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ADDENDUM No. 1
to
RFP No. '15/31/P

Date: April 7, 2015
To: All Interested Offerors
From: Randall Kippenbrock, P.E., Executive Director
Re: RFP No. '15/31/P – Processing and Marketing of Residential and Commercial Recyclable Materials for the Santa Fe Solid Waste Management Agency

The following questions/answers, clarifications and/or revisions to Request for Proposal No. '15/31/P are hereby made a part of the RFP documents for the above referenced proposal as fully and as completely as though the same were included therein.

Q&A /Clarification/Revisions

1. *Question: What is the term of the contract?*

Response: This contract will be a one-year (1) contract with up to three (3) one-year extensions for a total of 4 years. This is the limit under New Mexico Procurement Code.

2. *Question: Do Contractors need a City of Santa Fe Business license?*

Response: Yes. All interested Offerors will need to acquire a City of Santa Fe Business license.

3. *Question: Would the Agency consider baling the material or would it be available loose?*

Response: The Agency currently anticipates that the recyclable materials will be loaded loose into open-top transfer trailers for movement to a processing facility. Baling materials have costs associated with the operation, so the Offerors should use Option 5 to describe the economic benefits for the Agency and any compensation to the Agency.

4. *Question: Is there a cost for baling?*

Response: No.

5. *Question: Will the current Materials Recovery Facility (MRF) be intact?*

Response: Yes.

6. *Question: Will other outlying communities be able to bring material to BuRRT under this contract?*

Response: The Agency asked several of the outlying communities if they were interested in participating and/or 'piggybacking' on this contract. The Agency received one response to the query. The Agency added the 'piggyback' language into the contract so that, upon agreement by the Agency and the Contractor, others could utilize the contract.

7. *Question: Could BuRRT be used as a staging area for non-City/County materials that the Contractor directs there?*

Response: Yes. The Agency can set up accounts or other tracking mechanisms to track the weights of Contractor directed materials. However, this material will be co-mingled with the other materials coming into the BuRRT facility and the Agency will not be able to segregate it on separate trucks.

8. *Question: Does the Contractor need to use the referenced indexes for pricing?*

Response: No. If the Contractor has preferred indexes that they would like to suggest in their proposal that is acceptable. However, the Agency would need to be able to subscribe or have access to those sources independent of the Contractor.

9. *Question: How are holidays handled?*

Response: The Contractor should provide the Agency with a list of holidays on which their facility is closed. Then the loads can be scheduled accordingly. Similarly, the Agency will provide the Contractor with a list of approved holidays for the Contractor's planning.

10. *Question: Does each Contractor need to reply to all Options?*

Response: Yes. Contractors must provide responses to all of the options with the exception of Option 5. Option 5 would be at the Contractor's discretion as a means of proposing something different from the other four (4) options. Zero is an acceptable answer for any option.

11. *Question: How will the material be prepared in Options 1-4?*

Response: All of the materials in Options 1-4 will be loaded loose from the hopper area of the transfer station into open-top walking floor (or equivalent) tractor trailers.

12. *Question: What is the estimated loading time for trailers provided by the Contractor?*

Response: It is anticipated that each load should be allocated one (1) hour for all facets of loading. This includes weighing the truck in initially, 30-40 minutes for filling the truck and the remainder to weigh the truck out. The Agency will endeavor to make this process as efficient as possible.

13. *Question: What is the estimated weight on each truck?*

Response: The Agency will make every effort to maximize the tonnage of material on each truck that leaves BuRRT. It is currently anticipated that each truck will have somewhere between 11 and 12 tons. The Agency will work with the Contractor to maximize the weight of each vehicle and determine a minimum payload that will be acceptable.

14. *Question: Will all recyclables be available to the Contractor?*

Response: Yes. All recyclable materials that come into the BuRRT facility will be loaded on to trucks and delivered to the Contractor. There will be no segregation of materials or 'cherry picking' by the Agency of high value materials removed from the stream.

15. *Question: Does the Agency anticipate additional tonnage throughput from this contract?*

Response: Yes. Currently, due to the materials marketed by the Agency, there is an approximate 35% out-throw of unacceptable materials. Through the expansion of acceptable materials by the Contractor the Agency anticipates that the out-throw percentage will decrease and allow more high value material to be available for marketing.

16. *Question: How would Outreach and Education be included in this contract?*

Response: If the Contractor has ideas about outreach and education, they should include them in Option 5.

17. *Question: When the City of Santa Fe moves to automated collection will this be phased in or rolled out all at once?*

Response: It is anticipated that the City of Santa Fe will roll out the automated cart system all at one time and not phase in the distribution of bins.

18. *Question: Is there any discussion about Pay-As-You-Throw?*

Response: Yes. The solid waste assessment and management study indicated that pay-as-you-throw should be considered by the City and the County as a means to increase the amount of recycling that is produced regionally. At this point, no definite time lines have been established.

19. *Question: Will visible contamination be removed from materials prior to loading transfer trailers?*

Response: Yes. The Agency will make every effort to remove visible contamination and any non-acceptable items that are visible from the materials before loading into transfer trailers. It is anticipated that there will still be some contaminants in the loads, but within industry acceptable guidelines.

20. *Question: The RFP documents refer to Safety and Regulatory compliances. Which Regulatory agencies are required for documentation purposes?*

Response: Contractors will need to have all applicable documents from the New Mexico Environment Department Solid Waste Bureau and the New Mexico Environment Department Occupational Health and Safety Bureau with regard to safety and regulatory requirements.

21. *Question: Would the Agency consider an option where the materials are baled at BuRRT and the all the material picked up by the Contractor?*

Response: Yes. This type of strategy should be outlined by Offerors in Option 5.

This Addendum must be signed and returned with your proposal. Failure to do so may cause your proposal to be considered non-responsive.

Receipt of Addendum No. 1 to RFP No. '15/31/P is hereby acknowledged

Authorized Signature

Date

Firm Name