

REQUEST  
FOR  
PROPOSALS  
FOR  
ORGANICS DROP-OFF BIN COLLECTION  
IN  
BALTIMORE CITY, MARYLAND  
BY  
THE NORTHEAST MARYLAND WASTE  
DISPOSAL AUTHORITY

Issued: October 10, 2024

**REQUEST FOR PROPOSALS  
FOR  
ORGANICS DROP-OFF BIN COLLECTION  
IN BALTIMORE CITY, MARYLAND**

The Northeast Maryland Waste Disposal Authority (the “Authority”), a multi-jurisdictional agency, is requesting proposals from firms or contractors qualified to provide for the collection and removal of organic waste from multiple locations with Baltimore City, Maryland (the “City”) for the purpose of composting. A description of the project (the “Service”) under this Request for Proposals (“RFP”) is found in Exhibit 1.

This RFP is being issued on behalf of the City. The City is a third-party beneficiary of all the obligations of the Contractor under the contract resulting from this RFP. The City has the right, but not the obligation, to enforce the rights, remedies, powers, and privileges of the Authority under the Contract if the City provides 10 days’ prior written notice to the Authority and the Contractor. Unless such prior notice is given by the City, it is understood that the Authority Representative shall have the authority to direct the Contractor with respect to the Contract and the Contractor shall have the right to rely on such direction.

The Authority was established as a public corporation by Chapter 871, Acts of 1980 to assist its participating political subdivisions of Maryland and other public entities in providing adequate solid waste disposal facilities, including facilities for the generation of steam, electricity or fuels and recovery of materials that are derived from or are otherwise related to waste disposal. Participating jurisdictions (“the Members”) include Baltimore City and Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard, and Montgomery Counties. Maryland Environmental Service, an instrumentality of the State of Maryland, is an ex-officio member. The Authority acts as a coordinating agency and a financing vehicle for solid waste management projects. Additional information on the Authority is on our web page, [www.nmwda.org](http://www.nmwda.org).

Copies of the Request for Proposals are available from the Northeast Maryland Waste Disposal Authority at 410-333-2730, [procurement@nmwda.org](mailto:procurement@nmwda.org), or at the address below:

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

Proposals will be accepted until 4:00 PM Eastern time on December 3, 2024.

Andrew Kays, Executive Director

**REQUEST FOR PROPOSALS  
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ORGANICS DROP-OFF BIN COLLECTION  
IN BALTIMORE CITY, MARYLAND**

Offerors are invited to submit proposals in conformance with the requirements described below:

**PART I - PROPOSAL INFORMATION**

**1.1 PURPOSE:**

The purpose of this Request for Proposals (“RFP”) is to select one (1) qualified contractor or team to provide the collection and removal of organic waste from multiple locations for the purpose of composting.

The Offeror should review other published information to help identify best practices from other jurisdictions in order to focus on successful programs. Recommendations shall take into consideration current and projected quantities of materials and propose viable options for the City that would provide both an environmental and financial benefit to all parties.

**1.2 CONTACT INFORMATION:**

Any communication regarding this RFP must be made to the attention of “**Organics Drop-off Bin Collection Project**” in writing and directed to [procurement@nmwda.org](mailto:procurement@nmwda.org) or Northeast Maryland Waste Disposal Authority, 100 South Charles Street, Tower II – Suite 402, Baltimore, MD 21201. Prior to award of this contract, Offerors should not initiate any communications related to this RFP with Authority staff, or with employees or local elected officials of any Member Jurisdiction. Any communications other than to [procurement@nmwda.org](mailto:procurement@nmwda.org) may result in the disqualification of an Offeror’s proposal.

**1.3 RFP TIMELINE:**

All times listed in this RFP are Eastern time.

A summary of procurement activities and timeframes is provided here.

