

Request for Proposals

For

Cedar Rapids Linn County Solid Waste Agency – Site 2
Construction and Demolition Shredding



Issued: April 24, 2023
Cedar Rapids Linn County Solid Waste Agency
Karmin McShane, Executive Director

I. OVERVIEW

The Cedar Rapids Linn County Solid Waste Agency (Agency) is soliciting proposals from licensed Contractors in the State of Iowa to conduct sorting, loading, and shredding services of stockpiled construction and demolition (C&D) debris at the Agency's Site 2 landfill.

II. BACKGROUND

Created in 1994, the Agency is responsible for integrated solid waste management in Linn County, Iowa. The Agency owns and operates two sites that include a resource recovery facility, a hazardous material collection facility, a compost facility, an active landfill, and a closed landfill that has been redeveloped for co-use as a recreational facility. The Agency's Site 2 landfill is located at 1954 County Home Road, Marion, IA 52302 near the intersection of County Home Road and Highway 13. Accepting approximately 200,000 tons of waste per year, the landfill facility provides disposal services for municipal solid waste from residential and commercial haulers from the Cedar Rapids, IA metro area and surrounding communities.

The Site 2 landfill receives approximately 30,000 tons of C&D debris per year. C&D debris received at the Site 2 landfill consists of various materials, including but not limited to ceiling tile, porcelain ceramics, asphalt paving, lumber, shingles, ferrous and non-ferrous scrap metal, gypsum board, glass, wood pallets, and rubble material. The C&D debris that is accepted by the Agency is generally bulky in nature. As a result, C&D debris has a negative impact on the landfill's effective waste density leading to reductions in the life of the facility's permitted airspace.

The Agency has received approval from the Iowa Department of Natural Resources to complete a pilot project from July 1, 2023 through June 30, 2024 to determine the effectiveness of pre-processing bulky C&D materials prior to disposing the material within the landfill. Over the 12-month trial period, the Agency will divert general C&D debris into stockpiles maintained within the solid waste limits. The Agency plans to have the materials from these stockpiles shredded and then disposed of within the active landfill. The Agency hopes to demonstrate that shredding C&D debris prior to disposal results in a significant improvement in the landfill's effective waste density thereby saving permitted airspace.

III. SCOPE OF SERVICES

The Agency is seeking to establish a contract with a Contractor who has the ability, labor, materials, and equipment to provide on-site construction and demolition (C&D) debris shredding services. The Agency estimates that the shredding services will be needed two to four times per year. The contractor shall provide all expertise, personnel, tools, materials, equipment, fuel, supervision and all other incidental costs and facilities of any nature to execute and complete the sorting, loading, and shredding of C&D debris that is stockpiled by the Agency.

Shredding services will be conducted as needed. The Agency plans to stockpile C&D waste materials at the Site 2 landfill and notify the Contractor when shredding services are required. The Agency also expects the Contractor to sort through C&D debris piles, while shredding is taking place, to pick out large items that may be salvaged (such as metals and clean rubble) and materials that the Contractor is unable to properly shred. All equipment and labor necessary to sort C&D debris, load C&D debris into the shredder, and shred C&D debris shall be provided by the Contractor. C&D debris that cannot be shredded will be disposed of by the Agency. Stockpiles of shredded materials and salvaged materials will also be disposed of by the Agency. The Agency anticipates that shredding services will be conducted during the site's operations hours, which are Monday through Friday, 7:00 a.m. to 4:00 p.m. The

Contractor shall complete this work in accordance with all applicable federal, state, and local laws and regulations. The contractor will be required to coordinate with the site and yield to operations and haul traffic to maintain safe conditions in and around the shredding area.

Upon completion of a shredding event, the Contract shall provide a report to the Agency that details the effectiveness of the process, identification of materials unable to be shredded, manpower to complete the shredding, and a breakdown of the duration of the shredding event (including total days and hours per day).

IV. PROPOSAL REQUIREMENTS

Interested Contractors shall submit a proposal to ensure a proper evaluation of the Contractor's capabilities. Proposals shall be prepared in a straightforward and concise manner that effectively describes the Contractor's capabilities to satisfy the requirements of this Request for Proposals. Emphasis will be focused on accuracy, completeness, and clarity of content. Submitted proposals shall be limited to 10 pages (front and back) and shall contain the following response items arranged in order in the manner specified below. Late submittals will not be evaluated.

Cover Letter

The Contractor shall provide a Cover Letter on corporate letterhead, signed by an authorized representative of the company. The Contractor's name, address, and signature shall be clear and legible.

Schedule and Availability

The Contractor shall include a section on Schedule and Availability that defines the following:

- Maximum lead time the Contractor will need to fully mobilize onsite.
 - Lead time should be presented as the maximum number of calendar days after services are requested by the Agency.
 - The Contractor shall assume that the Agency may provide a notification for shredding services at any time throughout the year.
- Average processing speed that the Contractor expects to shred C&D debris in tons per hour.
- Hours per day and days per week that the Contractor expects to work while onsite.

Price

The Contractor shall include a section on Price that defines the following:

- Anticipated lump sum, per event, cost to mobilize all equipment and staff to the Site 2 landfill to complete the outlined services.
- Cost to complete the outlined services in dollars per ton. This rate should include all equipment and labor required to meet the scope of services. This rate shall include all incidental expenses. The Contractor will only be paid for tons shredded and/or sorted as measured and tracked by the Agency at the scale by intake tons diverted to the area.

