REQUEST FOR EXPRESSIONS OF INTEREST AND QUALIFICATIONS
CITY-WIDE RECYCLING AND YARD WASTE PROGRAM
FOR THE CITY OF MANCHESTER, NEW HAMPSHIRE

February 20, 2020

Introduction

1. Summary of Request
The City of Manchester, New Hampshire is requesting Expressions of Interest and Qualifications (EIQ) from firms interested in providing curbside collection and marketing of recyclables and yard wastes. The City anticipates engaging the services of a contractor(s) for providing all equipment and manpower necessary to conduct Recycling and Yard Waste Programs for its residents, municipal offices, schools, multi-family dwellings and small businesses currently receiving City refuse collection.

The Contractor(s) will also be required to provide all the equipment and manpower to transport and market recyclables and yard waste collected at the City Drop-Off Facility.

2. Intent
The City’s intent is to provide its residents with the appropriate level of service, at the best price and with the highest quality. The City wishes to achieve a cost-effective contract with a firm that processes recyclables to its highest and best use. The City will only procure services from contractors with proven experience and facilities that are compliant with all applicable federal, state and local regulations.

3. Background
   a. Community Profile
      The City of Manchester, with an approximate population of 110,000, is located in Hillsborough County in southeastern New Hampshire. The City is the industrial hub of the region and also has large commercial and institutional districts. The City encompasses 33.9 square miles with over 400 miles of streets. Based on figures developed by the Assessor’s Office and the Building Department, there are approximately 37,500 household units in the City.
   b. Curbside Recyclables Profile
      The City has had an active recycling program since 1996, and the current vendor estimates that the City’s recycling participation rate is 80% of households. The average mixed recyclables containing commingled containers and commingled fibers collected curbside is between 6100 and 6500 tons/year which equals a ~14.5% diversion rate.
   c. Drop-Off Center Recyclables Profile
      The City has an active Drop-Off Recycling Center open to the public Monday through Friday 7:30AM-3:00PM and the first and third Saturday from 7:30PM-1:00PM. In 2019, eighteen tons of commingled containers and one hundred tons of mixed paper and cardboard were collected in compacted roll-off dumpsters.
d. Yard Waste Profile
By State of New Hampshire and City regulations, there is a mandatory separation of organic yard waste materials from regular garbage or rubbish. Yard waste includes leaves, grass clippings, weeds, hedge trimmings, garden wastes, twigs and brush no larger than three (3) inches in diameter and three (3) feet in length.

Under the City's current contract, yard waste is collected from any and all buildings that receive solid waste collection directly from City employees. In FY2019, yard waste was collected in five hundred and fifteen rear load packer hauls.

**Process**

The Procurement Code (“Code”) of the City requires a two-step process be followed in the purchase of professional services. The first step is this EIQ. Pursuant to the Code, the City is soliciting Expressions of Interest and Qualifications from firms to serve as a Contractor(s) for the Project. A “short list” of qualified Contractors will be selected from the respondents to the EIQ and they will be requested to submit formal proposals in response to the City’s Request for Proposals (“RFP”). The Highway Department will administer the selection process.

The RFP will contain specific details about selection criteria, pre-proposal conference, proposal format, presentation and requirements, general conditions of the contract, contract form, bonding requirements, warranty requirements, scope of and performance specifications. The City intends to incorporate the contents of the EIQ into the final agreement.

**Preliminary Schedule**

A preliminary schedule for the contract award process is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 20, 2020</td>
<td>EIQ Issued</td>
</tr>
<tr>
<td>March 15, 2020</td>
<td>EIQ Submissions Due</td>
</tr>
<tr>
<td>March 16 – 20, 2020</td>
<td>Evaluation and Selection Period</td>
</tr>
<tr>
<td>March 24, 2020</td>
<td>RFP Issued</td>
</tr>
<tr>
<td>April 2, 2020</td>
<td>Pre-submission Conference</td>
</tr>
<tr>
<td>April 24, 2020</td>
<td>Proposals Due</td>
</tr>
<tr>
<td>April 27 to May 15, 2020</td>
<td>Presentation and Selection Period</td>
</tr>
</tbody>
</table>

This schedule may be modified by the City.

