

**RFP for Recycling Operations and Transportation Services for Carroll County, Maryland
February 27, 2020**

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Dear Proposer:

The purpose of this procurement is to seek proposals from experienced and qualified vendors for the recycling operations of the Carroll County, Maryland Transfer Station and the transportation of recovered material to a processing facility identified by the Authority. The Northeast Maryland Waste Disposal Authority (the “Authority”) is issuing this procurement on behalf of Carroll County, Maryland. The Northeast Maryland Waste Disposal Authority is a multi-jurisdictional agency created by the State of Maryland to assist its Member Jurisdictions with their integrated solid waste and recycling needs.

The services requested under this Request for Proposals (RFP) will commence on July 1, 2020 and end June 30, 2022, with six additional 12-month renewal terms at the Authority’s sole option.

The Proposal due date is **4:00 p.m. on Thursday, March 26, 2020** (“Due Date”). All references to time in this RFP shall refer to local time.

Please return executed copies of Form D-1 and Form D-2 of this RFP to the Authority to receive any written Addenda that describe any changes, interpretations, or clarifications in response to any Proposers’ written questions. Proposers may mail, email, or fax the forms to the addresses on Form D-1.

I look forward to reviewing your proposal.

Christopher W. Skaggs
Executive Director

Request for Proposals

for

**RECYCLING OPERATIONS
AND
TRANSPORTATION SERVICES**

for

Carroll County, Maryland

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RECYCLING OPERATIONS AND TRANSPORTATION SERVICES REQUEST FOR PROPOSALS (RFP)

1. BACKGROUND AND PURPOSE

Carroll County, Maryland currently has an export-based disposal and recycling system that results in the disposal of current and anticipated future waste streams and the operations, processing, and marketing of recyclable material received at its Northern Landfill and Transfer Station. Its current agreement to provide recycling operations, transportation, and processing services ends on June 30, 2020.

The overall goal of Carroll County's Solid Waste Management Plan ("SWMP" or the "Plan") is to provide for facilities that are adequate to treat, recover, or dispose of solid waste in a manner that is consistent with the applicable State, Federal, and local laws and regulations that relate to air pollution, water pollution, and land use. The Plan's ultimate goal is the effective implementation of an integrated system of solid waste management and recycling that allows sufficient flexibility to react to changes in regulations, technology and market conditions.

To affect the goal and to ensure compliance with existing applicable Federal, State, and local laws and regulations. The Plan has a number of implementing objectives:

1. To minimize the rate of waste generation through education and source reduction
2. To encourage and facilitate the recovery, reuse and recycling of material within the waste stream;
3. To maintain, at a minimum, the MRA recycling mandate of 35%;
4. To decrease the volume of residual waste, which must be managed;
5. To efficiently manage all waste generated in Carroll County from the point of generation through ultimate disposal;
6. To provide for adequate facilities and programs to achieve these goals, for a ten-year planning period and beyond;
7. To operate a transfer capability in a manner that optimizes the delivery of Carroll's MSW to other final disposal sites; and
8. To implement a County policy that considers landfilling a "last resort" in the waste management hierarchy.

The Authority is soliciting proposals for the operations of the Recovered Material area of the Carroll County, MD Transfer Station (located at 1400 Baltimore Boulevard, Westminster, MD 21157) and the transportation of Recovered Materials in accordance with the attached draft Service Agreement (Appendix E). The Company will operate the Recovered Material area of transfer station ("Transfer Station") and accept Recovered Materials in the County owned Transfer Station. The Company will provide the equipment necessary to load the Recovered Materials into trailers provided by the Company. The Company will transport the Recovered Materials to a processing facility identified by the Authority. Schedule 7 to the attached draft Service Agreement (Appendix E) is a list of acceptable materials.

The Company's recycling operations for Carroll County will begin on July 1, 2020.

RFP for Recycling Operations and Transportation Services for Carroll County, Maryland
February 27, 2020

The Authority reserves the right under this Service Agreement to import and process through the Transfer Station, Recovered Materials from locations outside the confines of Carroll County.

