

ADDENDUM No. 1

RFP No. 998

Compost Collection Services

Updated Due Date and Time: February 17, 2017 at 2:00 P.M. (Local Time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Compost Collection Services RFP No. 998 on which proposals were originally to be received on/or before February 3, 2017 by 2:00 P.M. (local time) and now extended to be received on/or before February 17, 2017 at 2:00 P.M. (local time).

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes 7 pages.**

Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered nonconforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. The Bidder is to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

<u>Section/Page(s)</u>	<u>Change</u>
All mentions	As provided in RFP Document:
	Proposal Due Date: February 3, 2017 by 2:00 p.m. (local time)
	Interviews (if needed): Week of February 12, 2017
	Selection: Week of February 19, 2017
	As updated herein:
	Proposal Due Date: February 17, 2017 at 2:00 p.m. (local time)
Interviews (if needed): Week of February 26, 2017	
Selection: Week of March 5, 2017	

Comment: The Due Date and Time for responses to this RFP has been extended two weeks to February 17, 2017 at 2:00 p.m. (local time). Other tentative dates provided in the RFP Document have been shifted accordingly.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: The timeline identified in the RFP is aggressive. It presumably includes the completion of all contract documents, new employee hiring, background checks, drug testing, staff training, routing development, truck procurement and preparation, development and implementation of comprehensive customer service systems, vehicle maintenance systems, public education and invoicing systems, all to be fully operational by April 1. Given these realities, would the city entertain such services to begin on July 1, instead of one month (or less) after award.

Response 1: Per page 7 of the RFP, the schedule listed in the proposal is for information purposes only and is subject to change at the City's discretion. The City recognizes that the proposed schedule is aggressive and may need to be adjusted. However, the RFP is to receive proposals from vendors to provide a service for collection. It does not assume that responders will not be equipped to provide that service. For example, the City did not ask for a comprehensive customer service system or equipment maintenance system to be developed. The city will evaluate timing as responses are received and adjust as necessary. The City is open to a start date 60-90 days following award. Routes are already established and expected to be followed by any contractor.

Question 2: A three-year contract (even with possible three year renewal) does not provide adequate time over which to effectively spread up-front capital costs required for this service. Why did the city choose such a short-term contract for this capital intensive service? This short contract period will likely result in higher service prices. Would the city entertain a six year (or longer) initial contract period to help vendors spread their capital costs over a more reasonable period of time?

Response 2: The contract period is set for 3 years with options for renewal. This is a standard contract length as it enables the City to periodically evaluate price and service, so that the City can provide the best level of service possible to its customers.

Question 3: There seem to be so many opportunities for how this collection service is designed based on the current organics study being undertaken by the city. Why not wait until those recommendations have been vetted and established before committing to status quo services under this agreement? In addition to the year-round option, the city (and collection contractor) could be greatly impacted (positively) by moving all households to curbcarts and moving away from ANY manual collection (at least during the April-September period), integration of residential and commercial organics collection services, the ability to hire permanent staff instead of high turn-over, less well-trained seasonal staff, greater education and support for compost collection alternatives, including backyard composting, grass-cycling, food waste

reduction strategies, etc. The success of compost collection is intimately tied to the design of the larger organics waste management system. Why isolate status quo collection without the benefit of a more holistic approach to *system* design?

Response 3: There is a need for changes to collection and operation now. The RFP specifically states that the City may open the contract during the contract period to expand collection. The organics plan is not finalized, and any recommendations that result from the plan will be planned and programmed as Council approves and as funding is available. The City has no plans to eliminate bagged collection, now or as part of any future programming changes. If that were to occur, operations will be altered as needed. The remainder of question 3 is immaterial to the RFP.

Question 4: Relatedly, while the RFP does give the proposer the ability to suggest other collection dynamics, the base proposal and accelerated timetable will presumably require seasonal drivers as well as the physical requirement of manually picking up bagged compostables. With waste and recycling services now fully automated in Ann Arbor, why shouldn't compost collection move in that same direction? The cost per stop will be higher with manual collection, as will worker comp rates, safety/injury issues with drivers, the need for more back-up drivers, etc. Has the city considered these dynamics in proposing for services within the current system?

Response 4: Question is immaterial to the RFP. The City makes no assumptions about how a firm will provide the personnel needed to meet the requirements of the scope of work.

Question 5: Can you provide more details on the current program? For example, proposers are asked to quote prices based on a cost/ton. This is difficult to do if vendors don't know what the compost tonnage history has been in Ann Arbor in recent years. It is also critical to know the seasonal nature of these tons, so receiving month to month totals for the April-December collection season will also be critical.