**Evaluation Criteria**

The purpose of requesting an EIQ is not only to determine the extent to which contractors may be interested in serving the City, but also to select contractors who are deemed most qualified, both technically and financially, and who have demonstrated experience successfully executing projects of similar size and scope. The City will make a determination of the extent to which the Contractors are financially qualified and capable to meet the necessary commitments to provide services to the City. Based upon its evaluation and
assessment, the City will issue the RFP to only those interested Contractors that it has
determined, in its sole discretion and judgement, are qualified. The City intends to invite no
more than five (5) qualified Contractors to prepare and present proposals.

In making its evaluation and assessment regarding an interested Contractor’s qualifications,
the City is requiring each Contractor(s) to meet the following criteria:

1. A demonstrated ability to execute a project of similar size and scope.
2. A demonstrated understanding of the Project objectives and services to be performed.
3. A demonstrated ability to procure adequate performance bonding to protect the City.
4. A demonstrated ability to procure necessary insurance coverage to protect the City. The
   successful Contractor(s) shall agree to indemnify and hold harmless the City from and
   against any and all claims whatsoever arising out of, or occurring, during the performance
   of this contract or occurring and occasioned directly or indirectly by its error or omission,
   negligence or fault. Respondent shall provide evidence of its ability to provide insurance
   in the amounts stated in Attachment ‘A’.
5. A demonstrated commitment to provide adequate recourse to the City in the event of
   breach of commitments, through performance bonding, insurance and performance
   guarantees of parent companies.

**EIQ Contents**

The City requests that all interested Contractors structure their EIQs to facilitate review and
consideration by the City. In this regard, the City requests that the EIQs be structured into the
following four (4) parts:

A. **Executive Summary**

B. **Technical Qualifications and Experience**

C. **Financial Qualifications and Condition**

D. **Information Desired for Response to the City’s RFP Development**

**A. Executive Summary**

In the Executive Summary, the Contractor(s) should provide a brief introduction to itself. The
name, address, telephone, e-mail address and fax number of the contact person representing
the Contractor(s) should be clearly stated. Most importantly, the Contractor(s) should highlight
those points, distinctive qualifications, and capabilities, which it believes are most valuable to
the City. Finally, the Contractor(s) should identify, in general terms, how it might approach the
Contract.

**B. Technical Qualifications and Experience**

The City requests that interested Contractors describe their technical qualifications and
experience in providing similar services. In particular, the City requests each Contractor(s) to
address the following:
1. The legal name and location of the principal offices of the Contractor. Please describe the legal and organizational structure of Contractor. Identify all persons who will act on behalf of the Contractor(s) and who has the authority to legally bind the Contractor.

1. Provide an organizational chart identifying all Contractor(s) members, their roles and responsibilities.

2. Provide resumes of key Contractor(s) personnel.

3. Provide a location of recycling/yard waste facilities to be utilized for the execution of this contract.

4. Provide a listing of current resource commitments and workload within NH.

5. Describe in detail any determination, in the past five (5) years, by an arbitration panel, federal, state or local regulatory body or court of law that any Contractor(s) member has been found in breach or default under any agreement or contract. Identify by name, location, caption, docket number, or other form of identification, the proceedings in which such determinations were made.

6. Describe in detail any incidents, in the past five (5) years, in which it has been asserted the any Contractor(s) member, or any of its affiliates, have defaulted or failed to comply with contractual obligations involving more than $250,000 at issue. Identify the names and location of the parties asserting such default or noncompliance.

7. Describe in detail any incidents, in the past five (5) years, in which it has been asserted that any Contractor(s) member, or any of its affiliates, have been removed from an ongoing engagement. Identify the names and location of the parties executing the discharge.

8. Describe any and all indictments and criminal investigations, completed or pending, within the past ten (10) years, in any venue involving any Contractor(s) member. Identify by name, location, caption, docket number, or other form of identification, of all such criminal proceedings.