All capitalized terms not otherwise defined in this RFP have the meanings set forth in Schedule 2 of the Service Agreement, attached as Appendix E to this Request for Proposals.

2. GENERAL INFORMATION

Incoming waste and recyclables are directed to the transfer station for loading, transportation, recycling, and disposal. The Authority is currently under contract with BFI Waste Services, LLC DBA Republic Services of Frederick to operate and manage the municipal solid waste delivered to the waste area of transfer station.

The Authority will evaluate the Company's technical and financial qualifications and the technical and cost proposals (including proposed Service Fees in Appendix C-1) based on the written materials received and other evaluations that may be conducted by the reviewers, as further described in Section 6.

2.1 PROCUREMENT

The Authority is soliciting technical and cost proposals in accordance with the requirements and allowances set forth in Code of Maryland Regulations 14.13.01. This procurement is being conducted as a competitive negotiation.

The Authority reserves and has the sole discretion to:

- Award a single Service Agreement.
- Supplement, amend, or otherwise modify this RFP, or cancel this RFP without substitution.
- Waive any or all informalities in the technical and cost proposal, or failures to comply with the RFP requirements deemed by the Authority to be immaterial or insignificant.
- Request further information from Proposers as needed to support the Authority's selection of a contractor.
- Allow other Authority member jurisdictions to adopt this procurement. The Company will have the right to an appropriate adjustment to the Operations Fee, based on operation requirements, and Transportation Fee, based on distance to the other jurisdiction.

2.2 RFP AVAILABILITY

An electronic or paper copy of the RFP may be obtained at no charge from:

Carroll County Recycling Procurement
Northeast Maryland Waste Disposal Authority
Tower II - Suite 402
100 South Charles Street
Baltimore, Maryland 21201-2705
Tel. (410) 333-2730, Fax (410) 333-2721
E-mail: procurement@nmwda.org

2.3 PRE-PROPOSAL SITE VISIT

Proposers interested in a tour of the Carroll County Transfer Station shall submit a request per Section 2.4.

2.4 INFORMATION OR CLARIFICATION REQUESTS

All contacts relative to this solicitation, including requests for information as well as questions concerning these instructions, shall be emailed to procurement@nmwda.org, with the Subject heading "Carroll County Recycling Operations and Transportation Services RFP," by Friday, March 13, 2020.

Companies wishing to submit questions or requests for additional information shall provide written submissions as set forth above. Neither the County nor the Authority will accept potential vendor telephone calls or visits, other than the pre-proposal meeting, during the technical and cost proposal evaluation process.

Proposers shall notify the Authority in writing of any conflicts, errors, omissions or discrepancies in this RFP prior to this time. The Authority reserves the right not to respond to questions received after Friday, March 13, 2020.

Prior to award of this contract, proposers shall not initiate any communications related to this project with other Authority staff, Carroll County, Maryland, Board of Commissioners, local elected officials, or local government staff responsible for solid waste and/or recycling management. Any communications may result in the disqualification of the Proposer's technical and cost proposal.

The Authority will, as necessary, issue written Addenda that describe changes, interpretations, or clarifications considered necessary by the County in response to Proposer's written questions. The Authority will mail or deliver the Addenda to all parties recorded by the Authority as having received the RFP documents. Only answers issued by formal written Addenda will be binding on the Authority. Oral and other interpretations or clarifications will be without legal effect.

2.5 SUBMITTAL REQUIREMENTS

Each Proposer shall submit three printed copies (double-sided and on recycled paper) and a complete compact disc copy in portable document format (PDF) of its technical and cost proposal (including Appendix C-1). The proposal shall not be longer than forty (40) pages. Submit proposal packages to the attention of:

Carroll County Recycling Procurement
Northeast Maryland Waste Disposal Authority
Tower II – Suite 402
100 South Charles Street
Baltimore, MD 21201-2705

The technical and cost proposal must be submitted on or before 4:00 p.m. on Thursday, March 26, 2020.

