

ABC University
Resource Management Request for Proposal
Month Date, Year

Section 1: Background:

Current Recycling/Waste Operations at ABC University:

1. **SINGLE-STREAM RECYCLING:** Currently, ABC University maintains approximately 100, 96-gallon totes distributed throughout campus buildings and outdoor spaces. ABC's Facilities Management Department empties totes in a side-load recycling truck and brings the single-stream recycling to a compactor located on XXX. The compactor is picked up and driven to a MRF once per week, on average.

The recycling route is run six days per week for approximately seven hours each day. Presently the university is generating so much single-stream recycling that even with this schedule, each tote is only emptied two-to-three times per week. Due to the fact that the university cannot presently keep up with the tonnage of single-stream recycling generated, totes are frequently overflowing which deters students, faculty and staff from recycling and looks unappealing. Facilities Management also has to cope with snow storms preventing access to totes stored outdoors and frequent truck failure.

ABC no longer wishes to manage the single-stream recycling collection program in house and seeks a viable partner to oversee the continued growth and management of this program.

2. **CARDBOARD RECYCLING:** ABC maintains two corrugated cardboard compactors located at the XXX and YYY buildings. The compactors are used by ZZZ (ABC's food service provider). These compactors are picked up as needed.
3. **MUNICIPAL SOLID WASTE:** Municipal solid waste (MSW) is collected in 17, 10 and 12-yard rear-load containers; three, 25-35 compactors; and one 2-yard container.

*Please see Appendix B for container details including sizing and pick-up frequencies.

4. **COMPOST:** ABC started a compost program in November, 2012 to comply with the Commercial Food Waste Disposal Ban.

The two MSW compactors from the XXX and the YYY are primarily used by ZZZ (ABC's dining services provider) although custodians do empty building trash into these compactors as well.

The compactors are taken to **WeCare Environmental LLC in Marlborough, Massachusetts** where organic waste is separated from trash and processed into compost. According to *WeCare Environmental* approximately 80% of each MSW load deposited at the facility is composted. These numbers are not specifically linked to ABC's tonnage; rather they are

general observations from across all institutions and municipalities who send MSW to the facility.

Section 3: Program Requirements:

ABC University aspires to be the most environmentally sustainable business school in the country. The university is fully committed to its waste reduction programs. Over the past three years a growing, campus-wide, single-stream recycling program and a recently-introduced compost program have enabled the university to achieve a XX% diversion rate as compared to XX% in 2011. However, ABC believes there is opportunity to improve its resource efficiency by reducing waste generation, reusing materials, and increasing both the recycling and composting of materials that cannot be reused.

ABC is seeking a resource management partner who will work with the university to continuously reduce waste generation with the near-term goal of achieving a 50% waste diversion rate by 2017, and a long-term goal of achieving *Zero Waste* (a 90% diversion rate) by 2025.

As such, Bidder will provide a preliminary 3-year plan that outlines the approach and methods for taking over ABC's single-stream recycling collection program and achieving increased waste diversion at the university.

1. **OPERATIONS PLAN:** Bidder will provide a preliminary 3-year plan that outlines the approach and methods for taking over ABC's single-stream recycling collection program and achieving increased waste diversion at the university with a near-term goal of achieving a 50% waste diversion rate by 2017, and a long-term goal of achieving *Zero Waste* (a 90% diversion rate) by 2025. The successful Bidder will refine their plan as they become more familiar with ABC's campus and operations.

The operations plan in the proposal should provide the following:

1. Methodology;
2. Labor requirements;
3. Equipment; and
4. Concrete opportunities for improvement in managing ABC University's waste streams.

The plan should also include:

- An approach for program transition;
- A tentative schedule for implementing ideas proposed to meet ABC's resource management goals; and
- Information regarding prior experience rolling out these types of programs with other clients comparable to ABC University.

The operations plan should specifically describe how you propose to handle the management of MSW, recycling and compost. The subsequent paragraphs outline the specific requirements of the operations plan.

