



RAMSEY/WASHINGTON
RECYCLING & ENERGY

Pre-Proposal Conference

Storage, Fulfillment, and Distribution Services RFP

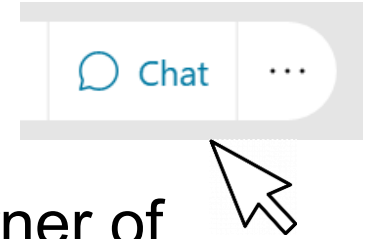
October 12th, 2021

Proposal Due Date: November 16, 2021

Participants: please keep microphones muted

Welcome

- **Please keep your mic muted at all times**
- Questions?
 - **Ask today:** Use the “Chat” feature in WebEx (lower right corner of your screen) to type in your question
 - Note: Oral statements (including during this pre-proposal conference) shall not be relied upon to be terms of the RFP documents. All modifications to RFP documents shall be in writing.
 - **Ask after the meeting:** email jredmond@recyclingandenergy.org



Presentation Outline

- Overview of Ramsey/Washington Recycling & Energy
- Overview of food scrap bag program
- Storage, fulfillment and distribution services scope overview
- RFP process and information
- Q&A after presentation



Ramsey & Washington Counties, MN

- Two counties in the eastern part of the seven-county Minneapolis-St. Paul metropolitan area
- Population of around 820,000
 - 14% of the population of Minnesota
- Consists of urban, suburban and rural areas
- Racially diverse, many languages spoken
- In Minnesota, counties are the unit of government responsible for the management of solid waste and implementing programs (recycling, composting, hazardous waste disposal, etc.)



Recycling & Energy Board

- Joint powers board
- Five Ramsey County and four Washington County commissioners
- Own and operate a waste processing facility in Newport, MN, the Recycling & Energy Center (R&E Center)
- Board projects are completed by R&E staff, working closely with staff from each county's public health department