All technical and cost proposals shall be sealed in a package and identified as: “CARROLL COUNTY RECYCLING OPERATIONS AND TRANSPORTATION SERVICES” on the outside of the sealed package. Email or Fax copies are not acceptable.

The Proposer shall be responsible entirely and exclusively for all costs incurred by the Proposer associated with technical and cost proposal preparation and subsequent negotiations, if any, which may or may not lead to execution of a Service Agreement.

Any technical and cost proposals received after the indicated time and date will not be considered. The Authority reserves the right to issue an addendum that extends the original due date for technical and cost proposals. The Authority will not return the technical and cost proposals following the review and selection process.

2.6 CONFIDENTIAL INFORMATION

Technical and cost proposals submitted in response to this RFP may contain technical data or other knowledge or materials that constitute proprietary information, which if publicly disclosed, would cause injury to the Proposer's competitive position. Proposer should specifically identify the pages of the technical and cost proposal that Proposer believes contain such information by marking the applicable pages "CONFIDENTIAL." The Proposer may not claim the entirety of the proposal as confidential. However, the Proposer understands that the Authority in its sole discretion may determine that disclosure of some technical and cost proposal information is required under the Maryland Public Information Act, and the Proposer agrees to hold the Authority harmless with respect to any such disclosure. The Authority will give notice to Proposers of any requests for disclosure of information identified as confidential.

2.7 EQUAL EMPLOYMENT OPPORTUNITY

Proposers shall comply with all applicable federal, state and local laws and regulations pertaining to equal employment opportunity. The Proposer is responsible for determining the applicability of these provisions and extent of compliance.

2.8 IRREVOCABILITY OF COST PROPOSAL

The prices proposed will be irrevocable for a period of one hundred twenty days from the Due Date, or, if modified during negotiations, for a period of one hundred twenty days from the date such modified proposal prices are proposed by the Proposer.

3. SCOPE OF SERVICE

3.1 PROJECT DESCRIPTION

The Authority intends to enter into a Service Agreement with the Company that submits a responsive technical and cost proposal, deemed by the Authority to represent the best value to the Authority. The Operations Date of the contract will be July 1, 2020.

The Authority requests technical and cost proposals from qualified vendors for the operations and maintenance of the Recovered Material area of Transfer Station related to the loading and transportation of Recovered Material delivered to the Transfer Station located at the Carroll County Northern Landfill (1400 Baltimore Boulevard, Westminster, MD 21157).

3.2 OPERATIONS AND TRANSFER OF RECOVERED MATERIAL

The Authority will direct Recovered Material to the Recovered Material area of Transfer Station. The Company will operate the Recovered Material area of Transfer Station and load Recovered Material into Company trailers for transfer to a processing facility identified by the Authority as the facility for final processing of the Recovered Material. The Processing Facility will be located less than 100 miles from the Transfer Station. The Company shall provide the labor and equipment necessary to load, jockey and transport the Recovered Materials.

The County makes no representation or guarantee as to the quantity of recyclables.

The requirements are set forth in the draft Service Agreement in Appendix E to this RFP.

3.3 CONTRACT TERM

The initial term of the contract will begin on July 1, 2020 and, unless the Authority exercises its option(s) to renew, will expire on June 30, 2022. The Authority will have the sole option to renew the Agreement for up to six additional 12-month periods in whole or in part. The Authority will have the option, at its sole discretion, to renew only the transportation component of the Agreement for each renewal period. The Authority's rules and regulations, as well as established case law, require a competitive bidding process that does not allow for mutual renewal for contracts (see COMAR Sec. 14.13.01 (Procurement Procedures) and *Mayor of Baltimore v. Bio Gro Systems, Inc.*, 300 Md. 248 (Md. 1984)).

