

Date: March 13, 2000

Subject: REQUEST FOR PROPOSALS TO PROVIDE SERVICES TO PROCESS, LOAD,
TRANSPORT, AND MARKET WHITE GOODS AND SCRAP METALS

Dear Sir/Madam:

Land-of-Sky Regional Council is soliciting proposals from qualified vendors interested in providing services to process, load, haul, and market white goods and scrap metal materials collected in Buncombe, Henderson, Madison, and Transylvania Counties (Region B), North Carolina.

A Request for Proposal (RFP) is attached for guidance in preparing a submittal. A pre-bid meeting will be offered to interested Vendors. Those interested in a pre-bid meeting should contact Ron Townley at (828) 251-6622.

Land-of-Sky Regional Council's Environmental Planning staff will direct the project. Mr. Ron Townley, Integrated Solid Waste Planner, will be the contact person for general inquiries. County specific inquiries can be directed to the appropriate County official listed in the table on page 2 of the RFP.

SEALED proposals will be accepted at the following address only. Submit (3) copies of the entire package.

**Land-of-Sky Regional Council
25 Heritage Drive
Asheville, NC 28806
Attention: Ron Townley, Integrated Solid Waste Planner**

All proposals must be sealed and received no later than 5:00 p.m. on April 13, 2000. Sealed proposals not received by this time will be returned to the sender unopened. Land-of-Sky Regional Council staff, the four County Managers and/or their designees will open and review all acceptable proposals on April 14, 2000.

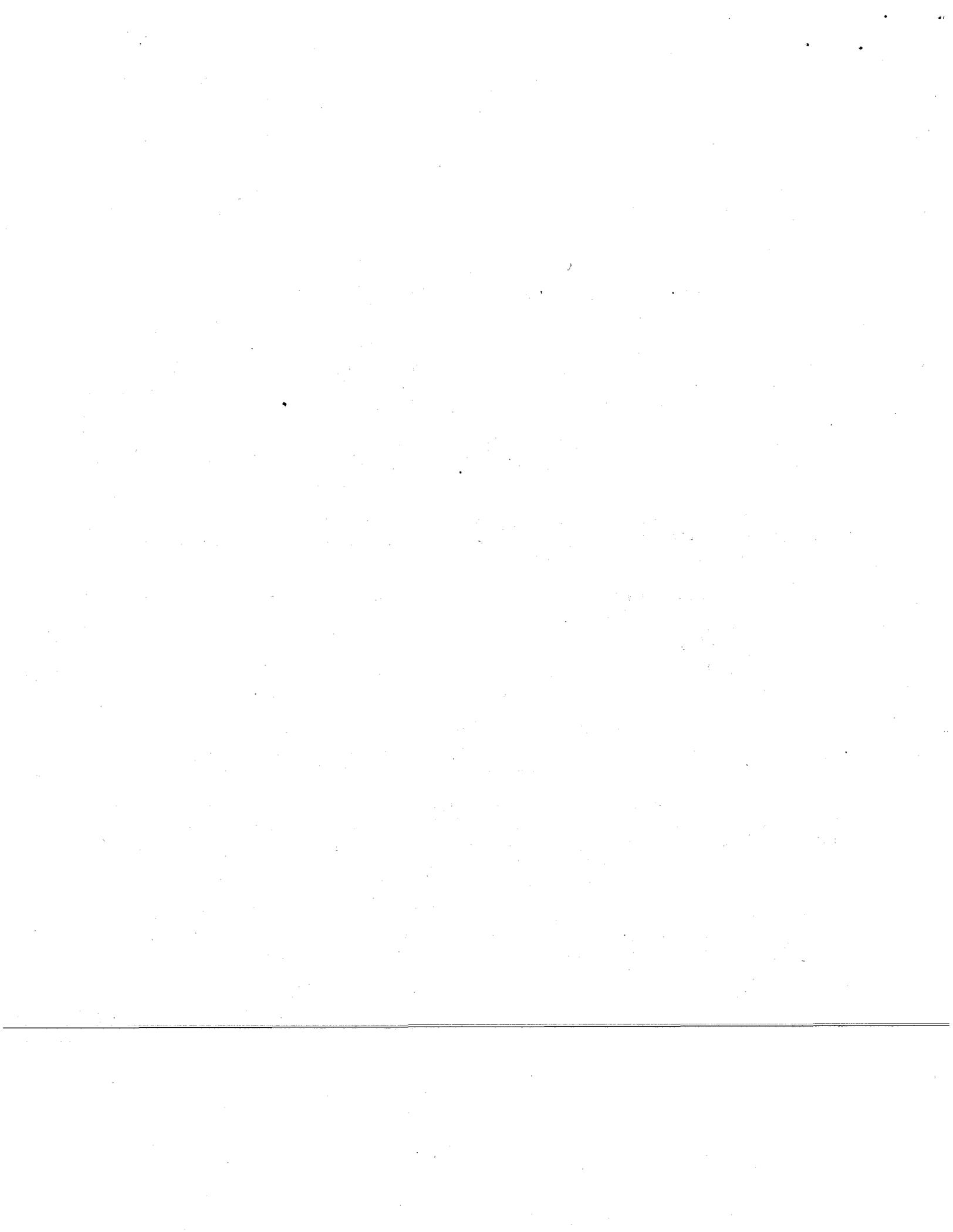
The review team will recommend the best-qualified firm to the Land-of-Sky Council governing board. If the Board agrees with the selection and terms of the proposal and member governments indicate a desire to proceed, the Land-of-Sky Council will then work to negotiate exact terms of a contract with the best qualified firm. It is fully expected that these terms will accurately reflect the proposal.