Vision

Vibrant, healthy communities without waste

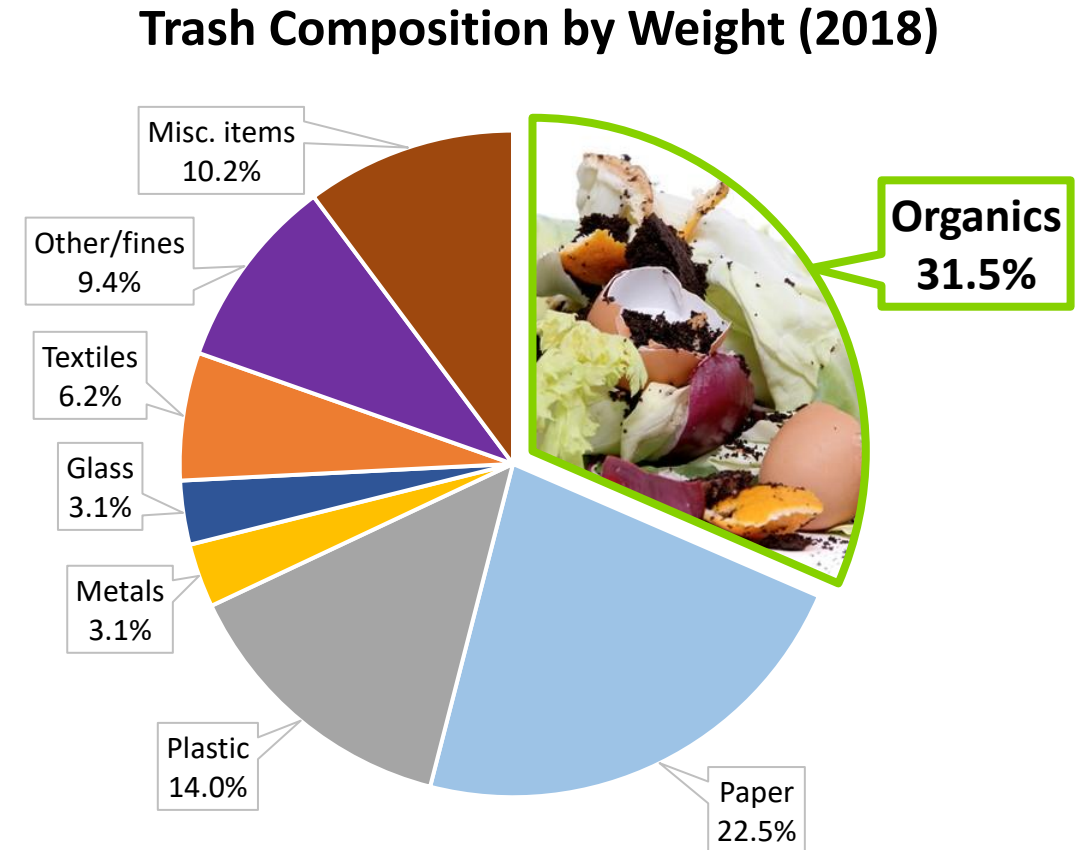
Mission

Enhancing public health and the environment by creating value from waste through partnerships



Opportunity to Recycle Food Scraps

- Food scraps and other organics comprise over 30% of household trash by weight
- Recycling food scraps (e.g., composting) prevents this material from becoming trash
- Collecting food scraps will help meet state recycling goals
- Keeping food scraps out of landfills reduces carbon emissions to mitigate climate change



“Food Scraps Bag” Process



1

Put your food scraps into “food scrap bags” and put them in their trash cart or dumpster for collection.



2

Haulers collect the bags along with the trash.



3

The bags are sorted from the trash at transfer stations and the R&E Center.



4

Food scraps are recycled at compost facilities.

