



Request for Expressions of Interest

for

Textile Collection and Reuse/Recycling Services

by

**Northeast Maryland
Waste Disposal Authority**

Date of Issue: May 6, 2020

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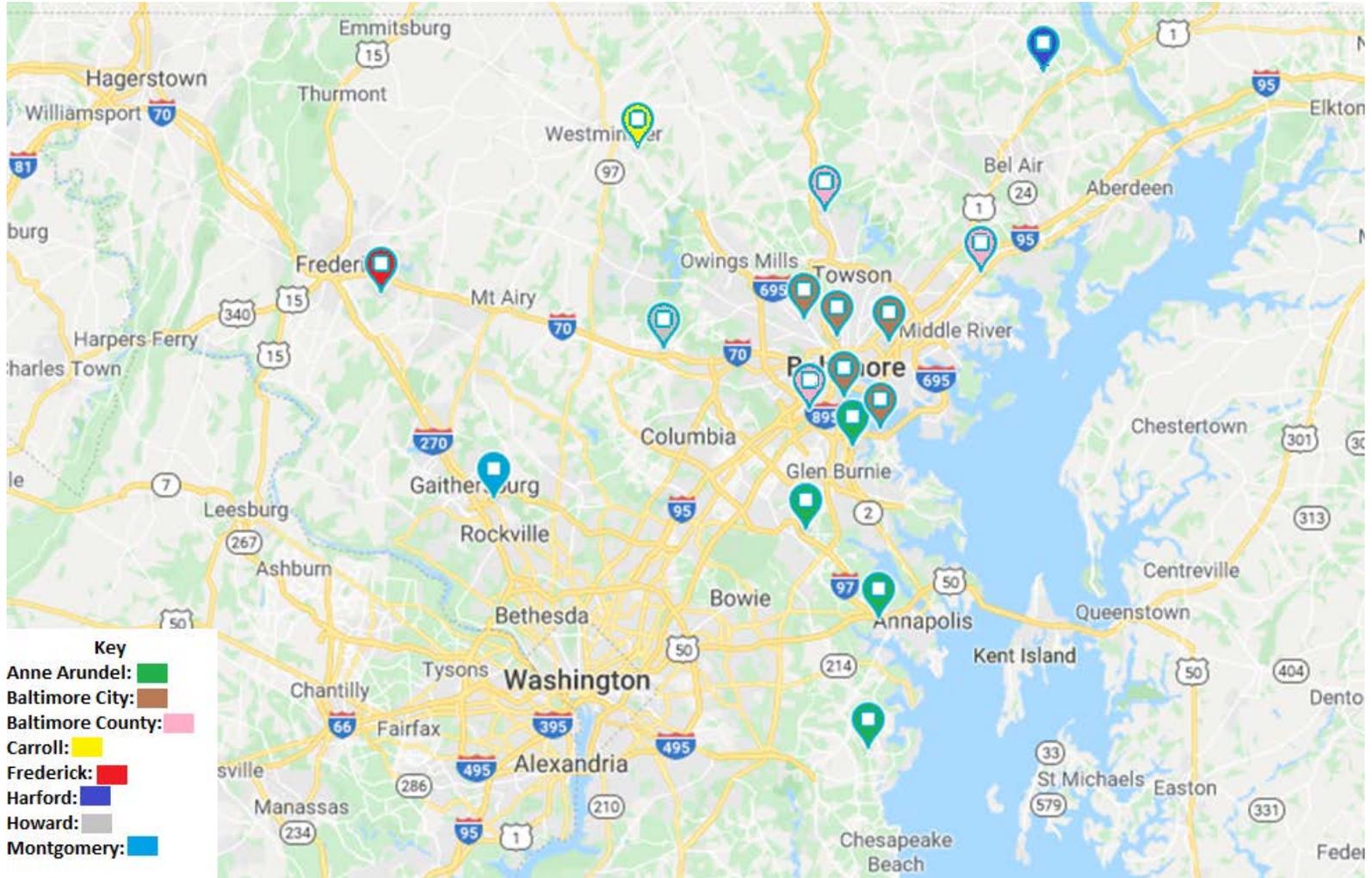
A. INTRODUCTION

The Northeast Maryland Waste Disposal Authority (“Authority”) is a multi-county agency created by the State of Maryland to assist participating member jurisdictions (“Members”) with recycling and waste management systems. Members include Baltimore City and Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard and Montgomery Counties. More information on the Authority can be found at: www.nmwda.org

