



OTSEGO COUNTY, MICHIGAN

REQUEST FOR INFORMATION (RFI)

RFI # 2012-01

RECYCLABLE MATERIALS PROCESSING



**Otsego County
Request for Information
RFI 2012-01
Recyclable Materials Processing**

November 20, 2012

This is a Request for Information (RFI) only and does not constitute a commitment, implied or otherwise, with the County of Otsego.

The County of Otsego is requesting information from Clean Materials Recovery Facilities in preparation of releasing an RFP for Recycling Services in the near future. The intent in the upcoming RFP is to allow companies to bid on the processing of recyclable materials (recyclables) as well as on transportation of the materials. It is anticipated that bidders will have the option of bidding only on one portion of the RFP, either hauling or processing, or can bid on both combined.

This Request for Information is available on the Otsego County website at <http://www.otsegocountymi.gov/bids-and-proposals-192>.

The County of Otsego will accept responses to the solicitation until December 7, 2012 at noon local time. Responses can be mailed to the attention of John Burt, Otsego County, 225 W. Main Street, Room 203, Gaylord, MI 49735; faxed to 989-731-7529; or emailed to jburt@otsegocountymi.gov.

Questions concerning this RFI can be directed to John Burt (989) 731-7527, jburt@otsegocountymi.gov no later than Friday, November 30 at noon local time.

Part 1: RFI Purpose

The purpose of this Request for Information is to solicit information on potential processors of recyclable materials in preparation of the release an RFP for Recycling services in the near future. The intent in the upcoming RFP is to allow companies to bid on the processing of recyclable materials as well as on transportation of the materials. It is anticipated that bidders will have the option of bidding only on one portion of the RFP, either hauling or processing, or can bid on both combined.

Part 2: Definitions

“Dual Stream” shall mean a recycling process that allows for recyclable materials to be collected in two streams, typically fiber (newspaper, magazines and catalogs, mixed paper, cardboard, etc.) and commingled containers (plastic, glass, metal, and sometimes aseptic containers).

“Materials Recovery Facility (MRF)” shall mean a recycling facility that sorts and processes collected mixed recyclables into individual streams for market. For purposes of this RFI the Materials Recovery Facility must be a “clean” facility, meaning the recyclable materials have already been separated at the source from municipal solid waste generated by either residential or commercial sources.

“Recyclable Materials (Recyclables)” shall mean materials that are capable of being recycled and would otherwise be processed or disposed of as solid waste.

“Single Stream” shall mean a recycling process that allows for Recyclable Materials to be collected commingled with no sorting required by residents, businesses or haulers.

Part 3: Background

The County of Otsego has been working on the establishment of a recycling program for approximately four years. A millage was recently passed to that end. The intent is to create a drop-off recycling program with drop-off bins in five locations around Otsego County. Prior to releasing an RFP, the County wants to ensure that they are aware of all Clean Materials Recovery Facilities (MRF) within 60 miles of Otsego County. The preference of the County is for an MRF that accepts single stream recyclable materials, with the secondary preference to be for an MRF that accepts dual stream recyclable materials.

Part 4: Submission Requirements

The County requests each respondent to:

- Verify that their facility meets the definition of Materials Recovery Facility as used in this RFI in terms of it being a “Clean” MRF.
- Describe your ability to process and market recyclable materials.

- Detail which recyclable materials are accepted at the facility, and whether you accept Single Stream, Dual Stream, or other.
- List the facilities hours and days of operation including when recyclable materials are accepted for deposit.
- Verify the distance between your facility and 225 W. Main Street, Gaylord, MI, 49735.
- Describe your ability to lease recycling bins including the cubic yard size of available recycling bins.
- Describe any other services available that may be of relevance.
- Provide any other information that may be of relevance.

Part 5: Submittal Procedure

The County of Otsego, Michigan will accept responses to the solicitation until December 7, 2012 at Noon local time. They can be mailed to the attention of John Burt, Otsego County, 225 W. Main Street, Room 203, Gaylord, MI 49735; faxed to 989-731-7529; or emailed to jburt@otsegocountymi.gov.

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