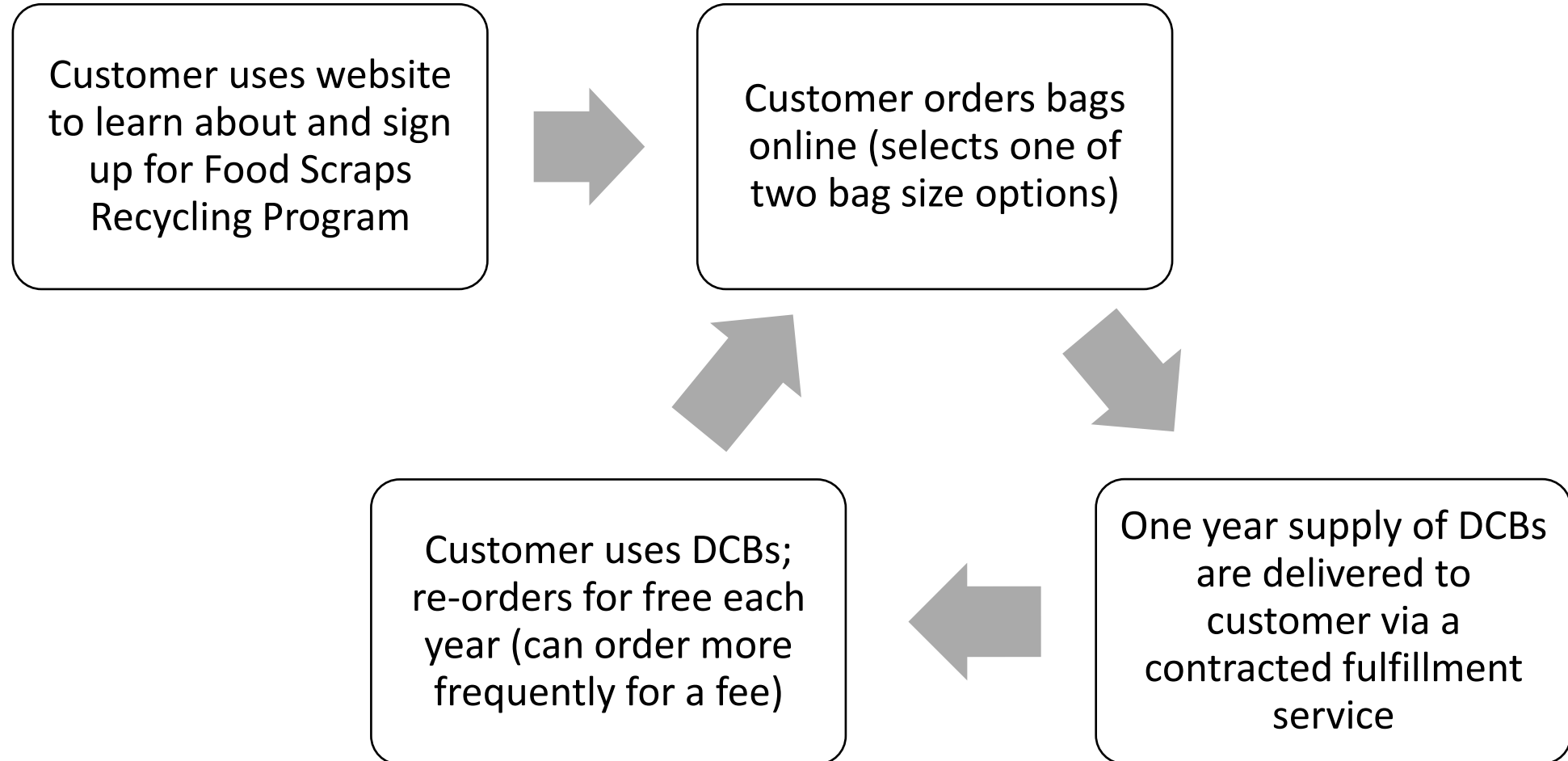


Food Scraps Bag Program Plans

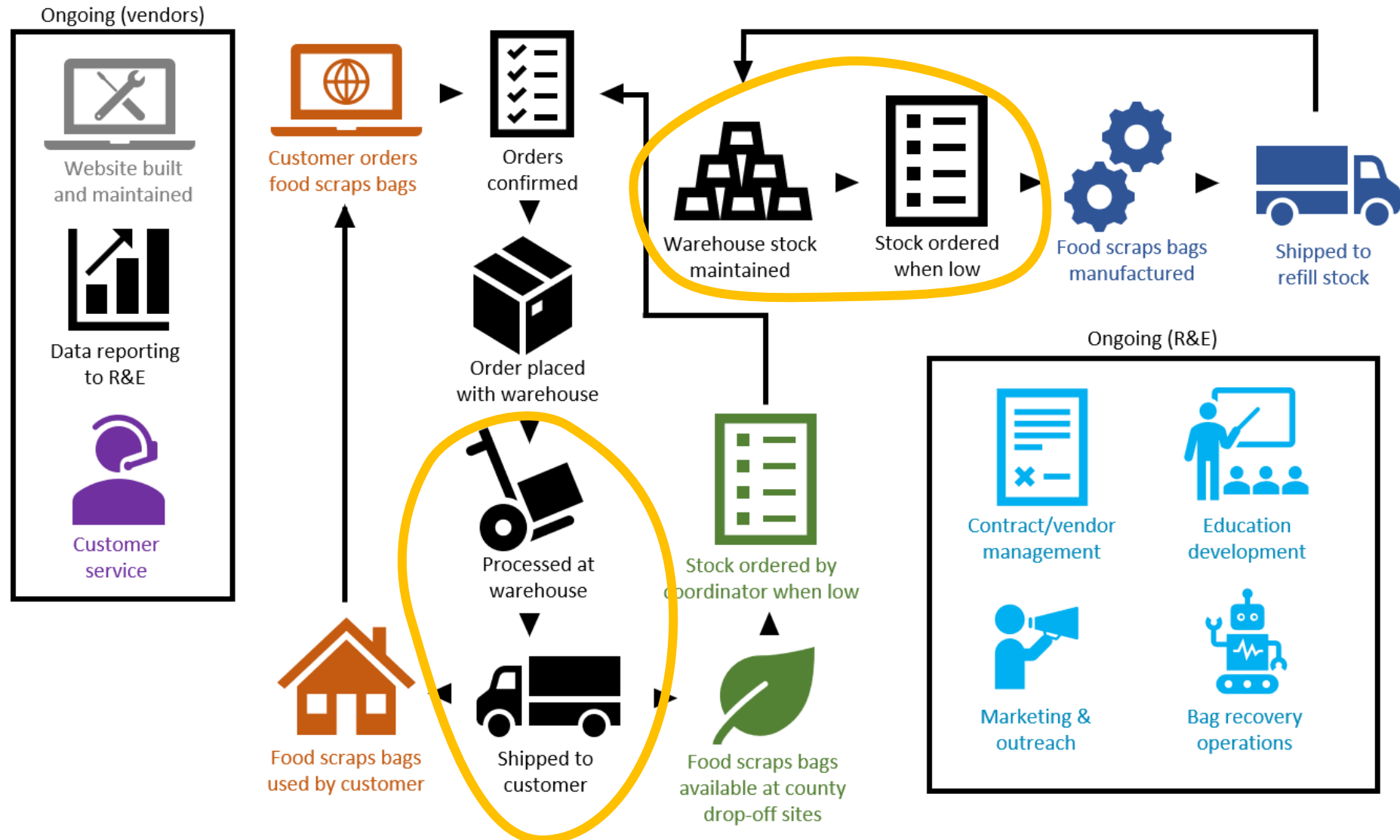
- Pilot program launch mid 2022; phased launch starting in late 2022/early 2023
- Goal of 40% participation by year 6 – estimated 127,000+ households
- Annual supply of bags are free to residents
- Bags ordered online or via phone
- R&E will educate and promote program and oversee contractors:
 - Manufacturing of bag products
 - Website/database management
 - Customer service call center
 - Warehouse, fulfillment/distribution