The Authority is requesting Expressions of Interest (“REOI”) to assist its Members with Textile (as defined in Section B below) collection and reuse/recycling services. The Authority is seeking interest in a service for Textile reuse/recycling by collecting from Member drop-off facilities and/or through curbside residential collection service within the Member Jurisdiction footprint. This REOI is being issued in order to help gain an understanding of companies or other entities (“Vendors”) that would be interested in collecting and reusing/recycling Textiles. If the Authority determines that there is sufficient interest and ability to provide Textile collection and reuse/recycling services, the Authority may issue a Request for Proposal to provide that service or negotiate a contract directly with a respondent to this REOI. This REOI is not intended to provide sufficient detail in order to select a Vendor for the service.

Responses to the REOI are due by Wednesday, June 17, 2020 at 4pm (local time). Submission requirements are shown below in Section D. The Authority will make a determination as to whether to progress to a Request for Proposal (“RFP”) process, enter into competitive negotiations with one or more Vendors, or to discontinue with the REOI. All respondents to the REOI will be notified of the Authority’s determination.

MAP OF DESIGNATED COLLECTION SITES



B. THE OPPORTUNITY

The Authority's Members continue to pursue greater diversion of material from disposal. There are existing Textile collection points for reuse/recycling within the Member Jurisdictions, with some even run by Members; however, the Authority is unaware of any curbside residential collection service provided by Textile reuse/recycling companies in Member jurisdictions. The Authority would like to provide more service to its Members by providing collection options for Textile reuse/recycling from all Member drop-off facilities and/or through curbside residential service.

In this effort, the Authority has conducted research to identify viable companies to provide these services and needs to confirm whether these companies desire to offer Textile reuse/recycling by collecting from Member drop-off facilities and/or curbside residential service, through a Master Agreement ("Agreement") with the Authority. The Authority may enter into Agreements that use different payment scenarios. Note that each Member will issue its own Confirmation for the services to be provided to that Member in accord with the Agreement. Award of an Agreement to a Vendor does not guarantee the Vendor any work under the Agreement. Only the execution of a Confirmation by a Member creates a contract under which Textile material will be sent to an individual Vendor. Invoicing will be between the Vendor and the Member signing the Confirmation; however, the Vendor should plan to provide the Authority with data on collections and processing.

This REOI is the first step to identify Vendors that would be able to provide these services and help the Authority develop a successful program.

Textile materials ("Acceptable Material") include new or used clothing (shirts, pants, dresses, skirts, shorts, undergarments, hats, coats, socks), belts, shoes, leather, purses, bags and handbags, draperies, wallets and pocketbooks, towels, linens, bedding, sheets, pillow cases, pillows, blankets, comforters, curtains, soft backpacks, stuffed animals, fabrics and other things made of fabric. Stained, worn out or torn Textile material which is not suitable for reuse will be recycled into new materials or products. The Textile material cannot be wet. Acceptable Materials collected by the Vendor must be reused or recycled and cannot be discarded.

**C. CURRENT DESIGNATED COLLECTION SITES, EQUIPMENT AND VEHICLES
NEEDED**

Any or all of the following facilities designated by the Members can be used as the collection point for the Textile materials:

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Member Jurisdiction/ Location	Address	Google Coordinates	Type of Equipment/Vehicle Needed
Anne Arundel County			For 3 recycling centers and one landfill, the County needs at least one small hut style container with a pull-down door for customer use, similar to what the County currently uses, and like the ones situated in parking lots throughout the state. The Vendor would need to unload each container manually into their box truck, as needed by the County. Textiles would be contained in bags.
Central Recycling Center (CRC)	389 Burns Crossing Road Severn, MD 21144	39.091915, -76.669379	See above.
Millersville Landfill (MLF)	389 Burns Crossing Road Severn, MD 21144	39.08687, -76.675603	See above.
Southern Recycling Center (SRC)	5400 Nutwell Sudley Road Deale, MD 20751	38.815229, -76.578996	See above.
Northern Recycling Center (NRC)	100 Dover Road Glen Burnie, MD 21060	39.1852, -76.603062	See above.
Department of Public Works Office Complex	2662 Riva Rd Annapolis, MD 21401	38.975819, -76.561266	The container at the DPW Complex is to be similar to those being placed at the recycling centers and the landfill.
Baltimore City			Vendor must provide at least one sealed container per site that is emptied by the Vendor when needed by the City. The City will not provide equipment or assistance to the Vendor for pickup. The Vendor will live load using their own equipment. City locations do not have a dock available for loading. All collection sites accept residential materials only.
Eastern Sanitation Yard	6101 Bowley's Lane Baltimore, MD 21206	39.314732, -76.545949	Box Truck size or smaller only.
Northwest Sanitation Yard	2840 Sisson Street Baltimore, MD 21211	39.319755, -76.62667	Box Truck size or smaller only.

