

Rice University

Request for Proposals (RFP)

Campus Solid Waste and Recycling Services

Project Name or Description: Campus Solid Waste and Recycling Services

Company Name: William Marsh Rice University

Address: 6100 Main Street, MS-312

City, State, Zip Code: Houston, Texas 77005

Procurement Contact Person: Philip Dierker

Telephone Number of PCP: 713-348-2488

Email Address of PCP: pdd6@rice.edu

Date: 31 March 2021

1. Overview

Rice University's 300-acre campus is located at 6100 Main Street, Houston, Texas 77005. With nearly 4,000 undergraduate students, 3,000 graduate students and 2,800 faculty & staff, Rice's trash and recycling services are an essential part of campus operations. At this time, Rice University through the Facilities Engineering and Planning (FE&P) department currently has a month-to-month service agreement with its incumbent vendor, of which bidders should be aware.

2. Project Goals and Scope of Services

FE&P provides trash, recycling and compost services across campus with the support of external vendors. Rice is issuing a Request for Proposals (RFP) for a vendor to supply a focused set of trash and recycling hauling and related services, and to be a partner in helping Rice to become a recognized leader in recycling and waste minimization. The award will be made to a responsive and responsible organization based on the best value and professional capabilities.

The selected organization will be responsible for:

- Providing and setting trash and recycling containers and related equipment
- Removing solid waste and recycling from campus in a timely manner
- Providing scheduling and general account management via an online portal
- Reporting key performance indicators to Rice on a regular schedule

- Advising Rice as to how to improve performance, including rapid communication with respect to contamination concerns

3. Container Collection Locations

A. Rice Boulevard, Entrance 22

Rice's primary collection point, located within the FE&P complex, includes:

- 42 CY trash compactor (Rice owns compactor, vendor provides 42CY box),
- 42 CY single-stream recycling compactor (Rice owns compactor, vendor provides 42CY box),
- 30 CY roll-off trash container for large-scale bulky waste.
- BID ADD ALTERNATE: Open top container for scrap metal recycling (currently leased by Rice).

B. Housing & Dining

Three campus kitchens (known as "serveries") currently have the following containers:

- 34 CY trash compactor at the North Served, at Entrance 25 off Sunset Boulevard;
- 34 CY trash compactor at the Seibel Served, off Entrance 3 at Cambridge Street;
- 34 CY trash compactor at the South Served, off Entrance 4 at Main Street and Alumni Drive.

C. Off-Campus Properties

In addition to its on-campus collection points, Rice also requires service for two off-campus locations:

- 8 CY landfill container at the Rice Children's Campus, located at 5504 Chaucer Drive in Rice Village
- 4 CY landfill container at the Primary Data Center, located at 11620 South Main Street.

D. Drop-Off Containers

In addition to its fixed collection points, Rice also requires pricing for containers drop-offed for brief periods, such as support of major athletics events, major campus events, and as temporary replacements while other collection points are out-of-service. Please provide bids for the following container sizes:

- 30 CY container
- 8CY container

4. Fuel Costs and Adjustments

The base diesel fuel price shall be set on January 1, April 1, July 1, and October 1 of each year by referring to the most recent published price on the US Department of Energy's (DOE's) Energy Information Administration (EIA) Weekly Retail On-Highway Diesel Prices for the Gulf Coast. The DOE/EIA publishes these prices on their website in dollars per gallon inclusive of taxes at the following location: https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r30_w.htm.

To account for instances of potential extreme volatility of diesel prices during each quarter, the vendor shall be responsible for covering any increase in fuel prices by a factor of up to \$0.50 above the set base diesel price for the quarter as published by DOE/EIA, and similarly will recognize the savings for any decrease in fuel prices by a factor of up to \$0.50 below the set base diesel price for the quarter as published by DOE/EIA.

In the event that the published weekly DOE/EIA diesel price increases within the quarter more than \$0.50 above the set base diesel fuel price for that quarter, the vendor shall assess a fuel surcharge to Rice for all hauls on the corresponding dates. For applicable weeks, the fuel surcharge per gallon inclusive of taxes shall be equal to the DOE/EIA Weekly Retail On-Highway Diesel Prices for the Gulf Coast less the set base fuel price less \$0.50.

In the event that the published weekly DOE/EIA diesel price decreases within the quarter more than \$0.50 below the set base diesel fuel price for that quarter, the vendor shall provide a fuel credit to Rice for all hauls on the corresponding dates. For applicable weeks, the fuel credit per gallon inclusive of taxes shall be equal to the set base fuel price less the DOE/EIA Weekly Retail On-Highway Diesel Prices for the Gulf Coast less \$0.50.