2. **WASTE COMPOSITION:** Describe the approach you will use to measure or estimate the composition of ABC University waste streams.
Identify your data information management tools that will be used to track ABC University waste streams.
3. **REDUCE WASTE GENERATION:** Describe the approach you will use to identify all opportunities to *reduce* the volume of waste generated with consent from and collaboration with the following ABC entities: Facilities Management and the Office of Sustainability.
4. **REUSE/RETURN/DONATE:** Describe the approach you will use to identify opportunities to eliminate waste being disposed of by *reusing or returning* shipping containers or pallets.
5. **RECYCLING:** Describe the approach you will use to take over ABC's single-stream recycling collection program. The successful Bidder will propose a program which improves collection of single-stream recycling without overflow and encourages increased waste diversion via recycling on campus. The plans should include information on expanding and improving the program while adding additional materials for recovery where practical.
 - a. Describe the process for identifying opportunities to increase waste diversion through improvements to existing recycling programs and via new recycling or composting programs.
 - b. Describe the plan to educate and train ABC University employees, ABC Dining Services staff, and contract custodial staff as needed on proper recycling procedures, segregation of recyclables/waste, and effects of recyclable contamination.
 - c. Identify the best markets for recycled materials and arrange for collection, processing and transportation of these resources.
6. **COMPOST:** Describe the approach you will use to create a successful pre and post-consumer compost program on campus in which both diners and kitchen staff are trained to separate organics from MSW and recycling.
 - a. Describe the process for compost segregation, storage and collection including a plan to deter animals from compost containers and container pick up frequency.
 - b. Describe the plan to educate and train ABC University students, employees, and Dining Services staff as needed on proper composting procedures, segregation of organic from recyclables and waste, and the 2014 Commercial Food Waste Disposal Ban.
 - c. Identify farms or compost facilities where organics will be taken.
7. **MUNICIPAL SOLID WASTE DISPOSAL REQUIREMENTS:** Provide a plan for the organization and arrangement of pick-up schedules, transportation, and disposal of all non-recyclables/compostables from ABC University's facilities. All non-recyclable/reusable/compostable waste must be taken to a waste-to-energy facility, either a

waste-to-energy incinerator or landfill with methane capture. ABC requires that all rear-load containers be neatly placed in constructed slots/enclosures to minimize the visibility of containers and keep access roads clear.

- a. Provide a schedule and cost based on ABC's current pick up schedule.
- b. Describe the plan for eliminating one or more days of MSW pick-ups (as compared to the current schedule) and the associated cost savings.
- c. Please provide separate cost for Saturday/Sunday "as needed pick-ups."

Describe the process for establishing, reviewing, modifying, and maintaining all necessary waste management practices in accordance with all applicable regulations and ABC University requirements including its policies governing the recycling, storage, transportation, and disposal of trash.

8. **MOVE-IN AND MOVE-OUT RECYCLING AND WASTE:** The successful Bidder will provide additional vehicles and staff support for recycling and MSW collection during specific periods of the year. These periods, which are commonly referred to as "Move-In" and "Move-Out" occur in early May (~10 days) and late August (~3 days).

During such periods please describe how service will be modified to meet increased recycling and MSW needs as students move in and out of residential buildings on campus.

9. **MEASUREMENT AND REPORTING:** Provide a plan to measure ABC University's waste destined for off-site facilities, maintain accurate records of weights and volumes from each specific pick-up location using an onboard tracking system.

Describe how Bidder will report specific weights of materials from each building electronically in a format that may be accessed by ABC University online at any time. Access must include multiple views and rollups of data, but minimally will offer daily, monthly, and year-to-date viewing options by building and subsets of buildings to be determined by ABC University. All data must also be easily accessible for downloading by ABC University into Microsoft Excel format.

Provide examples of reporting capabilities.

Provide monthly cost breakout for transportation and disposal fees (and any container rental fees if applicable) for each location (including roll off dumpsters used at move in/move out and for special projects) with each bill. The successful Bidder will be required to maintain third-party receipts, for the duration of the contract, showing weights of materials sold, resulting costs and revenues. ABC University maintains the right to review all such documentation.

10. **PROCESS FOR CONTINUOUS IMPROVEMENT:** Describe your process to provide continuous improvement over the term of the contract (audits, outreach and communications, etc.).