Issuance of RFP	October 10, 2024
Pre-Proposal Meeting	October 22, 2024
Optional Site Visits	November 6&7, 2024
Offeror Written Questions due	November 14, 2024
Offeror Proposals due	December 3, 2024
Proposal Evaluation/Negotiation/Award	December 2024-January 2025
Contract Start Date	July 1, 2025

#### **1.4 PRE-PROPOSAL MEETING:**

A non-mandatory pre-proposal meeting (focusing on the procurement process) will be held online on October 22, 2024 at 2:00 PM. Participants are encouraged to attend the pre-proposal conference, but are not required to attend in order to respond to this RFP. Potential attendees must RSVP to [procurement@nmwda.org](mailto:procurement@nmwda.org) no later than 2:00 PM on October 21, 2024.

Optional tours of the facilities are offered on these dates:

November 6, 2024, from 10:00 AM to 12:00 PM

November 7, 2024, from 12:00 PM to 2:00 PM

Interested parties must RSVP to [procurement@nmwda.org](mailto:procurement@nmwda.org) no later than 4:00 PM on November 4, 2024 to confirm attendance. Proper Personal Protective Equipment (PPE), including long pants, reflective safety vest, and closed toe shoes are required, safety hat optional.

#### **1.5 WRITTEN QUESTIONS:**

Prospective Offerors may submit written questions only concerning this RFP to the attention of “**Organics Drop-off Bin Collection Project**,” to [procurement@nmwda.org](mailto:procurement@nmwda.org) by 4:00 PM on November 14, 2024. The Authority will endeavor to respond, in writing, to requests for information submitted; however, the Authority makes no assurance that written responses will be tendered if, in the opinion of the Authority, such information is evident in this RFP or goes beyond the intended scope of this solicitation. Any written responses to questions made shall be in the form of an addendum to the RFP and emailed to all prospective Offerors who received a copy of this RFP. Only answers issued by formal addenda will be binding on the Authority.

#### **1.6 SUBMISSION REQUIREMENTS:**

Proposals shall be submitted as a PDF with a separate unlocked MS Excel file for the budget. Completed copies of the reference forms are to be submitted by the references no later than 4:00 PM on December 3, 2024, to the Authority procurement email address at [procurement@nmwda.org](mailto:procurement@nmwda.org). Use the subject line “**Organics Drop-off Bin Collection Project**”. No hardcopies are required.

#### **1.7 DISCLOSURE:**

Proposals submitted in response to this RFP are subject to the Maryland Public Information Act (“MPIA”). Offerors should identify those portions of their proposals that they consider to be confidential, proprietary commercial information, or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Authority under the MPIA. Offerors are advised that, upon request for this information from a third party, the Authority is required to determine independently whether the information can be withheld under the law. If the Authority determines that materials marked as confidential must be disclosed under the law, the Authority will notify the Offeror in advance of releasing the information to permit the Offeror to take independent action to protect the information. Offerors agree that the Authority has no liability for the release of information it determines in good faith must be disclosed under the law.

**1.8 INCURRED EXPENSES:**

The Authority is not responsible for any expenses that Offerors may incur in preparing and submitting proposals.

**1.9 ACCEPTANCE OF TERMS AND CONDITIONS:**

By submitting a proposal in response to this RFP, the Offeror accepts all the terms and conditions set forth in this RFP, unless otherwise noted and agreed to during the open question period. Furthermore, by submitting a proposal in response to this RFP, the Offeror accepts and acknowledges that the Authority is performing this project in conjunction with Baltimore City and its designated staff and agents will be an integral project partner and deliverable reviewer on all project-related activities.

**1.10 PROCUREMENT REGULATIONS:**

Any contract entered into as a result hereof, is not subject to the provisions of the State Finance and Procurement Article, but is governed by Section 3-921 of the Natural Resources Article of the Annotated Code of Maryland and COMAR 14.13.01.01 et seq.

**1.11 AMENDMENT OR CANCELLATION OF THIS RFP:**

If this RFP requires amendment, written notice of the amendment will be given by means of an addendum to all prospective Offerors who received a copy of this RFP or who submitted the Offeror's Contact Information Form. Receipt of addenda must be acknowledged in writing by prospective Offerors to the Authority. Acknowledgment by email is requested. Copies of the acknowledgments are to be included in the proposal. Only answers issued by formal addendum will be binding on the Authority. The Authority reserves the right to modify, amend, or cancel this RFP if the Authority determines, in its sole discretion, that it is in the best interest of the Authority to do so.