Response 5: Below are monthly estimates of curbside compost tonnage:

Year	Tonnage
2015	<i>2015 Total: 7318.95</i>
April	799.78
May	980.00
June	833.79
July	718.95
August	548.83
September	557.54
October	895.13
November	1750.24
December	234.69
2016	<i>2016 Total: 7349.19</i>
April	887.09
May	820.12
June	783.91

July	547.49
August	572.94
September	514.60
October	707.10
November	2160.79
December	355.15

Question 6: The RFP mentions that collection routes currently include single-family residential, multi-family, commercial and downtown establishments. Can you provide more information on the location, number and type of these various stops?

Response 6: The stops are the same as the residential routes, the City does not track carts, residents buy them and own them, there is no requirement for a resident to purchase a compost cart. Residents are allowed to put out as many bags or bundled brush as they see fit. The actual number of bags at each stop varies widely. Therefore the information on the number of stops is variable.

Question 7: How many compost curbcarts are currently being used at how many different addresses?

Response 7: The City has estimated that 7,000 carts have been purchased since the inception of the program i.e. estimate 2010, the City does not assume that all of these carts would be in service at any one time. The City does not track carts, residents buy them, own and dispose of them, there is no requirement for a resident to purchase a compost cart. Residents are allowed to put out as many bags or bundled brush as they see fit.

Question 8: What impact has the addition of food waste had on compost tonnages since that program was instituted?

Response 8: The City and WeCare estimate 1,000-1,500 tons of food wastes are collected currently from Ann Arbor Residents.

Question 9: Also, the RFP mentions 30,000 customer accounts, but other city documents suggest more like 22,000 or 24,000. Can you clarify how many households/stops are actually eligible to receive this service?

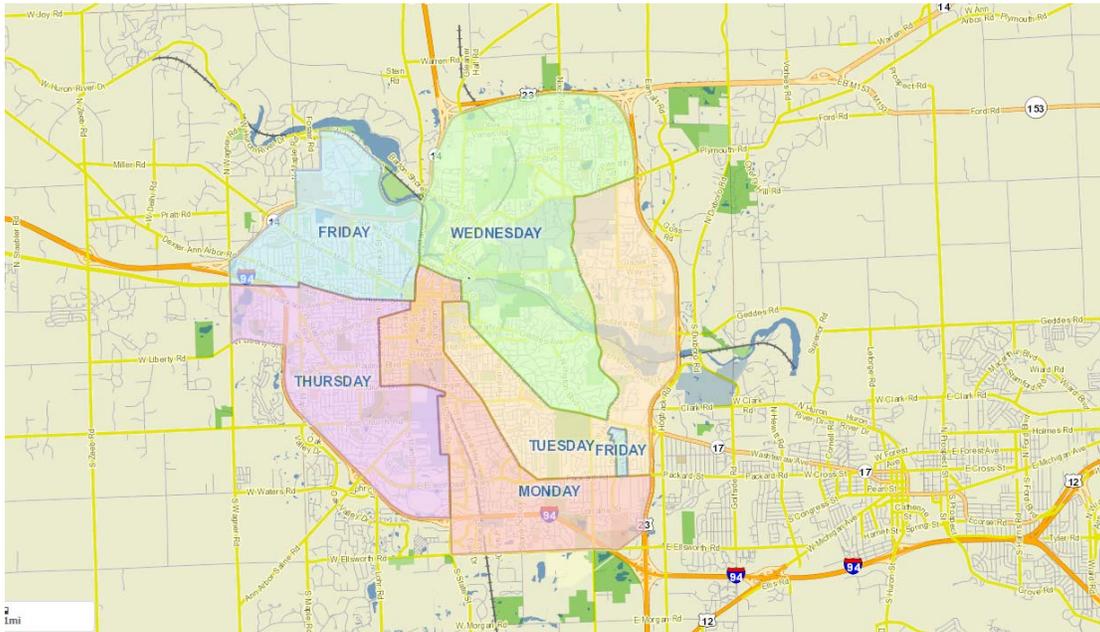
Response 9: The City estimates 22,500 single and two-family residences the City assumes those properties are "eligible" for compost pick up. Residents which may be occupied by multiple families may have more than one account, hence the 30,000 account estimate.

Question 10: Can you provide more information on how the city has operated this seasonal program in the past? Number of routes, drivers, jumpers, age and type of trucks, source and number of temporary labor by month, etc. The City's past practices are likely to be helpful to proposers in understanding Ann Arbor's unique situation. It seems that the City has also sometimes had separate trucks/crews picking up curbcarts and bags/bundles. When and how was this collection structure used?