9. Describe any present or anticipated facts known to the interested Contractor(s) that might reasonably be expected to adversely affect its ability to perform the services identified in the EIQ.

10. Provide a minimum of three (3) client references. Identify name, location, relationship and a telephone number.

C. Financial Qualifications and Condition

Interested Contractors must demonstrate their financial ability to meet all potential obligations in connection with executing and successfully completing the Project. In this regard, the City requests that each Contractor(s) provide the following:

1. Confirmation that the Contractor(s) is capable of securing, and willing to secure, performance bonds. An initial 5-year Performance Bond will be required. The Performance Bond must remain in effect for the total life of this Agreement and must be adjusted on the Agreement Anniversary Date.

2. Confirmation of assets to be used to support guarantees and legal recourse of the City in the event of a breach of obligation.

D. Information Desired for Response to the City’s RFP Development

In the final section of the EIQ, the City would like to receive feedback from interested Contractors regarding the structure of the RFP. The City believes that the input from
interested Contractors regarding the structure of the procurement may prove useful in RFP development. As part of the EIQ, the City requests that interested Contractors address the following:

1. What information would the interested Contractor(s) need as part of the RFP to prepare the highest quality proposal; and
2. Any other matters the interested Contractor(s) deem important with respect to the development of the City’s RFP.
3. The City is planning to request, in the proposal phase, a level of service equivalent to current levels. (Weekly recycling collection, six-week Spring and Fall yard waste collection (weekly), 22-week summer yard waste collection (every other week) and a two week Christmas tree collection (weekly). The City anticipates requesting alternative proposals to these services, including bi-weekly recycling collection. In addition, the City is open to any other alternative proposals that the Contractor(s) would like the City to consider. These unsolicited alternatives may be included with RFP responses.
4. The City estimates that the contract duration will include, as a minimum, an initial five (5) year period, followed by five (5) one-year options. The City reserves the right to negotiate (including extension of) these terms with the selected contractor.

**EIQ Submission**

Interested Contractors who have questions regarding the EIQ should submit their inquiries via e-mail to the City at least ten (10) days prior to the deadline for submission. The City will consolidate and consider all questions submitted by interested Contractors and prepare written responses. All questions and responses will be released to all interested Contractors. Interested Contractors are cautioned not to include any confidential or proprietary information in their inquiries. All questions should be addressed to Dawn Quirk, Solid Waste and Environmental Programs Coordinator, at the address listed below. Absolutely no inquiries or other contacts should be made to other appointed or elected officials of the City relating to this EIQ.

The City has requested that the EIQ be presented in the general format outlined in the prior section. The City does not intend to require any specific type of formatting. The City intends to provide flexibility for interested Contractors to present its EIQ in the manner it deems in its best interest. The City would, however, urge that interested Contractors keep in mind the objective of facilitating the City’s review and consideration of the Contractors experience and qualifications. The City assumes no responsibility for expenses incurred by interested Contractors in connection with the preparation and submittal of the EIQ.

Interested Contractors shall submit eight (8) copies of their EIQ to the City by 12:00 noon on Tuesday, March 15, at the address listed below:

Ms. Dawn Quirk  
Department of Public Works
No extensions or exceptions to the submission deadline will be permitted. The City’s Review Committee may schedule interviews with selected contractors after a preliminary review of the qualifications.

It is the sole responsibility of the Contractor(s) to ensure that the EIQ is delivered at the designated location by the deadline for submission, either by hand or delivery service or via email. The City reserves the right to return or refuse, any EIQ received after the submittal deadline. Any EIQ submitted prior to the deadline may be withdrawn if the request to withdraw is made prior to the submittal deadline.

The City reserves the right to request additional information or take any other action to determine the qualifications of a Contractor.

Individuals requiring special accommodations in order to respond to this solicitation should contact Ms. Dawn Quirk.

The City reserves the right to waive any irregularity in the response to this request for EIQs.