

MEMORANDUM

TO: Organics Drop-Off Bin Collection RFP Interested Parties

FROM: Andrew Kays
Executive Director

DATE: November 18, 2024

SUBJECT: Addendum No. 1 to the Request for Proposals (“RFP”) for Organics Drop-Off Bin Collection in Baltimore City, Maryland.

This Addendum No. 1 is to provide additional information for the RFP (including the draft the Master Service Agreement (between the Authority and the vendor) and draft Confirmation (between Baltimore City and the vendor), and to answer Proposer Questions submitted by the Question Submittal Date on November 14, 2024. Answers issued by written addenda will be binding on the Authority and the Proposers, including the answers provided below.

1. Are there any issues with the current contract/vendor that need to be improved upon?

Response: No, there are no major improvements to the program

2. Will the draft service agreement be available before proposals are due?

Response: Yes – attached within this Amendment No. 1. Any questions about the draft service agreement must be submitted in writing to the Authority Procurement email address no later than 8:00am on Monday, November 25, 2024.

3. Is the Baltimore County compost facility an option for the material?

Response: We believe that Baltimore County is only accepting material from inside the County, however, if an Offeror obtains a contract with Baltimore County to accept Baltimore City material, the Offeror may include that facility in their proposal.

4. Is the vendor required to inspect the material prior to collection with option to reject?

Response: Inspection of the material in the compost bin prior to collection is optional. The vendor may collect the entire bin with or without inspection. Please also see Section 5 of the draft Confirmation provided with this Addendum No. 1.

5. What is the turnaround time for adding a new bin if requested by the City?

Response: The expectation would be 1-4 weeks for the vendor to provide a new or additional bin once requested.

6. Will there be any changes to the list of sites?

Response: The list of sites accepting food scrap will not change in the foreseeable future.

7. What cost structure should be proposed for the potential for a 9 year contract?

Response: This information is detailed in section 2.12 of the Master Service Agreement included within this Addendum No. 1

8. How to submit the proposal?

Response: Reference section 1.6 of the RFP

9. There are instances of typos in the reference form

Response: Please use the revised reference form provided with this Addendum No. 1.

10. Is an attorney signature required on the checklist?

Response: That signature is necessary to ensure that the procurement documents have been reviewed and approved prior to selection of the vendor. Such review helps provide assurance that, if selected, the vendor understands its responsibilities for performance under the Master Service Agreement, and any resulting Confirmation. However, for small businesses, the company owner's signature will suffice.

11. I was unsure where to find all of the forms on the RFP checklist. Is there somewhere I should look for the required bid packet?

Response:

- a. Statement of Non-Segregated Facilities is included in the RFP
- b. Drug Free Workplace Policy is an Offeror document necessary for submission
- c. Current Maryland State Department of Assessments and Taxation (MDSDAT) Certificates or statement to obtain will need to be obtained by the Offeror for submission
- d. MBE/WBE/SBE certifications as applicable will need to be obtained by the Offeror for submission
- e. Key Projects Form as described in this RFP for each Key Project is described in section 3.2 of the RFP and does not have a specific defined format
- f. Reference Forms (as sent to the references) – the template is included in this Amendment No. 1.
- g. Letter indicating ability to obtain insurance, if required by this RFP will need to be obtained by the Offeror for submission
- h. Letter indicating ability to obtain bonding, if required by this RFP will need to be obtained by the Offeror for submission
- i. Key Personnel Matrix (referencing the Key Projects) is not required with this proposal

- j. MBE/WBE Certification documents and/or Documentation of Good Faith Efforts will need to be provided by the Offeror for submission
 - k. Copies of acknowledgement for all addenda issued is simply acknowledgment that the Offeror received this (and any other if issued) addendum or amendment.
12. Are there any reporting requirements for containers or weights?
Response: Yes, please add item 12 to Part III, 3.1 Scope, (B) that states: “The Contractor will provide a monthly report to the City that includes, at a minimum, date of pickup, total number of containers, total weight of material composted per location, and approved compost facility utilized. The report must be provided by the 8th of the month for the previous month.”
Also stated in Section 4 of the draft Confirmation provided with this Addendum No. 1.
13. Does the City own the material liability until drop-off at the compost facility?
Response: No, please add item 13 to Part III, 3.1 Scope, (B) that states: “The Contractor is responsible for/takes ownership of all material removed from the Designated Collection Sites.”
Also stated in Section 5 of the draft Confirmation provided with this Addendum No. 1.
14. The RFP states no bond requirements, but in the pre-proposal meeting bond requirements were mentioned. Please clarify whether a bond is required or not.
Response: Please revise section 3.7 of the RFP to state “There is no proposal bond. There will be a performance bond of \$10,000.”
15. Is there a bid sheet or form that we should follow?
Response: There is no specific bid sheet format, however, each offeror must include all items identified in section 3.4 of the RFP.
16. I was unable to attend the pre-bid and site visit, I wanted to know if the compost bins are square space or traditional 65 gallon trash toter size?
Response: See section 3.1 (B) of the RFP.
17. Who is the current contractor and can you provide the current contract price or budget?
Response: The current contractor is Compost Crew. No current cost or budget value will be shared.
18. For Sisson St, would the Authority consider increasing the number of bins on site and reducing the collection to once per week as a cost saving measure?
Response: We would consider this option if proposed. However, space constraints at the Sisson St facility may not allow for doubling the number of bins at that location.

19. In Part 3.1.2: "The contractor shall collect the full containers and leave empty containers." - is this referencing swapping the bins at each pickup or just emptying the bins?

Response: Swapping the bins is preferred. However, the bins may be emptied as a normal procedure and swapped less frequently to allow for cleaning and repair.

20. Do the bins require cleaning by the contractor? If so, at what frequency should they be cleaned (i.e. every collection, monthly, quarterly, etc)?

Response: The collected bins are expected to be cleaned "regularly" by the contractor in an effort to reduce odor and bugs/flies and look professional to the customers. Monthly cleaning or swapping is preferred.

21. Do the bins have compostable liners in each one and if so, is that the responsibility of the contractor to provide/replace at each collection?

Response: Liners are currently used at some locations and not others, but are optional.

22. As this program is currently ongoing, can you share the tonnage reports for what's collected at each location either monthly, weekly, or annually?

Response: Collection summary for the past 2 years is provided here.

Locations	2022 Tons	2023 Tons	Grand Total
Sisson	18.326	35.6835	54.0095
Reisterstown	2.27	2.1625	4.4325
Quarantine	3.5785	2.6315	6.21
Bowleys Lane	4.299	3.1475	7.4465
Reedbird	5.07	3.487	8.557
Grand Total	33.5435	47.112	80.6555

23. Who is the current contract holder and what is the current rate being charged?

Response: The current contractor is Compost Crew. No current cost or budget value will be shared.

24. In reference to Part 3.4.1.iv - is an anaerobic digestion facility an acceptable site for delivery of the organics?

Response: An anaerobic digestion facility can be proposed if the offeror has an existing contract with the proposed facility. If proposed, the offeror must provide the location/use of the digestate from the AD facility.

25. Will there be an updated reference form issued for this project?

Response: Please use the revised reference form provided with this Addendum No. 1.

26. In the Proposal Checklist - what is the "Key Personnel Matrix" and is it required for this project?

Response: The Key Personnel Matrix is not required with this proposal.

27. Can you confirm that tipping fees at each of the disposal sites are the responsibility of the contractor and that neither Howard County or Prince George's County have negotiated lower disposal fees for this project?

Response: Confirmed.