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Member Jurisdiction/ Location	Address	Google Coordinates	Type of Equipment/Vehicle Needed
Quarantine Road Landfill	6100 Quarantine Road Baltimore, MD 21226	39.208131, -76.558535	The Vendor has the option to live load a Box Truck or a Trailer.
Northwest Transfer Station	5030 Reisterstown Road Baltimore, MD 21215	39.3415, -76.68147	Box Truck size or smaller only.
Western Sanitation Yard	701 Reedbird Avenue Baltimore, MD 21225	39.246963, - 76.617432	Box Truck size or smaller only.
Baltimore County			The County does not have docks available for loading Textiles. No business materials are included in the Textile mix. Vendor must provide at least one sealed container per site that is emptied by the Vendor when needed by the County.
Western Acceptance Facility	3310 Transway Road Halethorpe, MD 21227	39.228893, -76.671055	Box Truck or Trailer size for pickup is acceptable, as needed. The County does not assist the Vendor in loading the Vendor's truck.
Eastern Sanitary Landfill	6259 Days Cove Road White Marsh, MD 21162	39.394139, -76.3854	Box Truck size or smaller for pickup as needed.
Central Acceptance Facility	201 West Warren Road Cockeysville, MD 21030	39.4720-36, -76.646356	Trailer or Box Truck size for pickup is acceptable, as needed.
Carroll County			
Northern Landfill	1400 Baltimore Boulevard Westminster, MD 21157	39.549504, -76.94383	The County needs a collection shed or other covered storage unit, in which to place material. Vendor will live load onto a Box Truck size or smaller for pickup, as needed, by the County. There are no docks available for loading. The County does not have any pallet jacks, forklifts or other loading equipment at the Northern Landfill location. Vendor must provide all loading equipment. Only residential materials should be accepted; however, there is no guarantee that some small businesses are not dropping off material without identifying themselves as businesses.

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Member Jurisdiction/ Location	Address	Google Coordinates	Type of Equipment/Vehicle Needed
Frederick County			
Reich's Ford Road Landfill	9031 Reichs Ford Road Frederick, MD 21704	39.372463, -77.352975	Vendor must provide at least one sealed container that is emptied by the Vendor when needed by the County.
Harford County			
Harford Waste Disposal Center	3241 Scarboro Road Street, MD 21154	39.640616, -76.299444	Vendor must provide at least one sealed container that is emptied by the Vendor, when needed by the County. Currently, the County has a sealed collection container on site that is emptied by vendor bi-weekly.
Howard County			
Alpha Ridge Landfill	2350 Marriottsville Road Marriottsville, MD 21104	39.305473, -76.903386	Currently, the County has two sealed collection containers on site that are emptied, when needed, by the contractor. However, the County is open to other methods.
Montgomery County			
Shady Grove Processing Facility and Transfer Station	16101 Frederick Road Derwood, MD 20855	39.122313, -77.17122	Currently, the County has eight Textile bins that are owned and provided by the current vendor that accepts the Textiles. However, the County is open to other options. If the County changes vendors, the County likely will designate a different area for Textiles collection and build an enclosure to keep the Textiles dry. The new Vendor will need to provide eight new replacement containers of its own. Textiles would be scheduled for pickup, as needed by the County.

Requirements of service include:

- 1) The Vendor shall provide Collection Containers that (i) meet the container standards set forth by the laws and regulations of Members for the specific jurisdiction in which containers are provided, and (ii) are in Good Working Order (defined below), such that they perform satisfactorily and safely for their intended purpose, for the acceptance of Textile Materials at Designated Collection Sites. Good Working Order shall be defined as the uninterrupted, trouble-free operation of the product or system deliverable, and all components thereof, in conformity with all applicable performance specifications and other requirements of the Agreement.

