

Atlantic County Utilities Authority

**Request for Proposals to
Design, Build, Own and Operate
A Single-Stream Recycling Processing Facility
at the Atlantic County Utilities Authority**

Issued by:

Atlantic County Utilities Authority
Solid Waste Division

Date: October 30th 2009

Proposals Due: January 8th 2010

I. Introduction

The Atlantic County Utilities Authority (ACUA) owns and operates a solid waste complex in Egg Harbor Township, at 6700 Delilah Road, Atlantic County, NJ, known as the Howard F. Haneman Environmental Park. The facility is home to an active landfill, a recycling center, composting site, and ancillary facilities.

The ACUA collects and receives single stream recyclable material, on average, of One Hundred and Twenty tons per day (120 tpd), 260 days per year.

The ACUA is responsible to the residents of Atlantic County to be financially prudent and environmentally responsible.

For more information about the ACUA and its programs please log into the ACUA web site at www.acua.com.

II. General Information

A. Issuing Office and Point of Contact

Katie Vesey, Comptroller / Director of Research & Development, is the ACUA contact and can be reached at:

Email: kvesey@acua.com
 Phone: 609-272-6948
 Fax: 609-569-7365
 Mailing Address: PO Box 996, Pleasantville, NJ 08232
 Street Address: 6700 Delilah Road, Egg Harbor Township, NJ 08234

B. Limits of Liability

The Authority assumes no liability for any cost incurred by proposers in responding to this RFP or in responding to any further request for interviews, additional information, etc. prior to the issuance of the contract.

C. Type of Contract, Fees and Compensation

The Authority intends to enter into a land lease agreement for the purpose of hosting a single stream processing facility and into a revenue share contract for recyclable materials collected by and received at ACUA. The ACUA is requesting a ten (10) year contract for land lease and for marketing services, with an option in year eight (8) to renew for an additional five (5) years . Any comments or exceptions to the RFP should be included in the proposal or they may not be considered by the Authority.

D. Target Dates

The following schedule shows the target dates for performance of the work:

Event	Date
RFP Issued	10 / 30 / 2009
Proposals Due	01 / 08 / 2010
Award Contract	02 / 18 / 2010
Start of Work	03 / 29 / 2010

E. Proposal Format

There is no restriction to length of proposals; however, proposers are encouraged to be as concise as possible. All proposals should include:

1. Letter of transmittal and eight (8) copies of proposal.
2. Qualifications: The proposer shall submit the following information to demonstrate their qualifications to perform the services described in this RFP:
 - a. All pertinent company information including Name, Business Address, Type of Organization, Authorized Representative(s), Contact Information, etc.
 - b. Personnel including resumes or professional biographies of Key Officers and other Project Team Leaders.
 - c. Experience of the Firm(s) including years in business, years and type of experience in recycling industry, etc.
 - d. Recent project history for similar facilities in the northeast region (if applicable) and marketing revenue history as it compares to industry averages.
 - e. Organization chart.
 - f. Financial qualifications.
3. Business Proposals: Proposals to be considered shall include the following information:
 - a. Processing facility design
 - b. Processing facility capacity
 - c. Overview of how the operations will run, showing locations, hours of operation, processing methods and demonstrating markets for the materials.
 - d. Permits required and anticipated time frame to obtain
 - e. Construction time frame
 - f. Annual land lease payment for use of Recycling Center site.
 - g. Recycling revenue credit for ACUA materials (Proposer may develop and propose their own methodology for sharing in revenue). At no time may the credit to ACUA be less than \$0 per ton.
 - h. Recycling revenue credit for non-ACUA materials (Proposer may develop and propose their own methodology for sharing in non-ACUA revenue and it may be different than 3f, above).
 - i. Any other pertinent information the Proposer deems necessary to assist the ACUA with its evaluation of proposals.

4. Payment Terms:

The Proposer will forward statements to the ACUA on or before the first week of each month for marketing revenue earned the preceding month, and the Proposer will pay all funds due ACUA within 30 days of presentation of the statements to ACUA. All revenue not paid within 30 days of presentation shall bear interest at the rate of 1.5% per month (18% per annum) from the date of presentation until paid.

5. Meetings:

A major component of all tasks is cooperation and interaction with the Authority on an as necessary basis. This shall include but not be limited to an initial kick-off meeting to discuss the essential goals of the project and continuous update on the status of the construction of the facility and recycled materials market conditions throughout the term of the contract.

F. Examination of Existing Operation, Information and Questions

Questions must be in writing and addressed to Katie Vesey, Comptroller / Director of Research & Development, before 4:30 pm EST on November 18th 2009. A site visit is scheduled for 10:00 am EST on November 13th 2009. Directions to the site are available on the ACUA web site (www.acua.com).