Customer-Facing Bag Ordering Experience



DCB Ordering/Delivery System



Vendor Requirements

- Warehouse and inventory management of DCB products (2.1.1)
- Meet DCB storage requirements (2.1.2)
- Order management, processing and fulfillment to customers (2.1.3)
- Inspection of incoming DCB stock (2.2.1)
- Order fulfillment and shipping tracking (2.2.2)
- Delivery to customers (2.2.3)
- Maintain data integrity and security (2.3)
- Provide monthly activity and performance reports to R&E (2.3)



Storage & Inventory Requirements

Material Storage Performance (2.2.1 of Attachment 5):

- DCBs stored no longer than 6 months
 - (DCBs have an 18-month shelf life)
- Adequate, dedicated warehouse space
- Indoor, cool and dry storage
- Receiving requirements
- Maintain inventory
- Replenish stock through DCB manufacturer



Fulfillment & Distribution Requirements

Order Fulfillment Performance (2.2.2):

- Receive and fulfill orders on daily basis
- Package and ship orders
- Packaging requirements:
 - Recyclable
 - No packaging filling

Distribution Performance:

- Correct product delivery (2.2.3)
- Customers receive orders within 7 days (2.1.4)
- Shipment and delivery tracking (2.1.3)

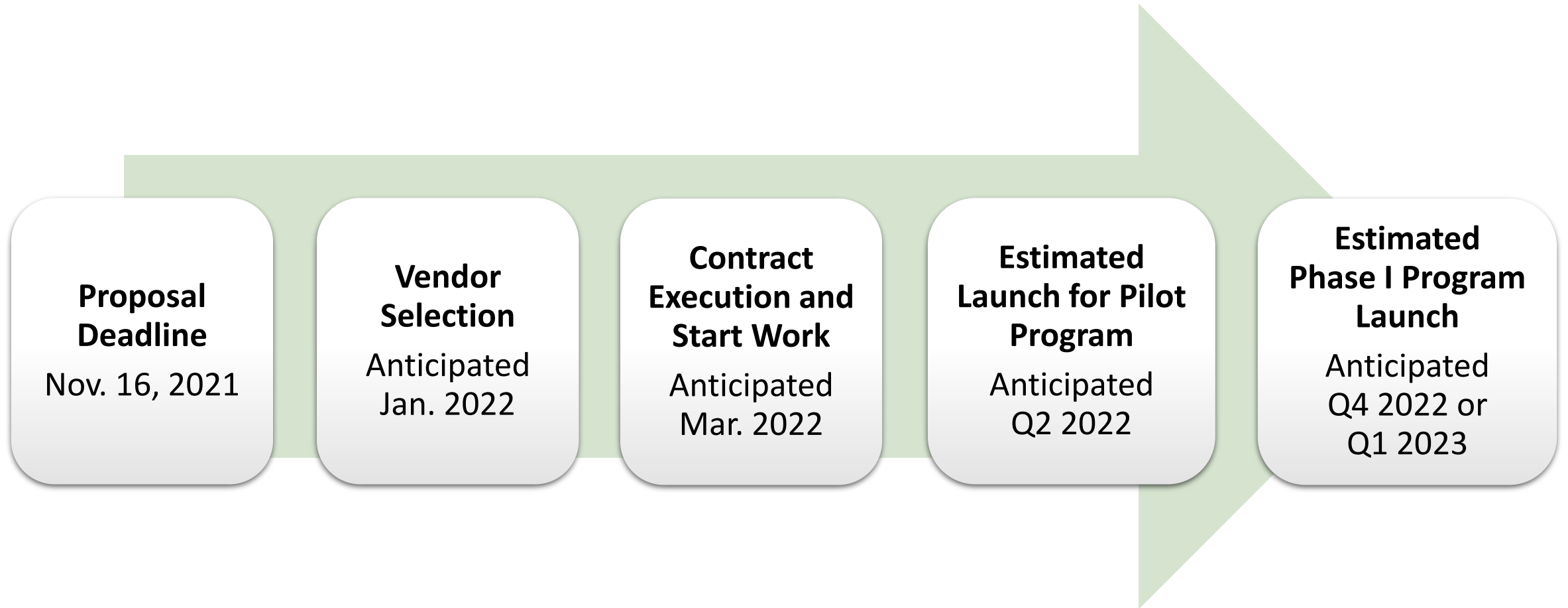


RFP Evaluation

- All required items must be included in the response (see Section 2.2. Instructions to Proposers – Page 8 – Table 05 – Proposal Checklist)
- Proposers will be ranked based on responses
- Evaluation considerations will include qualifications, demonstrated understanding and approach, cost, references, and any additional relevant information
- Selected proposers may be chosen for interviews



Overall Timeline



RFP Process Point of Contact & Addendum

Section 1.10 of RFP – page 6 – Table 02 – Point of Contact

All inquiries shall be submitted to Jim Redmond at
jredmond@recyclingandenergy.org

Due date for proposer questions: October 18

All addenda will be published on the R&E website at
www.recyclingandenergy.org/vendors



Proposal Checklist

Section 2.2 of RFP – Table 05 – Proposal Checklist

- Signed cover letter (Section 2.3)
- Proposal response form (Attachment 1; Section 2.4)
- Contractor information and reference form (Attachment 2; Section 2.5)
- Firm intro, qualifications, experience and key personnel (Section 2.6-2.8)
- Work plan for scope of services (Attachment 5, Section 2.9)
- Cost/budget – Completed Price Worksheet (Attachment 6; Section 2.10)
- Exceptions to Terms and Conditions (Section 2.11)
- Respondent Questionnaire (Attachment 3; Section 2.12)
- Designation of Trade Secret Information (Attachment 4; Section 2.13)



Next Steps

Notify Jim Redmond via email (jredmond@recyclingandenergy.org) if you wish to be added to the email distribution list about this RFP

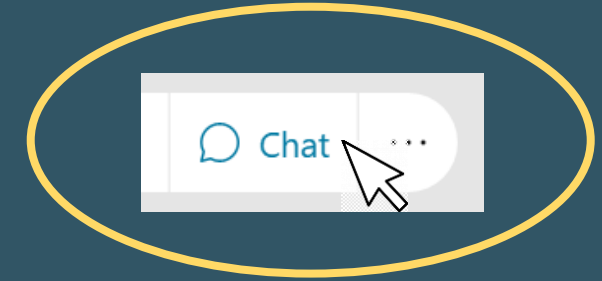
Next Steps

- Questions may be emailed to jredmond@recyclingandenergy.org
- All clarifications and RFP revisions will be documented in an addendum and published to R&E's website www.recyclingandenergy.org/vendors
 - Questions received after 4pm on Oct. 18 may not be answered

Proposals due Monday, Nov. 16, 2021, by 2:00pm CT

- Proposal mailing address – Section 2.2 of RFP – page 7 – Table 04





Question & Answer

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