Members retain the right to add or change Designated Collection Sites based on operational needs, as long as the subject sites meet the conditions set forth below and do not exceed the total number of listed Designated Collection Sites per Member as detailed in this REOI.

Collection Containers include, but are not limited to, any container that is sealed or covered.

- 2) Access and egress to deliver and remove Textile Material and/or Collection Containers will be allowed during normal operating areas of each Member's facility. Typical operating hours are 7:00 a.m. to 5:00 p.m. but may vary from site to site. The Vendor is required to follow all rules and regulations at each Designated Collection Site.
- 3) The Member shall contact the Vendor when the Collection Container(s) is nearing capacity. The Vendor must pick up the Textile materials within forty-eight (48) hours of notification. Instituting a regular collection schedule that will satisfactorily manage the material collected at each location is the preferred option.
- 4) The Vendor is responsible for transportation of the Acceptable Material to the reuse/recycling/processing location and responsible for reusing/recycling the Acceptable Material.
- 5) The Vendor is responsible for providing to the Members a monthly report, with a copy to the Authority, due within 15-days of the end of each month, detailing the number of containers of Textile material collected, the weight of the Textile material taken to the processing/reuse/recycling facility, and the name, address and phone number for the processor/reuse/recycler to which the Textile was taken. Separate weights and information are required for 1. the amount of Textile material that is reused; and 2. the amount of Textile material that is recycled.
- 6) Any services provided will be required to be completed in a safe and approved manner in accordance with all applicable Federal, State, and Local laws and regulations.

The specific quantity of Member Jurisdiction Textiles available for collection and reuse/recycling is unknown. The Authority and Members make no guarantees on the quantity or quality of Textile material that will be collected, however available collection data is provided below:

Anne Arundel County reported textile recycled/reuse totals from County facilities for fiscal year 2019: Class A (Reusable): 51.5425 tons and Class B (Non-Reusable): 1.1525 tons

Carroll County reported 5.65 tons of textiles for calendar year 2019 collected for recycling/reuse at the Northern Landfill. This does not reflect what was reported in Carroll County by other vendors.

Frederick County reported 15.46 commercial tons of Textiles collected for recycling in 2015, not through the County program.¹

Howard County reported 42.63 tons of Textiles collected for recycling in 2019 from the Alpha Ridge Landfill.

Montgomery County reported the following tonnages of Textiles brought to its Transfer Station, collected by its vendor for reuse/recycling: 2013: 143 tons. 2014: 128 tons. 2015: 121.44 tons. 2016: 81.78 tons. 2017: 76.61 tons. 2018: 63.79 tons. 2019: 80.26 tons.

Other Member information regarding the amount of Textiles currently reused/recycled is not available.

- 7) Members shall not be responsible for any damage to Collection Containers during the loading or unloading of material.
- 8) If a Vendor provides a proposal for residential curbside collection for Textile reuse/recycling service for Members, it will need to provide its own collection trucks and all other equipment required to do so, and this shall be incorporated into the Cost Proposal. If a Vendor expresses interest in providing this option, the Member(s) interested in utilizing such option would work with the Vendor to provide updated educational campaigns to residents, in order to inform them of this new recycling program and the relevant collection days and set-out instructions. At this time, Montgomery County is not considering this option.
- 9) The Vendor may inspect and reject any non-Acceptable Material prior to departure from the Designated Collection Site(s) and/or residential collection points; however, the Member Jurisdiction is not responsible for payment of any non-Acceptable Material taken to the designated Recycling Site. Additionally, the Vendor guarantees to be diligent in their operations, and is required to be in good standing with the state of Maryland, or its state of incorporation or organization, as applicable (i.e. will be required to provide a copy of the Vendor's Certificate of Good Standing from the Maryland State Department of Assessments and Taxation (for any company with nexus in Maryland) or the equivalent from the Vendor's state of registration). The Vendor shall not improperly handle the material (e.g. dispose of material) and/or leave behind Acceptable Material for the Member or resident to handle. A performance bond/letter of credit,

¹ <https://frederickcountymd.gov/DocumentCenter/View/301724/SOLID-WASTE-MANAGEMENT-PLAN---wFt-Detrick-Amenments-51719?bidId=> [Date accessed 4/24/2020]

or check to be cashed by the Authority in lieu of either (returned after Agreement expires), in the amount of \$10,000, will be required in order to guarantee performance.