III. Project Description

A. General Description

The ACUA Recycling Center was opened in 1991 to process dual stream recycling. The Authority processed the recycling commodities and sold them on the market individually. In 2008 the ACUA changed its operations policy and began collecting recycling in a single stream method. The Authority no longer sorts recycled material at the Recycling Center. Instead, the unprocessed recyclable material is sent to market as is except for some cardboard the Authority does sell separately.

Currently the ACUA collects the following materials:

- All plastic containers numbered 1 – 7
- Paper and Cardboard: newspapers, office paper (all colors), computer / copier paper, magazines and catalogues, paper bags, phone books, paperback books, shredded paper, hardback books (covers removed), beer and soda cases, egg cartons, and all cardboard boxes
- All glass jars and bottles (all colors)
- Metals: aluminum cans, steel and tin cans, empty paint cans (lids removed)

The former processing facility is approximately 56,200square feet with 46,200square feet of tipping and processing floor space, and 10,000 square feet of office and personnel space. The ACUA currently collects and temporarily stores recycled material on site, prior to sale to market. The ACUA is seeking services to process, sort and market the recycled material and provide a share of revenue from the sale of the recycled material to the ACUA. The Authority intends to have zero cost associated with the processing and marketing services.

The proposer will need to provide the Authority with weekly market information to verify the Proposer is maximizing revenue. The Proposer will therefore be solely at risk for market prices. Proposers should provide a detailed analysis of their processing and marketing costs (on a per ton basis) as well as a methodology to share revenue for the sale of commodities over and above the Proposers' costs.

All material processed and marketed will be required to weigh in at the ACUA's on site scale house to establish correct and accurate tonnages.

The ACUA's current recycling hauling contract runs through October 1st 2010. It is the ACUA's intent that construction on the Processing Facility be complete by that time and for operations of the facility and ACUA's processing contract begin following the conclusion of the current contract. No material the ACUA collects will be available for processing at the facility until after October 1st, 2010.

Holidays: The proposer is not expected to provide processing services on the following major holidays: Thanksgiving Day, Christmas Day, or New Year's Day.

IV. OPERATIONAL CONDITIONS AND REQUIREMENTS:

A. Forms

The ACUA shall provide weigh slips for each load of recyclable material.

B. Processing:

Proposer is required to undertake all responsibilities associated with single stream recyclable materials from the point of delivery. The point of delivery is tipping floor of the Atlantic County Utilities Authority's Recycling Center, located at 6700 Delilah Rd. Egg Harbor Twp. NJ.

C. Responsibilities of ACUA:

With respect to this Agreement, ACUA shall be responsible for the following.

- i. Providing and maintaining paving on access roads from Delilah Road to the Recycling Center and Scale House.
- ii. Providing weighing services and weight slips at the weigh station on the ACUA site from 7:00 a.m. to 4:00 p.m., Monday through Friday and 7:00 a.m. to Noon on Saturday (if Saturday hours are mutually agreed upon by both parties).
- iii. Providing outside storage space for empty vehicles.
- iv. Ownership of ACUA material until the Proposer receives the weight slip from the receiving processing facility; however, the Proposer shall be responsible for proper handling of the material from the time the load is received in accordance with this document until the material is sold. In the event that material is hauled to ACUA from other facilities, the owner or operator of the other facilities shall retain ownership of the material until it is accepted by ACUA for use.
- v. Delivering to Proposer's Processing Center all recyclable material collected by and received at ACUA.
- vi. ACUA is willing to accept processed glass cullet, 3/8 inch minus in size, for beneficial reuse at the ACUA landfill. Glass cullet shall be limited to 10% by weight of ACUA's recyclable material delivered to Proposer for processing.
- vii. Providing Proposer employees with parking, locker facilities (shared with ACUA employees), office space, and employee kitchen space (shared with ACUA employees). Space described more specifically in Appendix A.
- viii. The ACUA guarantees a minimum of 30,000 tons per year of single stream material will be delivered to the Proposer for processing.

D. Responsibilities of Contractor:

- i. Design, build, own, insure and operate a single stream recycling processing plant within the ACUA Recycling Center building footprint.
- ii. Process and market recovered material tipped at the Recycling Center by ACUA. Residue generated from onsite processing may be disposed of at the ACUA's landfill. Disposal residue will be limited to 8% of the weight of material tipped by the Authority. Residue in excess of 8% will be charged the posted tipping fee for MSW.