Due to the complexity of developing a cooperative inter-governmental joint contract through the COUNCIL with one VENDOR, a contract award date has not been defined in this request for proposals. It is anticipated, however, that the Council, the chosen Vendor, and the interested Counties and Municipalities will work expeditiously to finalize and award a negotiated contract.

If you have any questions or need clarification of any points in the RFP, please call (828) 251-6622.

Sincerely,

Ron Townley
Integrated Solid Waste Planner



REQUEST FOR PROPOSALS
TO PROVIDE SERVICES
TO ACCEPT, PROCESS, LOAD, HAUL, AND MARKET RECYCLABLE MATERIALS IN
Buncombe, Henderson, Madison, and Transylvania Counties, North Carolina

PURPOSE

Land-of-Sky Regional Council (hereinafter: COUNCIL), a regional planning and economic development commission representing 19 local governments in Buncombe, Henderson, Madison, and Transylvania Counties (Region B), is requesting responses from vendors (hereinafter VENDOR) who are qualified to provide services to accept, process, load, transport, and market white goods and other scrap metals collected in each of the four counties: Buncombe, Henderson, Madison, and Transylvania.

For the purposes of this proposal, white goods shall be defined as those items that include inoperative and discarded refrigerators, ranges, water heaters, freezers, and other similar domestic and commercial large and small appliances. The term also includes other discarded domestic and commercial scrap metal that is typically found in the region's white goods collection programs.

The Region B member governments, through the COUNCIL, will explore the feasibility of entering into a joint multi-year agreement with a qualified VENDOR to provide necessary processing, loading, transportation and marketing (recycling) needs of white goods for Region B. It is anticipated that such an agreement would be structured for a minimum duration of three (3) years and a maximum of five (5) years and may contain terms for extensions, subject to requirements of the COUNCIL and the selected VENDOR.

BACKGROUND

White goods programs are relatively similar in all of the Region B Counties. All counties and the City of Asheville currently provide white goods collection and/or storage service for all citizens and businesses within their boarders including those within local municipal boundaries. All the County collection systems consolidate white goods in one location in each county. The City of Asheville currently collects white goods at the residents' curb and delivers the materials to their vendor. These locations, along with their corresponding processed white goods rates for fiscal year 1998-99 (July 1, 1998- June 30, 1999) are listed in the table below:

