

**2015 HWMA REGIONAL RECYCLING RFP:
EVALUATION CRITERIA CATEGORIES AND SPECIFIC
SUBJECTS IDENTIFIED TO DATE**

Prepared For Humboldt Waste Management Authority
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This document provides RFP drafters with the relevant RFP evaluation criteria subjects and issues identified to date. We have categorized them, and suggested a 1=low, 2=medium, 3=high system for rating a proposal's relative importance within each category. There is also space for adding additional evaluation criteria subjects. To use, assign a value to each subject area (category) (e.g., 35 points to cost; 35 to operations, 5 points to value-added recycling, etc) , then use the priority ranking to guide allocating points within each category.

Evaluation criteria subject sources:

- HWMA 2010 RFP;
- March 8, 2013 staff report to Arcata City Council;
- March 20, 2013 comments of staff, Council members and public at Arcata City Council meeting;
- Citizen comments collected by ZWH.

SUBJECT	RANKING		
	1	2	3
OPTIMIZED VALUE-ADDED RECYCLING			
Proposer's processing system has flexibility to adapt to market fluctuations and trends.			
Proposer's processing system design is intended to separate and clean materials to meet preferred buyer specifications.			
"Highest and best use" of the locally collected material is the Proposer's processing system goal.			
Proposer's business methods foster local recycling market development .			
Proposer demonstrates commitment to support and establish a cooperative working relationship with the North Coast Recycling Market Dev. Zone (RMDZ) administrator position.			
To ensure the availability and quality of discards for local market development, the Proposer agrees to permit transporting of recyclables (by either contractor, 3 rd party trucking or end user) from a business or institution directly to another business or manufacturer, bypassing the Processor.			
Proposer proposes to maximize the quality of the materials processed to maximize their sales value.			
Proposer commits unequivocally to provide any and all collected and /or processed materials to local companies whose business is to add value to these materials. <i>[at cost or on a preferred customer basis?]</i>			
Proposer agrees to add additional materials to its processing and marketing at cost, as directed by HWMA and/or as			

such collection and processing are mandated by law or regulation or become cost-effective.			
COST			
Incentives for increasing quality and quantity of materials processed and reducing out-throws and residuals. [<i>who provides incentives? HWMA? Processor? How would this work?</i>]			
Pricing formulas shall be used that reflect long term market conditions, provide operation stability, and demonstrate ability to meet other criteria below.			
Transportation costs: The closer the processing facility is to the serviced areas, the more points are assigned based on actual distance from the processing facility, e.g., <10 miles = 3; 10-29 miles=2; >300 miles=1)			
Reasonableness and competitiveness of cost proposal: Considerations- (1) Logical relationship between proposed costs and operational assumptions for the cost proposal relative to other proposals submitted. (2) Plan that clearly specifies a specific dollar value base (tipping fee or payment) and percentage of additional revenue sharing proportionate to the projected values of recyclables of different categories and thus projected net income (Goal is to incentivize increased revenue sharing.)			
Revenue Sharing Plan in contract: A reasonable relationship between market conditions and potential revenue-sharing, proposing use of a predetermined formula, with revenue sharing adjusted quarterly.			
Annual Funding for HWMA outreach/public education: (<i>See Funding of Public Education below.</i>) (1) Contractor shall give a to-be-specified amount to HWMA for support of a cooperative HWMA outreach/public education program. (2) Said public education program will be comprehensive, including how to reduce waste and contamination, and reuse materials.			
OPERATIONS			
Reporting: Proposer demonstrates ability and commitment to use required reporting methods: (1) tracking and reporting operational activities such as productivity, staffing levels, training programs, safety records and out-throws and residuals disposed and (2) reporting procedures and accuracy including quantity (tonnage) and quality (grades) by material type.			
Processing System design flexibility factors: The proposer's demonstrated ability to respond to changing market conditions – local, domestic and international.			
Efficiency of the processing sorting equipment design and operations: Proposer demonstrates ability and commitment to maintain low levels of contamination, equal to or better than residuals average attained by previous contractors, with fiber contamination low enough to satisfy domestic buyers.			
Proposer demonstrates how they will handle and maximize value of material from both dual stream and single stream materials.			

