

## Variable Components of RFP

1. City of Record
  - a. Define collection area
  - b. Proposal city contact person
2. Dates of Contract
  - a. Renewable periods
  - b. Notice of non-renewal
3. Type of arrangement
  - a. Franchise
    - i. Fee rate
  - b. Subscription
  - c. Contract
4. Pre-proposal conference
  - a. Time/Place
  - b. Mandatory/Not Mandatory
5. Proposal Schedule (Monroe, 2008); (Anacortes, 2002)
  - a. RFP Notice Issued
  - b. Pre-Proposal Conference
  - c. Last date for receipt of questions
  - d. Addendum Issued for pre-proposal questions
  - e. Proposal close date
  - f. Evaluation of proposals
  - g. Submit Recommendation to city council
  - h. Projected Award and contract execution
  - i. Projected contract start date
6. RFP submission and question contact information (Monroe, 2008)
  - a. How proposals should be submitted (sealed? Pricing separated? Proprietary separate?)
  - b. Number of copies
  - c. To Whom
  - d. When (specific time of day)
  - e. Length of proposal validity
    - i. Decatur: 45 days
    - ii. Monroe: 90 days
    - iii. Charlotte: 90 days
7. Historical Solid Waste/Recycling Collection and Disposal Trends
  - a. This would be a chart detailing tonnages from historical data (Decatur, 2008).
8. Method of collection
  - a. Frequency and schedule of service
    - i. Days of week, times of day,
  - b. Holidays to be observed
  - c. Recycling:
    - i. Curbside: Single stream, dual stream, source separated
  - d. Solid Waste
    - i. Curbside

- ii. Drop-off
  - iii. Transfer Station
- 9. Complaint handling
- 10. Types of materials collected per requested service
  - a. Recyclables
  - b. Solid Waste
  - c. Yard Waste
  - d. Bulk Items
  - e. Ownership of materials after collection
    - i. Charlotte maintains ownership – materials go to city owned processing sites or landfills
    - ii. Most communities transfer ownership to the collection service provider
- 11. Types of bins required (Recycle/Disposal)
  - a. Also, who will purchase, maintain and replace bins
- 12. Method of payment/Frequency of invoice
  - a. Typically invoices are to be received five (5) business days after the start of the billing month and are to be paid fifteen (15) business days after receipt of invoice (Decatur, 2008)
  - b. Per ton collected (Decatur, 2008)
  - c. Per household per month
  - d. Per household served per month
  - e. Penalties and incentive structures: “Liquidated Damages for certain types of breach of services” (Anacortes, 2002)
- 13. Adjustments
  - a. CPI (increase)
  - b. Adjusted number of households
  - c. Fuel (Charlotte, 2008)
- 14. Reporting
  - a. Specific reports
  - b. Frequency
  - c. General statement
- 15. “Free” services to city facilities
- 16. Promotion and Education
- 17. Performance Bond
- 18. Insurance
- 19. How to determine qualifications
  - a. Credit rating
  - b. References from earlier work performed
    - i. Anacortes: six
  - c. Information about background and experience
  - d. Staffing
    - i. Information on team members executing the work
    - ii. Resumes
  - e. Cost for service
  - f. Evaluation components