**PART II - CONTRACT INFORMATION AND PROPOSED CONTRACT PROVISIONS**

**2.1 PARTIES TO THE CONTRACT:**

The resulting Contract from this RFP will be by and between the Offeror, as Contractor (the "Contractor"), and the City.

**2.2 CONTRACT TERM:**

The term for this effort will commence on July 1, 2025 and shall extend for 36 months, with two 3-year options, and will be set forth in a resulting contract.

**2.3 COMPENSATION AND METHOD OF PAYMENT:**

The selected on-call consultant is expected to submit invoices monthly, including a description of work performed relating to the period of the invoice pursuant to the terms set forth in the City contract.

Collection frequency, volume, and number of containers shall be reflected on invoices for contractor to be compensated properly.

**2.4 INSURANCE:**

The Offeror must have insurance pursuant to the terms set forth in the City contract.

**2.5 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:**

Offerors must comply with all applicable federal, state, and local laws and regulations pertaining to non-discrimination and equal employment opportunity.

**PART III – SCOPE, QUALIFICATIONS, SCHEDULE, AND PRICING**

**3.1 SCOPE:**

Compost collection containers will be placed at five staffed, enclosed, City-owned DPW Solid Waste Drop-Off sites located throughout the city for residents to drop off food scraps, as further described in this solicitation. On-site signage will list what materials are acceptable and what is not acceptable. Education and outreach will be conducted via websites, social media, email blasts and more.

The site hours of operation are generally Monday-Saturday 7:00 am to 5:00 pm and bins must be serviced within those hours.

<b>Location</b>	<b>Address</b>	<b>Bins</b>	<b>Frequency</b>
Eastern Sanitation Yard (Bowley's)	6101 Bowley's Lane 21206	1	Once weekly
Northwest Citizens' Convenience Center (Sisson St)	2840 Sisson Street 21211	4	Twice weekly
Northwest Transfer Station (NWTS)	5030 Reisterstown Road 21215	1	Once weekly
Quarantine Road Landfill (QRL)	6100 Quarantine Road 21216	1	Once weekly
Western Sanitation Yard (Reedbird)	701 Reedbird Avenue 21225	1	Once weekly

**(B) Additional Items of the Scope of Services**

1. Collection containers will be provided by the contractor and shall be 65-gallon rolling cart/bins with lids.
2. The contractor shall collect the full containers and leave empty containers.
3. The collected material will be delivered to an approved compost facility the same day the material is collected.
4. Contractor will adjust collection frequency of any location if requested by the City.

5. The City will not provide equipment or assistance to the contractor for pickup.
6. The Contractor may inspect bins prior to departure from the designated collection site and reject any non-acceptable material
7. The Offeror shall perform all project work in accordance with all applicable federal, state, and local laws and regulations.
8. The Offeror shall maintain the responsibility of verifying existing records and existing on-site conditions before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions, and bring any such discrepancies to the Authority's attention, constitutes acceptance of those conditions.
9. The Offeror shall coordinate with the Authority and the City regarding site access, planned work activities, and potential coordination with on-site operations and contractors, etc. prior to performing any on-site work.
10. Text, spreadsheets, databases, schedules, and invoices shall be provided in electronic version compatible with Microsoft Office and unlocked.
11. All final documents shall also be provided in Adobe PDF format.

### **3.2 QUALIFICATIONS:**

The Offeror must show it is qualified to assist the Authority for this scope of work. For qualification, the Offeror must provide a statement of qualifications as well as a minimum of three (3) references for key projects similar in scope to this project. These projects must be on the attached reference form for the proposal to be considered.