Any fuel surcharges or credits automatically end with the establishment of the next quarter's base diesel fuel price.

As part of its broader commitment to sustainability, Rice University encourages the adopting of low-emitting and zero-emission fuels and vehicles. Proposals requesting fuel cost adjustments to support the adoption of such technologies shall be submitted to Richard Johnson at sustainability@rice.edu and Philip Dierker at pdd6@rice.edu.

5. Dynamic Pricing for Recyclable Materials

Rice University acknowledges that the market value for Recyclable Materials fluctuates based upon many factors, and such materials may at times have no economic value or even have negative value, while at other times the materials will generate value. Rice seeks to align the vendor's credits or charges related to Recyclable Materials with actual market commodity prices so that actual market prices are essentially passed-thru to Rice to the extent possible.

The vendor shall propose a pricing methodology that establishes the value of Recyclable Materials per ton each month based upon market factors.

6. The Importance of Data

The provision of accurate, timely data by the vendor to Rice University is a critical component in the broader success of Rice's solid waste and recycling program. Rice expects to know the weights and charges for every collection point and every haul, and to receive this data regularly and in a format that is easy to understand. Further, Rice expects reporting to fully understand annual performance and key trends.

7. Elements of Proposal

An RFP submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview, names and credentials of management team, number of full-time employees.
- A bid to service all collection points outlined in Section 3, using guidance from Section 4 with respect to Fuel Costs and Adjustments, and establishing a methodology for pricing Recyclable Materials as discussed in Section 5.
- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to Rice University.
- A representative selection of monthly invoices, key performance indicator reports, and online account platform snapshots of current and past clients.
- Description of the proposer's process for handling single-stream recycling materials from the moment of collection from campus through processing, as well as a description of the markets (including location) they expect to use for each material.
- Description of materials included in proposer's single-stream recycling services.
- Description of criteria used by proposer to evaluate contamination in the single-stream recycling stream, and any associated costs/penalties accompanying loads deemed to be too contaminated for processing as recyclables.
- Description of what data will be shared by proposer with Rice University concerning trash and recycling, how frequently it will be provided, and how it will be transmitted. See Section 6 for expectations.
- Description of assistance and services that will be made available by proposer to Rice to help maximize the recovery of recyclable materials, including through building clean-outs, large events, recycling education, on-site consultation, etc.
- Description of any further services provided by proposer to help Rice University reduce the volume of material sent to a landfill.
- Description of proposer's process for handling solid waste, including where the materials are processed, and where they will ultimately be landfilled, and whether the landfill utilizes methane-capture technology.
- For the years 2015-2020, 1) a description of any awards, certifications, and other recognitions demonstrating environmental excellence, and 2) a description of any fines, rulings, penalties, or regulatory actions related to environmental infractions within the state of Texas.

- Description of the specific individuals who will be devoted to supporting the Rice University account
- Narrative of how the proposer maintains a stable workforce
- Narrative of how the proposer provides reliable service, especially through disruptive weather events.
- At least three (3) contacts of customers who can serve as references

8. Evaluation Criteria

The successful respondent will have:

- Full-service capabilities for solid waste and recycling services, including single-stream recycling.
- The experience, knowledge, skills, and qualifications to provide these services.
- Competitive cost of services.
- A commitment to partnering with Rice to achieve a continuing reduction in materials sent to the landfill.
- Expertise in working with similar customers.
- Demonstrated effectiveness in providing accurate data to customers in a timely fashion.
- Stability in its workforce.
- A track record of reliability, including during weather emergencies.
- A history of environmental responsibility and an ambition to be an environmental leader.
- Strong references from similar customers.

9. Anticipated Selection Schedule

The Request for Proposal (RFP) timeline is as follows:

- Request for RFP issue date: April 13, 2021
- Deadline for Bidders to Submit Questions: April 20, 2021
- Rice University Responds to Bidder Questions: April 30, 2021
- Deadline to submit bid to Rice: May 10, 2021
- Selection of Top Bidder/Notification to Unsuccessful Bidders: June 4, 2021
- Anticipated start of service with vendor: July 1, 2021.

10. Time and Place of Submission of Proposals

The RFP will be posted the Rice procurement website, buy.rice.edu, and can be downloaded directly as of April 6, 2021.

Respondents to this RFP must submit one electronic proposal. Responses must be received no later than 5PM Central Time on May 10, 2021.

11. Timeline

Rice University will accept proposals for a one-year term with optional annual extensions, not to exceed four additional years; or a three-year contract with two one-year optional extensions.