<p>Non-management employees' wages: Proposer defines livable wage structure based on comparable work in area or wages equivalent to public sector wages and benefits, specifically those paid by HWMA –whichever is higher.</p>			
<p>Materials Processed: Proposer demonstrates ability to process all current materials and to accept additional future materials as determined by HWMA.</p>			
<p>Residuals: The minimum allowable residual percentages will be defined and adjustable downward over time through cooperative public education .</p>			
<p>Ability to take prompt corrective actions: The proposer's ability to address contamination issues/factors as soon as they are identified, including but not limited to: (1) A public outreach/education program in collaboration with local governments (e.g., public education about proper preparation and placement of materials for recycling pick up; (2) Inspection methods of incoming loads for processing; (3) Processing employee training; (4) Processing equipment; (5) Regular curbside audits performed by collectors, HWMA members, or external evaluator. (6) Communications with collectors.</p>			
<p>Recyclables Loading Plan: Efficiency and effectiveness of loading HWMA's materials for transport to proposer's processing facility. For example, higher score if it is a direct drop-off and materials do not have to be unloaded twice. Includes other operational considerations such as planning details of facilities space usage for material storage, equipment types, and number of personnel, maintenance and administration.</p>			
<p>Proposer's plan to transport HWMA's recyclables: Proposer will include type of vehicles, trailer capacity, driver safety programs, alternative fuel usage and back haul plans.</p>			
<p>Extent to which proposer's proposal maximizes economy of scale.</p>			
PROVISION/FUNDING OF PUBLIC EDUCATION SERVICES			
<p>Extent to which the proposer demonstrates a commitment and capability to work cooperatively on public education that focuses on Reduction, Reuse, Recycling and Composting. Outreach and cooperative public education programs require partnerships, ongoing and consistent how-to messages, demonstrations, reminders, and the who-what-where-AND-why explanations to integrate the correct methods and bigger picture understanding into the daily life habits of Humboldt residents, businesses, agencies, schools and community organizations. It requires more than advertising and public relations.</p>			
ENVIRONMENTAL CONSIDERATIONS			

Scoring should account for where feedstock is sold and how much to geographic markets - local better than regional, regional/U.S. better than overseas.			
Proposer commitment to work with HWMA and the public to identify domestic markets for recyclable materials, propose a plan to HWMA for maximizing recycling within the US, provide annual market reports to HWMA, revise plan as directed.			
Greenhouse Gas (GHG) Emissions impacts are increasingly important in multi-year contracts: Description of current and planned reduction in GHG through the a) use of alternative fuels in trucks and equipment; b) purchase or generation of renewable power in Contractor's buildings; c) marketing of materials to California or West Coast market (greener energy use), and d) the use of carbon offsets to counter atmospheric emissions, or other GHG emission reduction proposals.			
LOCAL PREFERENCES			
Number and percentage of the Proposer's employees who live in HWMA service area – (breakdown of management and sorting-line employees located in HWMA's jurisdictions).			
Location of processing facilities in HWMA service area. Yes or No.			
PERFORMANCE STANDARDS AND GOALS			
Proposer agrees to provide all reporting and Contract Performance information as specified by HWMA and consistent with the HWMA Strategic Plan .			
COMPANY QUALIFICATIONS AND EXPERIENCE			
Company Experience and Past Performance Record: Demonstrated experience of the company in operating transfer stations, transporting waste and other materials, operation of MRFs and related facilities, marketing and sales of recycled materials. Review of company's history with litigation and regulatory action.			
Key Personnel Qualifications: Extent and relevance of the qualifications and experience of key personnel proposed for the team and on-going management of the operations. Demonstrated capabilities of the company's existing management and its responsiveness to the ongoing needs and requests of customers including: reporting, providing new services, tracking and monitoring operational activities, regulatory compliance, safety record, general quality of operations, billing and collection, scale house performance and management, materials marketing to local, domestic and international buyers and administrative services.			
Financial Stability: Financial strength and ability of company to acquire equipment and provide financial assurance of performance based on review of its audited financial statements and its proposed financing plan. Contingencies and ability to respond to changing economic conditions.			

Commodity Marketing Experience: Demonstrated ability to (a) reliably market commodities including but not limited to those produced by HWMA’s past contractors (b) obtain the best revenues from commodity sales, and (c) manage a strategic balance of domestic and export.			
Jurisdiction References: Level of satisfaction of jurisdictional customers with Proposer services.			
CONTRACT EXCEPTIONS			
Number and Materiality of Exceptions to Agreement: The more exceptions taken by proposer, the lower the score.			
Contract Modifications: Expressed agreement to modify contract if and when state or local government laws or regulations require contract adjustments or introduction of newer technology would reduce residuals or improve quality of recyclables, on a cost basis.			
DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS			
The proposer discloses all campaign contribution or gifts to local elected decision makers and local government personnel for the previous five years.			