3.4 ACCEPTANCE OF TERMS OF SERVICE AGREEMENT

By submitting a proposal, a Proposer agrees to accept the terms of the Service Agreement in Appendix E. Any proposed exceptions to the Agreement shall be submitted by Friday, March 13, 2020 to the contact above in Section 2.5. If the Authority determines to make a change in the terms of the Service Agreement in response to proposed exceptions submitted by Friday, March 13, 2020, all such changes will be distributed to potential Proposers via addendum issued prior to the Due Date. Proposals that take exception to any terms in the Service Agreement may be rejected without further evaluation. The Authority does have the option, after Proposals are submitted, to request best and final offers. However, the Authority reserves the right to make an award on the basis of

initial proposals, so Proposers should not assume that they will have an opportunity to revise their initial proposals.

3.5 PAYMENT METHOD

Proposer shall propose an Operations Fee and a Transportation Fee for each ton of Recovered Material received at the Transfer Station and delivered to the designated Processing Facility (within 100 road miles of the Transfer Station). Proposers shall propose a Transportation Fee as a dollar per ton per mile. The fees shall be adjusted per Section 3.2 of the Service Agreement.

4. MINIMUM QUALIFICATIONS

To qualify for this project, Proposers must provide detailed information on how they meet the following minimum qualifications.

- Project staff with at least three years management experience developing and operating a recycling system.
- At least five years of corporate experience managing a transportation and recycling processing system, utilizing methods proposed by the Proposer.
- Evidence of access to a primary Materials Recovery Facility with the capacity to receive all Recovered Material projected to be exported from the Transfer Station over the term of the Service Agreement.
- Evidence of the ability to access a secondary or backup Materials Recovery Facility.

5. REQUIRED CONTENT OF PROPOSALS

This section includes the Authority's requirements for presenting the Proposer's corporate and personnel qualifications and plan to provide the required services. The Authority will review each proposal in accordance with the procedures presented in Section 6 of this RFP. Refer to Section 2.5 of the RFP for submittal form requirements.

5.1 GENERAL INFORMATION ABOUT PROPOSED FIRM

The Proposer shall submit the following information to demonstrate its qualifications to perform the services described in this RFP and the Service Agreement:

- Name of Proposed Firm.
- Business Address.
- Type of Organization.
- Proposer's authorized representative and contact information including telephone and Email information.
- Number of Years the Proposed Firm been in business under the present name.
- List any other names under which your firm has done business during the past ten years and indicate the years during which the firm was so named.
- If the Proposed Firm is a subsidiary of another firm or is intended to be a newly created subsidiary, include the information requested in the bulleted items above for the parent company and describe the role of the parent company in this project.
- If the Proposed Firm is a joint venture or partnership, attach to this form a narrative description identifying the relationship and responsibilities of the members of the joint venture or partnership and the mutual contractual obligations of the members and include the information requested above for all members.
- Disclose if the Proposed Firm, or any parent, subsidiary or affiliated organization, has ever been convicted of any misconduct or been fined an amount greater than \$10,000 for a civil or criminal violation of any federal, state, or local statute or regulation in connection with a solid waste or transportation service agreement or the provision of transportation, solid waste or recycling services. If there is information to disclose, state the name of the person, the name of the firm, the case number, and the circumstances surrounding the conviction or violation.
- List any and all subcontractors that may perform more than ten percent of the project value.

5.2 EXPERIENCE WITH THE TRANSPORTATION OF RECOVERED MATERIAL

The proposal must address the experience of the Company in transporting Recovered Material. The Company is required to provide equipment, maintenance, and labor to transport Recovered Material from the Transfer Station to a Processing Facility located within 100 road miles from the Transfer Station. The Proposer shall determine and present in its technical and cost proposal the method of transport.

(a) Proposer's Experience with transporting recovered material

Provide the following information for projects that clearly demonstrate the Proposed Firm's experience in very similar projects involving Recovered Material and solid waste transport, compliance with Maryland Department of Transportation (MDOT) transport regulations; Provide up to three single page descriptions of the projects performed in the past ten years that are very similar to the project described in this RFP. Project descriptions should, at a minimum, provide a description of Proposer's involvement in the project with respect to long-haul transport and mode of transport.