### **3.4 PRICE PROPOSAL:**

- a. The contractor will provide separate pricing to deliver the material to any of 4 locations
  - i. Prince George's Compost Facility
  - ii. Howard County Compost Facility
  - iii. TBD compost facility within Baltimore City limits
  - iv. Company compost facility
- b. The contractor will provide separate pricing to add a single bin to any location
- c. The contractor will provide separate pricing to add an additional pickup day to any location

### **3.5 IRREVOCABILITY OF PRICE PROPOSAL:**

Offerors must hold firm the prices proposed under Section 3.4 of this RFP for a period of one hundred and eighty (180) days from the Proposal Closing date, or, if modified during negotiations pursuant to Section 4.2 of this RFP, for a period of one hundred and eighty (180) days from the date such modified proposal prices are proposed by the Offeror.

### **3.6 MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MBE/WBE) PARTICIPATION**

This RFP is assigned goals of 30% for Minority Owned Business Enterprise and 15% for Women Owned Business Enterprise. The offeror shall demonstrate attainment of the MBE/WBE goals or demonstrate a good faith effort to meet the goals. MBE/WBE certification documents and sub-contract proposals with pricing shall be included with Offeror proposals.

### **3.7 PROPOSAL BOND AND PERFORMANCE BOND:**

There is no proposal bond or performance bond required under this RFP.

## **PART IV - EVALUATION PROCEDURE**

### **4.1 EVALUATION COMMITTEE:**

The Executive Director will appoint an evaluation committee (the "Evaluation Committee") to be composed of Authority and City staff. The Evaluation Committee will evaluate the proposals received in accordance with the criteria set forth in this RFP and make a recommendation for award to the Executive Director.

### **4.2 DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE:**

The Authority reserves and assigns to the Executive Director the right to determine which of the Offerors have met the qualifications of this RFP. The Executive Director shall have the sole right to determine whether any deviation from the requirements of this RFP is substantive in nature, and the Executive Director may reject proposals that are not reasonably susceptible of being selected for contract award. In addition, the Executive Director may reject in whole or in part any and all proposals, may waive minor irregularities in proposals, may allow an Offeror to correct minor irregularities, and may negotiate with responsible Offerors in any manner deemed necessary to serve the best interests of the Authority.

### **4.3 EVALUATION CONSIDERATIONS:**

The Authority will select the proposal deemed the most advantageous and the best overall value to the Authority and the City, based on the qualifications of the Offeror and the price proposed.

### **4.4 PROCUREMENT METHOD**

The Authority will employ the method of competitive negotiation to select a contractor. The Authority reserves the right to make an award based on the initial proposals submitted, without oral presentations or best and final offers.

If the Executive Director determines that multi-step negotiations are in the best interest of the Authority, the Executive Director will advise Offerors whose proposals are determined to be reasonably susceptible of award as to how such negotiations will be conducted. The Authority may establish a competitive range and may request best and final offers. However, the Authority reserves the right to make an award on the basis of initial proposals, so Offerors should not assume that they will have an opportunity to revise their initial proposals. Offerors whose proposals are not accepted will be so notified in writing.

## **PART V - ADA COMPLIANCE**

### **5.1 ALTERNATIVE FORMS:**

Alternative forms of this RFP will be provided upon request.