- 10) The Vendor must submit monthly recycling reports, detailing two separate streams of the total pounds of recycled (e.g. material sent for downstream recyclers) AND reused (e.g. material sent for resale) Textiles to the Member, with a copy to the Authority.
- 11) The Vendors must comply with all facility safety requirement and Personal Protection Equipment (PPE) for operations at each site and must comply with all Occupational Safety and Health Administration (OSHA), Maryland Occupational Safety and Health (MOSH) and other safety reporting provisions.
- 12) Vendors or persons collecting material from the sites must be clearly identifiable and be able to provide supporting documentation as to company affiliation and this Agreement, if it is requested of them.

As part of the Vendor's response to this REOI, the Vendor is encouraged to provide recommendations for the improvement of the potential work described above that would increase the amounts of Textiles collected and/or increase the cost effectiveness of the program.

D. SUBMISSION REQUIREMENTS

Vendors are encouraged to complete and email the attached form to procurement@nmwda.org to ensure that they are notified in a timely manner of any modifications to the REOI.

Response to the REOI should be made in the following format and page limitations:

- 1) Cover letter introducing the Vendor and providing contact information
- 2) Brief statement of qualifications of the Vendor, including experience of key personnel
- 3) A brief description of the recycling or reuse of the Textile that the Vendor is proposing, including the marketability of the material
- 4) Brief description of how the Vendor would provide the services requested in the description of the REOI. Sufficient details should be provided to show the capability of the Vendor to provide the service, but a detailed operational plan is not required at this time. If the Vendor has other ideas or considerations for the REOI, the Authority encourages the Vendor to include those ideas in this section. Contact information for a minimum of two references for similar services should be provided
- 5) A brief discussion on the economics of the recycling program

Confidential Information Disclaimer: All responses to this REOI are subject to disclosure under the rules of the Maryland Public Information Act. Vendors should refrain from including any information in their responses that may be considered confidential.

SUBMISSION DEADLINE

The submission deadline for responding to this REOI is Wednesday, June 17, 2020, 4:00 pm (local time).

Each Proposer shall submit a copy by email with the subject line "Attention: Textile Procurement" to procurement@nmwda.org. The proposal shall not be longer than 30 pages (60 sides).

Questions related to this REOI should be submitted prior to 5:00 pm (local time) on Wednesday, May 27, 2020. Questions shall be emailed to procurement@nmwda.org

E. LIMITATIONS

Any respondent making a submission in response to this REOI does so fully accepting the following provisions:

This is a REOI only; it is not a procurement document. The information contained in this REOI is intended for information purposes only to assist the Members in assessing whether or not to proceed to a Request for Proposal process, directly negotiate a contract with one or more Vendors, or discontinue the REOI process. No representation or warranty express or implied, is made by the Authority or the Members or any of their respective agents, officers, representatives or employees, as to the accuracy or completeness of such information. Neither the Authority, the Members nor their respective agents, officers, representatives or employees will be responsible for, and hereby expressly disclaim, any and all liability for any errors, omissions or inaccuracies in connection therewith. The respondent shall be responsible entirely and exclusively for all costs incurred by the respondent associated with the preparation and submission of its response to this REOI, which may or may not lead to a Request for Proposal. In its response to this REOI, the respondent must disclose to the Authority, any potential conflict of interest that might compromise this process. If such a conflict of interest does exist, the Authority may, at its discretion, refuse to consider the response in question.

This exercise is not a request for tenders. This is a request for information only and no legal obligations will arise hereunder under any circumstances. The Authority reserves the right to amend the scope of this REOI, and to carry out discussions with one or more prospective respondents at any time. The Authority may proceed as it determines, in its sole discretion, including to discontinue or invalidate this REOI and including to re-issue or proceed with a further REOI. The Authority will not be responsible for any losses or costs incurred by any Vendor as a result thereof.

NEXT STEPS

After the submission deadline, the Authority and the Members will review the responses and decide whether or not clarification questions should be submitted to, or interviews should be conducted with, any or all of the respondents to gain a clearer understanding of their capability. Upon conclusion of the review, the Authority will decide whether or not to follow-up with a RFP process or directly negotiate a contract with interested Vendor(s). All Vendors who respond to this REOI will be informed of the Authority's decision and subsequent RFP process, should it occur.

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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)* fax, e-mail

Please e-mail the completed form with the subject line **“Attention: Textile Procurement”** to procurement@nmwda.org