(b) Résumés of Key Officers and Project Team Leaders

Provide résumés of the firm's key officers or principals. Provide résumés for persons responsible for the following project functions and the percent of time committed to this project:

- Project manager (and primary contact person if different).
- Contract Administrator.
- Finance Manager.
- Equipment procurement and installation.
- Construction Management.
- Operations.
- Maintenance.
- Records and administration.

(c) Organization Chart

Include an organization chart in the technical proposal. Provide sufficient detail to indicate the relationship between all personnel for which résumés are included.

5.3 EXPERIENCE WITH OPERATING A TRANSFER STATION

The proposal must address the experience of the Company in operating a Solid Waste and/or Recovered Material transfer station of similar size and equipment. The Company shall determine and present in their technical and cost proposal the plan for staffing and operations of the Transfer Station.

Performance Specifications for equipment, operations, and transport are presented in the Draft Service Agreement (Appendix E).

(a) Proposer's Transfer Station Operation Experience

Provide the following information for projects that clearly demonstrates the Proposed Firm's experience in very similar projects. Provide descriptions of the projects performed in the past ten years that are very similar to the project described in this RFP. Project descriptions should, at a minimum, provide the following information:

- Name and location of transfer facility;
- Facility owner and references, owner contact, address and telephone number;
- Regulatory agencies of jurisdiction, agency names, references, contacts, addresses and telephone numbers;
- Any and all formal regulatory Notices of Violation issued for the operations for referenced transfer facilities for timeframes within the last five years;
- Year developed;
- Facility design, daily and annual capacity;
- Details of Company's transfer operations management demonstrating the Company's efficiency in loading transfer vehicles and operating transfer station equipment; and
- Description of Proposer's involvement in operations and compliance.

(b) Résumés of Key Officers and Project Team Leaders

Provide résumés of the firm's key officers or principals. Provide résumés for persons responsible for the following project functions and the percent of time committed to this project:

- Project manager (and primary contact person if different);
- Contract Administrator;
- Finance Manager;

- Equipment procurement and installation;
- Construction Management;
- Operations;
- Maintenance; and
- Records and administration.

(c) Organization Chart

Include an organization chart in the technical and cost proposal. Provide sufficient detail to indicate the relationship between all personnel for which résumés are included.

5.4 RECYCLING PROPOSAL REQUIREMENTS

This section presents the requirements for the Technical and Cost Proposal

(a) Technical and Cost Proposal Requirements

The Proposer's cost proposal must be submitted on Form C-1 in Appendix C to the RFP.

Submit with the completed cost form a description of the Proposer's technical proposal for Recycling Operations and Transportation Services for the Authority. The technical proposal shall be no more than thirty (40) pages. The Technical and Cost proposal will address technical and cost components for the service from the Transfer Station.

The project description shall include the elements listed below.

(b) Recyclable Material Transportation

- Describe proposed transportation equipment.
- Describe contingencies for backup methods for transportation of recyclables.
- Clearly describe the trailer types it intends to use for the transfer of Recovered Material. The Company's price shall be based on the proposed trailers and the transfer of Recovered Materials to a processing facility located within 100 miles of the Transfer Station.

(c) Transfer Station Operations

- Provide draft Operations and Maintenance Plan (substantially in the form of Schedule 9 of draft Service Agreement) sufficient to fully comply with the County's Transfer Station permit conditions.

- Clearly describe the types of equipment it intends to use for the loading of Recovered Material.

5.5 FINANCIAL QUALIFICATIONS

The Proposer shall provide the following information for all companies, subsidiaries and/or parent companies that will work on the project. Information shall be submitted in a form which is in accordance with generally accepted accounting principles.