11. **EQUIPMENT:** Describe the equipment that will be used for the storage of compost/recycling/MSW. The successful Bidder will provide rodent-proof bodies and lids

for all containers (including totes, dumpsters, roll-offs, and compactors). Upon request, and at ABC University's discretion, the Bidder will repair or replace containers and equipment that ABC University determines to be inappropriate for use at the premises. Containers must be re-painted annually.

Provide an overview of the Bidder's fleet of service trucks.

12. **PREVENTIVE MAINTENANCE PROGRAMS:** Provide routines and plans for conducting quarterly preventive maintenance (PM) service on all mechanical equipment and vehicles that are supplied, installed and routinely used by the Bidder at the premises. PM routines will include a physical inspection of all relevant equipment located at the premises including, but not limited to engine components, compactors, power units and associated hoses, wires and cables. PM services will include a review of the following items to confirm operational effectiveness of the equipment and compliance with all applicable regulatory standards and best practices:

- Motorized vehicles and equipment (including required State inspections)
- Electrical systems
- Hydraulic systems
- Structural integrity of vessels
- Mechanical systems
- Safety systems and features
- Lettering and signage and professional appearance
- Emissions
- Vermin exclusion
- Additional maintenance concerns as required

13. **PREVENTIVE MAINTENANCE REPORTS:** The successful Bidder will provide ABC University with quarterly reports demonstrating compliance with their established PM program. Describe the reporting process. All reports will include the following:

- Date/Time that PM services were performed in each area where equipment is located;
- Identified deficiencies and strategy for correction;
- Confirmation that all equipment is in satisfactory operating condition and in full compliance with all relevant regulatory standards and established best practices.

14. **CARBON FOOTPRINT IMPACT REPORTING:** The successful Bidder will collect and report data that is sufficiently detailed and itemized to allow ABC University to review the carbon footprint impact associated with collecting, transporting and disposing/recycling/composting of discarded materials.

- Carbon footprint impact data should identify activities associated with transportation of discarded materials to final disposal/recycling/composting facilities which includes movement of material through and beyond transfer stations.
- Data for materials landfilled should include greenhouse gas generation during degradation process of at least twenty years, minus methane capturing percentage of

landfill gas collection infrastructures. If more than one landfill is used, then methane recovery efficiencies for each facility will be reflected in the report.

- Likewise, data for materials incinerated should identify greenhouse gas generation during incineration and delivery of ashes to landfill. Data should also reflect greenhouse gas generation of different material transportation systems (truck, rail, barge etc.).

15. HOLIDAYS AND BILLING:

HOLIDAYS: Vendor will provide the specified service every day except for the following holidays; Independence Day, Thanksgiving Day, Christmas Day, and New Year's Day. ABC University reserves the right to designate other days when the Bidder's services are not needed.

BILLING: The successful Bidder will provide monthly billing statements to ABC University with all hauling costs separate from secondary material processing, recycling revenues/fees, or waste disposal tip fees. Propose line items you envision that meet the above requirements for cost transparency.

Present your procedures for billing and allocation of costs (from pick-up to bill).

16. REPORTING AND PERFORMANCE REVIEW: The successful Bidder will provide a comprehensive quarterly report that includes all activities related to recycling and waste minimization efforts including costs, metrics, service levels, etc., and that provides visibility into waste minimization/recycling progress, performance, and costs/savings. With this in mind:

- Identify and provide a sample of what should be included in quarterly progress reports to ABC University.
- Identify your approach and provide a sample report format for validating cost savings and increased diversion.
- Identify your proposed performance metrics and provide sample report format to be distributed to ABC University.

The specific reporting elements will be finalized during the implementation phase and adjusted as necessary throughout the contract.

The resource management team at ABC University and the Bidder will meet on a regular basis (at least quarterly) to discuss progress, status, and performance of services.

- Discuss the proposed format of these periodic review meetings, including members of the Bidder team in attendance along with a sample agenda.

17. ALTERNATIVE SOLUTIONS: Bidders are welcome to provide additional recommendations or suggestions outside of the base scope of work that may further enhance the management of waste/recycling collection at ABC University.