Response 10: Page 9 of the RFP outlines the operations. The source of temporary labor is immaterial to the RFP and has varied. The age of the City of Ann Arbors fleet of trucks is irrelevant to the RFP.

Question 11: City deliverables noted in the RFP include data/maps of all routes, historic tonnages and summary of problem areas and challenges to collection. If it had been the city's intent to not provide that data until award, can the city reconsider providing this information as background to allow vendors the opportunity to provide as complete (and reasonable) a proposal as possible?

Response 11: See question 8 and 5 for historic City residential compost tonnage. Maps of routes are available at a2gov.org, Search: Trash, Recycling and Compost, click: Residential Map.



Question 12: Automated Vehicle Local (AVL) technology is required in the RFP. Will the cost of this equipment (and installation) be covered fully by the city? If not, what is the city's experience on the cost to purchase and install this equipment?

Response 12: Responders must have AVL. The City is not providing this or paying for any installation of it. The City will not speculate on cost because it can vary. Cost would depend on many factors including number purchased, complexity of system desired (the city is not specifying anything but the requirement to have a system) and the software system and platform used.

Question 13: Is it possible for the compost collection contractor to lease or purchase existing city collection trucks under this RFP, in order to facilitate readiness to assume services in Spring, 2017 and also provide a cash return to the city in repurposing these vehicles? If so, can you provide information on number of trucks, miles per truck, year of truck, type of truck, terms for lease or purchase, etc?

Response 13: The city does not have an adequate fleet for compost collection; hence the RFP. Any unwanted City equipment is sold for auction. See also response to Q 23.

Question 14: The fee proposal currently asks for collection costs per ton. Industry practice is to ask for a price per household or address collected per month, rather than tons. Why did the city choose tonnage as the pricing standard in this case?

Response 14: The City owns and maintains a scale house, it would be an accurate way for invoicing based on weights.

Question 15: Is the contractor responsible for distributing compost carts to new/existing residents (and commercial) accounts as requested? Along with that, will the City of Ann Arbor require the contractor to track all resident contact information and corresponding identification information of compost carts delivered and in use?

Response 15: Compost Cart delivery was not included within the scope of the RFP. The City will continue to maintain cart inventory and deliver when a customer purchases a compost cart.

Question 16: Is the contractor responsible for keeping current compost service and educational information on their own website and/or will the www.a2gov.org/compost site continue to exist and be updated for this purpose?

Response 16: Compost Education was not included within the scope of the RFP. RFP does not request or expect any education services.

Question 17: On page 13 of the RFP it states that the “Respondent needs to provide a plan for distribution of educational materials to residents....” However, is the contractor solely, partially or not at all responsible for the design, printing and co-branding of all educational/outreach materials regarding the City of Ann Arbor Compost program or will the contractor have the option to use the current materials the City program has already created to maintain the branding of all the City’s solid waste programs? We would appreciate clarity on educational expectations of the selected contractor.

Response 17: Compost program education was not included within the scope of the RFP. RFP does not request or expect any education services. The material requested in the RFP was to provide information to residents about any changes in collection requirements or schedules that may result from the contract operation.

Question 18: Will the City extend the due date of the RFP two additional weeks?

Response 18: Yes, the City will extend the RFP two additional weeks. See Section I herein for due date and time extension.

Question 19 Please provide the volume by month and annual compost volume?

Response 19: Please see Response #8.

Question 20: What is the expected start date for the contractor?

Response 20: The RFP is within 30 days of contract award. However, the City is open to alternate start days 30-90 days following award.

Question 21: Will the city consider 60 – 90 days start up following award to contractor?

Response 21: The City would consider if proposed.

Question 22: The city has identified work hours for these services; 6:00 am – 4:00 pm – Downtown and 7:00 am – 4:00 pm – Residential. Is there an opportunity to adjust these service hours for the selected contractor?

Response 22: Hours were selected in compliance with City Code and the hours the scale house and compost facility is open to accept deliveries. However, the City will consider alternatives as long as those alternatives comply with City Code.

Question 23: What are the city’s plans for current yard waste trucks?

Response 23: The City rents trucks for fall yard waste collection. The City has 3-4 trucks that are utilized for compost collection in the spring and summer. Those trucks are used for other purposes in the fall and winter.

Question 24: What are the year and model of the city yard waste trucks?

Response 24: Question is immaterial to the RFP.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.