- Copies of most recent 10-Ks filed with the U.S. Securities and Exchange Commission (SEC) and all 10-Qs since the last 10-K; or, if a 10-K Form is not filed with the SEC, the following (Note: In addition to the following information, a Company may be required to submit additional financial information to satisfy other governmental reporting and disclosure rules):
 - Certified audited financial statements or annual financial reports for the past three fiscal years to include at a minimum, income statements, balance sheets, and statements of changes in financial position. If less than three (3) years of financial statements are available, this information should be provided to the fullest extent possible.
 - Copies of the latest quarterly financial report.
 - A copy of the latest annual report.
 - Information on any material changes in the mode of conducting business, bankruptcy proceedings, assignments of accounts or assets, corporate restructuring, and mergers or acquisitions within the past three years, including comparable information for related companies and company principals.
 - Information on the firm's access to bank lines of credit, revolving credit agreements, or other sources of working capital funds.
- A copy of the prospectus and official statement, if any, for the firm's latest security offerings.
- The rating on outstanding corporate debt, if any has been issued, with recent copies of the rating agency reports on that outstanding corporate debt.
- A description of all financial commitments in excess of one million dollars (\$1,000,000) presently obligated, including completion guarantees on all construction projects and operating agreements and their bearing on the firm's financial ability to guarantee the performance and other requirements of this project.
- A description of any outstanding contractual arrangements, including off-balance sheet items, that may have a bearing on the ability of the firm to meet its obligations to the Authority, with respect to:

- Corporate guarantees.
 - Affiliations.
 - Partnerships and/or joint ventures (describe assets and liabilities).
 - Other sources of guarantees that may exist.
- Evidence of the ability to obtain a performance bond in the amount required by the Service Agreement.
 - Pending or potential legal actions that would materially affect the firm's financial situation and/or its ability to meet its contractual obligations to Authority.

5.6 PROPOSAL BOND

Each technical and cost proposal shall be accompanied by a proposal bond of \$50,000. The proposal bond shall not be conditioned in any way to modify the amount required.

5.7 OTHER PROPOSAL REQUIREMENTS

If the technical or cost proposal is incomplete or fails to address the requirements of this RFP, the proposal may be deemed not reasonably susceptible of award and may be rejected. Each Proposer is responsible for reviewing technical and cost proposal requirements and preparing its responses in a clearly organized submittal.

Each technical and cost proposal is required to be in accordance with the terms of this RFP and shall be signed by an executive officer of the proposing organization, and, where applicable, a corporate officer of the parent organization, recognizing that both will have authority to bind the proponent.

Technical and cost proposals shall consider and be reflective of all federal, state, and local laws, statutes, ordinances, regulations, and other applicable laws that may affect cost, permitting, progress, performance or furnishing of the project including, but not limited to, applicable regulations concerning minimum wage rates, nondiscrimination in the employment of labor, protection of public and employee safety and health, environmental protection, protection of natural resources, fire protection, solid waste handling facility standards and permits, other permits, fees, and similar subjects.

6. EVALUATION PROCESS AND CRITERIA

6.1 EVALUATION PROCESS

The Authority and the Carroll County Bureau of Solid Waste will establish a selection committee to review qualified technical and cost proposals. The selection committee will consider the materials submitted with respect to the evaluation criteria set forth herein. Management and technical qualifications will be qualitatively evaluated and ranked by the selection committee in order of best value to the Authority.

6.2 EVALUATION CRITERIA

The selection committee will first evaluate all technical and cost proposals against the minimum qualifications identified in Section 4. The technical and cost proposals considered to meet the minimum qualifications will be evaluated according to the following evaluation criteria. Cost and technical criteria will be weighed approximately equally:

- A. **Total Cost of Services:** The total cost of the services provided on the basis of the Proposer's cost proposal.
- B. **Technical Qualifications:** The proposed Company's experience including operation and maintenance of transport and recyclable processing facilities for the required material stream, including:
 - i. Management
 - Delivering very similar services at very similar facilities;
 - Résumés and qualifications of proposed managers for this project.
 - Descriptions of contingencies in the event operations fail for any of the service components, including but not limited to, loader failure.
 - The nature of the proposed transfer plans, including ability of the proposed transfer operation to meet performance standards.
 - ii. Prior Experience
 - Meeting or exceeding performance measures at very similar facilities.
 - iii. Finance
 - Evidence of financial ability to implement the project.
 - Ownership or effective control of the proposed recycling and disposal site(s).
 - iv. Staff
 - Evidence of labor resources to implement the project.
 - Résumés and qualifications of proposed key staff for this project.
 - v. Sub-Contractors
 - List of Subcontractors and Subcontractor qualifications.