Project Understanding & Approach

The Contractor shall include a section on Project Understanding & Approach that define the following:

- Type of equipment and staff the Contractor will need to complete the outlined services.
- Outline of the Contractor's safety protocols and procedures. The Contractor is responsible for maintaining safe conditions in and around the shredding and stockpile areas at all times while on site.
- Demonstration that the Contractor can complete the services in accordance with applicable federal, state, and local laws and regulations. The Contractor shall describe the project team's

level of experience related to OSHA standards, environmental regulations, and approval processes related to the nature of the project described.

Project References

The Contractor shall provide a minimum of three references, including phone number and email contact information, of facilities that have contracted with the company to perform C&D debris shredding.

V. SUBMITTAL INSTRUCTIONS

Proposal Submission Delivery Requirements

Response to this Request for Proposals must be received by **3:00 P.M. Tuesday, May 30, 2023**. Send an original and three copies to:

Karmin McShane, Executive Director
Cedar Rapids Linn County Solid Waste Agency
1954 County Home Road
Marion, IA 52302

One electronic copy of your proposal should also be delivered to the address above, on a USB flash drive no later than the time and date mentioned above. No contact should be made with the Board of Directors, committees, or working group representatives concerning this RFP.

Request for Information

All requests for information shall be submitted by the Contractor to Garrett Prestegard, Environmental Engineer of the Agency. Questions may be submitted by telephone at (319) 377-5290 or in writing via email to gprestegard@soldiwasteagency.org. Questions are due by the end of the day on Tuesday, May 23rd. It is the responsibility of the Contractor to obtain any information they believe is needed to complete the Proposal.

The Agency welcomes Contractors to conduct a site visit prior to submitting a Proposal. Contractors that are interested in completing a site visit shall schedule one by contacting Garrett Prestegard using the contact information listed above.

VI. CONTRACT

The Agency anticipates entering into a contract for shredding services with the selected Contractor. The contract shall provide a detailed scope of services, fee associated with completing the tasks outlined within the RFP, and a certificate of insurance that meets the requirements SUDAS Standard Specifications, Section 1070, 3.02. The Agency anticipates the contract for these services will be completed by the end of June 2024. The Agency may elect to renew the contract for future years, depending on the success of the pilot project.

VII. TIMELINE/SCHEDULE*

<i>Schedule of Requirements</i>	<i>Target Date(s)</i>
Issue RFP	April 24, 2023
Proposals Due	May 30, 2023
Selection of Respondent(s)	June 02, 2023
Contract Negotiation	June 02 through June 15, 2023
Contract Approval	June 20, 2023

**Timeline/Schedule is subject to change.*

VIII. EVALUATION CRITERIA

All submittals will be evaluated by the Agency for the following criteria:

1. Schedule and Availability
2. Price
3. Project Understanding & Approach
4. Project References

IX. PROPOSAL TERMS AND CONDITIONS

Reservations

The Agency reserves the right to reject any and all submittals, waive formalities, technical requirements and/or deficiencies; or to solicit for new or additional proposals if deemed to be in the best interests of the Agency. The Agency reserves the right to meet with the top three highest ranked firms. The Agency reserves the right to further negotiate with one or more firms of its choice, if such negotiations better serve the Agency's interest. The Agency reserves the right to negotiate a contract that covers all or selected parts of the proposal.

Proposers Costs

Any costs incurred on the part of the Contractor for responding to this RFP are the responsibility of the Contractor. Contractors will not be reimbursed for costs.

Proposal Information is Public

All documents submitted with any proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the Agency regarding a proposal, the submitting party recognizes this and waives any claim against the Agency and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the Agency and its officers and employees harmless from any claims arising from the release of any document or information made available to the Agency arising from any opportunity.

Proposal Rejection or Partial Acceptance

The Agency reserves the right to accept or reject any or all proposals or parts thereof. The Agency further reserves the right to waive technicalities and formalities in proposals, as well as to accept in whole or in part such proposals where it is deemed advisable in protection of the best interests of the Agency.

No Gift Standard

The Agency is committed to upholding the highest ethical standards in all its business practices. This standard recognizes the need to avoid even the perception of improper gifts or favors to employees. Therefore, all Contractors have been asked to abide by the Agency's "No Gift" standard. The "No Gift" standard applies to all offers of discounts or free items at any place of business targeted toward an Agency employee and not available to the public, regardless of the value.

Non-Discrimination and Equal Opportunity

All Proposers that engage in contracts with the Agency agree as follows: The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, national origin, age, marital status, families with children, sexual orientation, disability or handicap, except where age and sex are essential bona fide occupational requirements, or where

disability or handicap is a bona fide occupational disqualification. Such action shall include, but not be limited to the following; (a) Employment, (b) Upgrading, (c) Demotion or transfer, (d) Recruitment and advertising, (e) Layoff or termination, (f) Rate of pay or other forms of compensation, and (g) Selection for training, including apprenticeship. The Consultant further assures that managers and employees comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing affirmative action as well as equal opportunity without regard to race, creed, color, sex, religion, national origin, age, marital status, families with children, sexual orientation, disability or handicap.

Warranties – Intellectual Property

The Contractor represents and warrants that all the materials, goods and services produced, or provided to the Agency pursuant to the terms of the RFP shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such materials, goods, and services. The Contractor represents and warrants that the materials, goods and services, and the Agency's use of same, and the exercise by the Agency of the rights granted by the Contract shall not infringe upon any other services or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm, or corporation. The Contractor further represents and warrants that the materials and services do not infringe upon the copyright, trademark, trade name, trade dress patent, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and services contemplated by the Contract.