Buncombe County Landfill Property 85 Panther Branch Road Alexander, NC 28701 Contact: Bob Hunter (828) 250-5460	1,705.63 tons
Henderson County Landfill Property 802 Stoney Mountain Road Hendersonville, NC 28739 Contact: Gary Tweed (828) 698-5115	1,670.00 tons
Madison County Landfill Property 271 Craig Rudisill Road Marshall, NC 28753 Contact: Jim Brown (828) 649-2311	339.78 tons
Transylvania County Landfill Property 500 Howell Road Brevard, NC 28712 Contact: Will Sagar (828) 884-5011	320.88 tons
City of Asheville Materials Delivered Contact: Richard Grant (828) 259-5863	72.35 tons
Total processed White Goods in Region B Fiscal Year 1998-99	4,108.64 tons

Quantities of white good materials are documented and in some cases additional inventories may have existed and therefore should be construed as estimates only, and shall not be construed as warranties or guarantees of the amount of white goods that will actually be available by the participating municipalities and counties within the Region. These figures should be used as a representation of the estimated service throughput if all counties and their municipalities choose to participate fully in the regional white goods program. Vendors are strongly encouraged to construct proposals for various rates of participation to allow for counties that may choose not to participate in a regional joint contract.

OBJECTIVES

The primary objective of the member governments of the COUNCIL is to achieve economies of scale realized through a joint contract with one VENDOR.

Secondary objectives include, but are not limited to,

- reducing the amount of waste being placed in area landfills
- to ensure the proper removal and disposal of CFCs and motors from white goods as required by law
- maximizing public participation in white goods recycling programs
- increasing public convenience for white goods recycling
- simplifying county and municipal white goods processes
- minimizing the environmental impacts of solid waste on the environment

REGION B MEMBER RESPONSIBILITY

Responsibilities of participating Region B counties and municipalities will include:

- *Counties and City of Asheville are responsible for aggregation of their materials to a central location per the above table,
- *Quality control and purity levels of materials stored for VENDOR as defined by VENDOR in submitted proposal,
- *Education, promotion and publicity for the white goods program

SCHEDULE

VENDORS should consider the following schedule for the beginning of implementation. As previously stated, a contract date has not been defined in this RFP. The dates for the release of the RFP and the date proposals are due are the only firm deadlines listed below. Other dates should be considered goals of the COUNCIL.

Schedule:

April 11, 2000 ...	Pre-bid meeting with interested VENDORS
April 13, 2000...	Proposals due from VENDORS
April 14, 2000 to July 1, 2000 (latest)	Open proposals, begin selection of top proposal, VENDOR contract negotiation/signing, development/signing of intergovernmental agreements (Anticipated)
July 15, 2000...	Start of chosen service contract (Anticipated)

Proposals must be honored and valid through July 15, 2000 for consideration.

PROPOSAL REQUIREMENTS

Each VENDOR's proposal submission must comply with the following to be considered:

A. The response shall be submitted stating on the exterior of the package:

*Land-of-Sky Regional Council Recycling Request for Proposals RESPONSE, DO NOT OPEN BEFORE April 14, 2000.

*Submitted by:

Firm name
Address
Contact person
Telephone number

B. Three (3) FULL copies should be included in the package and be submitted to:

Land-of-Sky Regional Council
25 Heritage Drive
Asheville, NC 28806
Attn: Ron Townley, Integrated Solid Waste Planner

C. All proposals must be received at the above address no later than 5:00 p.m., April 13, 2000. Any VENDOR who submits a package after this deadline will not be considered, and the proposal will be returned unopened.

D. VENDOR shall agree to indemnify and hold harmless the Land-of-Sky Regional Council, and participating counties and municipalities, from any claims or liabilities arising out of the activities of VENDOR, and fulfilling the provisions of any contract entered into, without limitation, indemnification against taxation by any jurisdiction or agency and against any claims involving the receipt, processing, transportation, and marketing of designated white goods as described herein.

E. VENDOR shall be responsible for acquiring and maintaining satisfactory insurance and licenses to comply with all applicable federal, state, and local laws. VENDOR shall provide proof of the required insurance and

licenses at the time of entering into agreement with the COUNCIL. Types of insurance and licenses include but are not limited to:

- *Comprehensive general liability
- *Automobile liability
- *Fire and casualty
- *Workers compensation (if applicable)
- *CFC handling and disposal

QUALIFICATIONS

A. A statement that clearly specifies the location and type of the VENDOR's business facilities and equipment and whether this facility and equipment is existing or is to be constructed or acquired and whether such facilities and equipment will be leased or purchased.