**APPENDIX A
 HISTORICAL RECOVERED MATERIALS**

Data provided by Carroll County. Historic data is not a guarantee of future delivery quantities. All values are in Tons.

YEAR 2018/2019

	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019
Single Stream	1,553	1,532	1,519	1,164	1,144	1,180
Cardboard	112	31	81	61	38	62

	MAY 2019	JUNE 2019	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019
Single Stream	1,408	1,340	1,280	1,400	1,179	1,449
Cardboard	107	41	65	90	65	58

APPENDIX B

ADDENDA RECEIPT FORM

**Receipt of Addenda for the Request for Proposals for the
RECYCLING TRANSPORTATION AND PROCESSING SERVICES
FOR CARROLL COUNTY, MARYLAND**

Please attach copies of faxed addenda receipt confirmation to this form. On this form track the date the addenda were received (if any) and the initials of the responding company official.

Addenda No.	Date Received	Responding Official	Date Confirmation Sent

**APPENDIX C
COST PROPOSAL**

FORM C-1

COST PROPOSAL

[Prices to Be Inserted by the Vendor]

The Proposer shall propose an Operations Fee and a Transportation Fee, collectively the Service Fees. The Operations Fee shall be a dollar per ton fee for recovered material accepted and loaded at the Transfer Station. The Transportation Fee shall be a dollar per ton per mile fee for each ton of Recovered Material transferred from the Transfer Station to a Processing Facility designated by the Authority as the final processing facility for the recovered material. The Processing Facility will be located less than 100 road miles from the Transfer Station.

1.) OPERATIONS FEE _____ DOLLAR PER TON¹

2.) TRANSPORTATION FEE _____ DOLLAR PER TON PER MILE^{1&2}

¹ The Service Fees may be adjusted on an annual basis Section 3.2 (a) Inflation Adjustor

² A monthly fuel surcharge may be applied to the Transportation Fee per Section 3.2 (b), Fuel Adjustment, of the Service Agreement.

APPENDIX D

FORM D-1

**Carroll County Transfer and Disposal Services
REQUEST FOR PROPOSALS**

PROPOSER'S CONTACT INFORMATION FORM

(1st) Name: _____

Title: _____

(2nd) Name: _____

(optional)

Title: _____

(optional)

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail (1st): _____

E-mail (2nd): _____

I / we prefer to be contacted by: *(circle one)* U.S. Mail, telephone, fax, e-mail

I / we prefer correspondence to be sent by: *(circle one)* U.S. Mail, fax, e-mail

Please fax, e-mail or mail completed form to:

Carroll County Recycling Procurement
Northeast Maryland Waste Disposal Authority
Tower II – Suite 402
100 South Charles Street
Baltimore, MD 21201-2705
Fax. (410) 333-2721
Email: procurement@nmwda.org

APPENDIX D

FORM D-2

WAIVER OF DAMAGES

The Proposer and all affiliates understand that by submitting a proposal, the Proposer is acting at its own risk and the Proposer and all affiliates hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting or to result from any action or inaction on the part of the Authority concerning the evaluation and selection of proposals by the Authority, any agreement entered into for the services described in the RFP, or any award or non-award of a contract, pursuant thereto.

Attached is a letter authorizing the following person to sign this form, and the Proposal, on behalf of the Company.

Proposer:

Signature of Authorized Official

Typed Name

Title

Date

APPENDIX E

SERVICE AGREEMENT