**Reference Form**

<b>NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY - CONSULTING SERVICES</b>			
<b>REQUEST FOR QUALIFICATIONS</b>			
<b>REPRESENTATIVE PROJECT INFORMATION AND REFERENCE FORM</b>			
<b>PART A: PROJECT INFORMATION FORM - TO BE FILLED OUT BY OFFEROR/CONTRACTOR</b>			
To:			is applying for
	(NAME OF REFERENCE)	(NAME OF OFFEROR/CONTRACTOR)	
qualification with the Northeast Maryland Waste Disposal Authority in order to propose on conceptual and final design and permitting services for landfill expansion and a resource recovery park. We have chosen you as a reference based on our work on the project identified below.			
Please complete Part B, Reference of this Form and return both pages to RFP for Carroll County Resource Recovery Park Project, Northeast Maryland Waste Disposal Authority, by email to <a href="mailto:procurement@nmwda.org">procurement@nmwda.org</a> by _____			
Thank you for your assistance.			
(SIGNATURE)		(DATE)	
(FIRM/COMPANY)			
(PRINTED NAME)		(ADDRESS)	
(TITLE)			
<b><u>PROJECT INFORMATION</u></b>		<b><u>REPRESENTATIVE PROJECT ID #:</u></b>	
Project Title:		Bid/Initial Cost:	\$
Project Location:		Owner Initiated Changes:	\$
Date Completed:		Non-Owner Initiated Changes:	\$
Project Description:		Final Cost:	\$
<b>Amount of Work Completed by Prime Contractor &amp; Major Subcontractors</b>		<b>List Actual \$ OR % of Total Project Cost</b>	
Prime Contractor:		\$	%
Sub-Contractors:			
1		\$	%
2		\$	%
3		\$	%
4		\$	%
5		\$	%

<b>PART B: TO BE FILLED OUT BY REFERENCE</b>					
Is the project information on Page 1 correct?					
What was your role in the project?					
Circle the appropriate ratings for each listed factor:	Poor	Below Average	Average	Above Average	Excellent
<b>PROJECT EXECUTION</b>					
Scheduling and Coordination of Work	1	2	3	4	5
Scheduling and Coordination of Subcontractors	1	2	3	4	5
Responsiveness to Changing Conditions	1	2	3	4	5
Time to Complete Project	1	2	3	4	5
Project Closeout	1	2	3	4	5
Professionalism/Courtesy	1	2	3	4	5
<b>QUALITY</b>					
Ability to Perform	1	2	3	4	5
Accuracy and Quality of Documentation	1	2	3	4	5
Overall Quality of Work	1	2	3	4	5
Quality of Subcontractors	1	2	3	4	5
TOTAL RATING (sum of points above): _____					
<b>Note:</b> A perfect score on this evaluation is 50 points. Below 25 is unacceptable.					
Would you recommend the Contractor to other entities to perform similar work?				YES	NO
GENERAL COMMENTS (Your comments are greatly appreciated):					
Based on my knowledge of the aforementioned firm, I have evaluated their performance for the referenced construction project and rated them in comparison to other contractors performing similar work. I have included in the General Comments section additional information regarding this firm, which may be of assistance in evaluating the quality of their work. It is my understanding that all the above information supplied here shall be considered <b>STRICTLY CONFIDENTIAL</b> .					
(SIGNATURE)			(FIRM)		
(PRINTED NAME)			(ADDRESS)		
(DATE)			(CITY, STATE, ZIP CODE)		
(PHONE NUMBER)			(FAX NUMBER)		

**PROPOSAL CHECKLIST**

**CHECKLIST FOR SUBMITTAL/PERSONNEL DESCRIPTION**

Checklist of items included in the RFP submittal (failure to submit as described will result in disqualification from consideration under this RFP):

- Statement of Non-Segregated Facilities, Drug Free Workplace Policy, current Maryland State Department of Assessments and Taxation (MDSDAT) Certificates or statement to obtain, MBE/WBE/SBE certifications as applicable, for all firms in the proposal
- Key Projects Form as described in this RFP for each Key Project
- Reference Forms (as sent to the references)
- Letter indicating ability to obtain insurance, if required by this RFP
- Letter indicating ability to obtain bonding, if required by this RFP
- Key Personnel Matrix (referencing the Key Projects)
- MBE/WBE Certification documents and/or Documentation of Good Faith Efforts
- Copies of acknowledgement for all addenda issued

Name of Principal/Member submitting the Proposal \_\_\_\_\_

Signature of Principal/Member submitting the Proposal \_\_\_\_\_

Date: \_\_\_\_\_

Name and Signature of Risk Manager \_\_\_\_\_

Name and Signature of Counsel \_\_\_\_\_

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR  
CERTIFICATION OF NONSEGREGATED FACILITIES**

A Certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Respectfully submitted,

By: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_