemized billing to the City of Bexley
- A mechanism for the service provider to provide feedback regarding the quality of compostable materials received.

#### The base bid should include and specify:

- Weekly pricing per participating residential household (current pricing is \$5.99 per household per month inclusive of services specified in Bid Alternate 1)
  - Includes servicing of up to 2, 5-gallon buckets\* per household (our records indicate that approx. 97% of households have one bucket)
  - Currently approximately 2,000 households are enrolled; the City shall maintain records of the addresses and receptacle types for each property serviced.
- Monthly service cost per 45 gallon toter
  - Currently a total of 6, 45 gallon totes are serviced at 2 locations
- Proposals should specify price, per month, per weekly service of buckets and totes and/or various other components of the program, with a minimum service of 1,500 addresses.

*\*Note: 5-gallon buckets to be provided by the City in the base bid; Bid Alternate 1 would have buckets distributed by the vendor.*

#### Service Commencement & Duration of Contract

Service commencement is proposed to begin January 1, 2024. Proposals should specify pricing for a three-year contract with two, one-year extensions.



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#### Bid Alternate 1: Bucket Distribution

In the base bid, it is assumed that the City of Bexley will manage the purchase and distribution of compost buckets to households. Bid Alternate 1 specifies that the vendor be responsible for the purchase and distribution of compost buckets to households under the following terms and conditions:

- Procure and distribute 5 gallon buckets (or functionally equivalent receptacles to be mutually agreed upon in advance) to be distributed to new household registrants
- Procure and distribute replacement buckets in the event of buckets being unavoidably lost or damaged

#### Bid Alternate 2: Compost Distribution

Bid Alternate 2 specifies that the vendor be responsible for providing compost back to households that proactively request compost in the spring, under the following terms and conditions:

- Distribution of 20 pounds/5 gallons of compost each to up to 300 requesting households by May 1 of each calendar year based upon an address list provided by the City by April 15 of each year (historically about 200 households have requested a bucket of compost).

#### Submittal Instructions

##### **Proposal Submittal Instructions:**

- Proposals will be received electronically by the City until **5:00 PM on October 17, 2023**.
- The date/time stamp of the email constitutes the official date/time of receipt of proposal responses. Proposals received after this deadline shall be deemed to be nonresponsive and will not be considered. Provider is solely responsible for ensuring that their proposal response has been successfully transmitted and received by the City before the deadline.
- Proposals shall be submitted to [applications@bexley.org](mailto:applications@bexley.org) as PDF document.
- It is the Provider's responsibility to ensure that the correct PDF document is emailed.
- Proposals will be considered as if sealed until the deadline, upon which they will be read.

#### Questions

- Potential bidders may submit questions and/or requests for further information by October 11, 2023 via email to Elizabeth Ellman at [eellman@bexley.org](mailto:eellman@bexley.org).
- All questions received by this deadline will be answered in writing and distributed to all known interested parties in advance of the RFP deadline via the City's website at [www.bexley.org/bids](http://www.bexley.org/bids).

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