B. Information and explanation as to how the VENDOR will collect, process, transport, and market the white good materials.

C. Explanation of how and where the VENDOR will provide and use scales to verify the quantity of materials received and marketed. Note that certified scales are available on or near every white goods storage location in each county and that the counties prefer the use of these existing scales for weight verification.

D. Explanation of how the VENDOR will provide accounting to the COUNCIL and/ or their assigns for:

- *Quantity and type of material received
- *Prices paid or charged for materials
- *Material disposed of as residual trash

E. Product specifications for each commodity: VENDOR shall indicate market characteristics and/or specifications of each material within any designated categories, to the greatest extent possible. (For example, white goods containing CFCs, wire limitations, fuel tank limitations, contamination allowances, etc.)

F. VENDOR experience including references.

G. Financial resources of the company, including:

- *Current balance sheet (equity/debt, assets, liabilities)
- *Most recent annual profit and loss statement
- *Statement of ownership

H. Timeline for receipt of materials, or specific dates that VENDOR will have the ability to receive any or all materials.

FINANCIAL PROPOSAL

The VENDOR must make a detailed financial proposal to the Land-of-Sky Regional Council, including proposed per-ton amount paid or charged to the participating counties and municipalities for the acceptance, processing, transportation, and marketing of the white goods. If applicable, this should be presented by material type and any relationship the material has to the overall mix of materials. The VENDOR must prepare a financial proposal for three (3) years with an option of (5) years in duration.

Detailed financial arrangements should be included in the VENDOR's response that states all necessary information for evaluation. At a minimum, this should include:

- *Prices paid to the program participants

VENDOR, not COUNCIL, shall be fully responsible for all aspects of processing and marketing recyclables, including but not limited to, expenses for personnel management; capital facility and equipment; operational expenses; utilities and fuel; repair and maintenance; trash residue; insurance and security; administration; and any other cost associated with receiving (or collecting), processing and marketing recyclables, UNLESS OTHERWISE SPECIFICALLY DETAILED in the proposal.

EVALUATION

A proposal review team, which will include COUNCIL staff, county and municipal solid waste and waste reduction employees in the region, and other counsel, will review VENDOR submissions. The qualified VENDORS will be ranked according to an evaluation of their proposal contents. Proposals will be evaluated as a professional service contract and, if awarded, will not be awarded on the basis of cost alone.

A VENDOR must demonstrate that all criteria set forth herein are met. Proposals received will be evaluated on Qualifications, Financial Proposal, and responsiveness to COUNCIL objectives, including but not limited to:

- *Responsiveness to RFP, including approach to pricing based upon variable throughput/county participation
- *Overall service agreement proposal
- *Financial proposal
- *Technical feasibility of proposal
- *Technical qualifications and reliability of VENDOR
- *White goods experience of VENDOR
- *Financial resources and capability of VENDOR
- *Capacity to implement proposal and begin removing material at the sites within the anticipated schedule
- *Location of VENDOR's facility
- *Performance guarantees

It should be emphasized that COUNCIL, as a public agency, is mandated to act in the best interest of the public at all times and to discharge its duties in a manner that is both responsive and equitable to the residents of the region and their representative governing bodies. Therefore COUNCIL reserves the right to:

- *Re-issue this RFP should facts and/or circumstances arise which would warrant such action
- *Supplement, amend or otherwise modify this RFP
- *Negotiate with VENDOR for amendments or other modifications to VENDOR's proposal
- *Reject any or all proposals
- *Accept more than one proposal

Failure or inability of VENDOR to recover, reuse, or recycle listed materials for acceptance, processing, transportation, and marketing (except for contamination) will invalidate VENDOR's response, and will be cause to terminate any subsequent agreement between the VENDOR and COUNCIL and/or its assigns which may result from this RFP.