- iii. Responsible for all utility bills for the recycling processing site. Separate meters will be installed by the Proposer.
- iv. Directing vehicles in and out across the scale provided by ACUA in conformance with ACUA procedures.
- v. To maintain emissions levels adequate to meet or exceed ACUA air permit requirements.
- vi. The ACUA has an operational baler and feed conveyer the Proposer can use as part of its process if it so desires. The Proposer is responsible for the operation and maintenance of the equipment.

E. Meeting Transportation Standards:

- i. All containers and/or vehicles used by Proposer shall be covered at all times when full. Proposer shall ensure that its vehicles do not leak or litter the highway.
- ii. All vehicles shall be kept in good repair and the vehicle and all transportation containers shall be maintained in a manner that shall minimize noise, fumes, and odors. Proposer shall reimburse ACUA promptly in the event of accidental spillage, equipment failure, or other circumstance causing overtime or other expense to ACUA.
- iii. Any loaded trailers must be hauled from the ACUA site within 24 hours.
- iv. Maintaining records in accordance with Federal DOT & NJDOT Standards.
- v. Fueling transfer vehicles off-site.
- vi. Ensuring that a sufficient supply of empty trailers is available at all times for the loading of waste so that the ACUA recycling center operations can take place as a continuous process.
- vii. Hauling of all material must be accomplished between 7 AM and 4 PM on weekdays and 7 AM and Noon on Saturdays (if mutually agreeable by both parties).

F. Meeting Recycling Standards

- i. Insure that the Recycling Processing Facility is fully permitted and in compliance with the laws of the State of New Jersey.

- ii. Recyclable material must be processed and may not be landfilled.

G. Tonnage Information

Below is the historical ACUA recycling tonnage data since 2004:

Month/Yr	2004	2005	2006	2007	2008	2009
January	2,396	2,502	3,111	3,020	3,023	2,520
February	2,363	2,403	2,476	2,387	2,609	2,140
March	2,820	2,768	2,861	2,793	2,471	2,474
April	2,921	2,668	2,639	2,700	2,937	2,915
May	2,768	2,836	3,309	3,299	3,120	2,922
June	3,039	3,293	3,448	3,241	2,961	3,556
July	3,061	3,408	3,355	3,440	3,472	3,676
August	3,115	3,601	3,597	3,739	2,982	3,308
September	2,958	3,417	3,200	2,959	2,956	3,321
October	2,647	3,061	3,097	3,208	2,773	
November	2,703	3,196	3,193	3,105	2,500	
December	2,902	3,181	2,859	2,490	3,146	
	33,693	36,334	37,145	36,381	34,950	20,203

H. Permits and Licenses

The selected proposer is responsible for any and all permits, approvals or licenses that may be required for the marketing, transportation, processing, and/or any other services the Proposers intends to provide as a resulting of obtaining the agreement with the ACUA.

I. Payment Terms

The proposer will forward statements to the Authority on the first week of each month for material delivered the preceding month, and the proposer will pay all amounts due the AUTHORITY within 10 days of presentation of the appropriate statement or other documentation necessary to process payment. All revenue not paid to the AUTHORITY within 10 days of presentation shall bear interest at the rate of 1½% per month (18% per annum) from the date of presentation until paid.

Bidders are required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27.**

J. Business Registration

Note that all proposers must comply with the Business Registration requirements of the New Jersey Department of Community Affairs in accordance with N.J.S.A. 25:32-44. **Firms must submit a copy of their New Jersey Business Registration Certificate with their Proposal. Failure to do so will be cause for rejection of the firm's Proposal.**

K. New Jersey Pay to Play Regulations

This contract will be subject to New Jersey Pay to Play regulations. Upon receipt of the current Candidate Committee List from the Atlantic County Clerk, the Authority will provide to the Contractor and the Contractor as soon as is reasonably possible will complete and submit a Business Entity Disclosure Certification which will certify that the Contractor has not made any reportable contributions to a political or candidate committee in the County of Atlantic (1) in the previous one year; (2) and from January, 2009 to the date of award; (3) that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract.

Single Stream Recyclables Marketing Agreement Quote Form

Recycling Processing & Marketing Revenue per Ton – ACUA Material:

Recycling Processing & Marketing Revenue per Ton – Non-ACUA Material:

Annual Land Lease Payment to ACUA for use of Recycling Center Site:

Methodology & formula for Percentage of Revenue Share to the Authority on a Monthly Basis: Please provide a sample calculation of the Methodology to be used to determine ACUA's revenue share. Please provide any Market indexes,(Yellow Sheet, Waste News Index) etc. proposed to be used for this purpose, so that ACUA can track & independently verify the value of the material/agreement.