



REQUEST FOR INFORMATION

RFI 18-78

EPS/Styrofoam Recycling Program

**City of Somerville, MA
Office of Sustainability and Environment**

Background and Intent

The goal of this RFI is for the City of Somerville to receive suggestions, proposals and information from EPS/Styrofoam Recycling companies or qualified parties to help the City in implementing a successful EPS/Styrofoam Recycling Program considering the scenario as mentioned in the scope of services/existing conditions below.

The City's Purchasing Department on behalf of the Office of Sustainability and Environment intends to develop a suitable and feasible solution to meet the demands of an EPS/Styrofoam recycling program for the City of Somerville based on suggestions received from this RFI.

There will be no contract with the City resulting from this RFI. This request for information does not commit the City to contract for any supply or service whatsoever. Responders are advised that the City will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

Scope of Services/ Existing Conditions

The City is looking for a contractor to administer an EPS/Styrofoam recycling program focused on one-day collection events throughout the year.

The following scope of work, based on previous years' recycling events, is proposed to respondents to this RFI:

1. This service is required as a scheduled event on designated days and times throughout the year.
2. There is no space at the DPW yard for long-term storage or rotation of containers.
3. Contractor will be responsible for delivering a container to a City facility on or a day before the event day and shall haul away the container immediately on or after the event day. Contractor will provide personnel to help residents during the event and will remain

- responsible for the collection of Styrofoam and subsequently storing the same in the container.
4. Contractor will confirm in advance what kind of Styrofoam material is acceptable and what will be rejected.
 5. Contractor will provide detail information about what happens to the collected Styrofoam.

Responses

Interested parties are requested to respond to this RFI by explaining their solution or method in helping the City meet its goal of recycling EPS/Styrofoam and how their pricing structure would look like. Any additional material or information should be attached separately.

In addition, respondents are asked to answer the questions and provide information on the topics below.

1. Would you suggest any changes to the contractor scope of services outlined above? For example, multiple drop-off points, additional outreach?
2. Please describe the material stream for EPS/Styrofoam collected in Somerville.
 - a. Does it get separated in different types?
 - b. What happens to the contaminated Styrofoam?
 - c. Where does recyclable Styrofoam get processed? Is this a local/regional industry in the US? Or if it gets shipped overseas.
 - d. Any additional information such as an average quantity collected per event, carbon footprint – before and after etc. will be helpful from public education perspective.
3. Please provide sample prices for proposed services. Please provide prices or price ranges per unit, for example per event basis where each event includes charges for drop-off, hauling away of container, 3 to 4 hours of company personnel to man the event.

Responses are **due no later than July 11th, 2018, 11:00 AM EST**. Responses shall preferably be submitted via e-mail to tchukhatsang@somervillema.gov. Please be advised that all submissions become City property and will not be returned.

The response shall provide administrative information, and shall include the following as a minimum:

- Name, mailing address, phone number and e-mail of designated point of contact.
- Brief background on the respondee.

Questions

Questions regarding this announcement shall be submitted in writing by e-mail to Thupten Chukhatsang, Procurement Analyst, at tchukhatsang@somervillema.gov. Verbal questions will NOT be accepted. Questions will be answered via addendum by posting answers to the City's website and via email to registered interested parties. To register, please send an email to Thupten Chukhatsang at the above email address. ***The City does not guarantee that questions received after 12:00 PM Monday, July 2nd, 2018 will be answered.***