

To: All interested parties
From: Sarah Reeves, Executive Director
RE: Request For Interest
Date: August 8th, 2025

The Chittenden Solid Waste District (CSWD or "District"), a municipality chartered by the State of Vermont, is seeking expressions of interest from qualified and experienced organizations to operate its new Materials Recycling Facility (MRF or "Facility") located at 1411 Redmond Rd Williston, VT 05495. The Facility is anticipated to begin operation in autumn 2026. This RFI is strictly for operation and maintenance services – a separate RFP will be issued in 2026 for materials brokerage services.

The new MRF is a greenfield construction project and will replace an existing District-owned MRF that has outlived its useful life and is not suitable for expansion. The new MRF will be approximately 71,000 square feet and have the capacity to process 70,000 TPY over two shifts; Current operations process 44,000 TPY over one shift. The processing system equipment is from Bulk Handling Systems of Eugene, OR. The single-stream process line will utilize five optical sorters, magnets, an eddy current, pneumatic conveyance for containers, a glass crusher with secondary clean-up process, and two balers. The system is designed to accommodate robotics at a future date. The building will have two inbound bays, a source-separated acceptance bay, and two outbound loading docks.

Currently accepted "household" recyclables are OCC, mixed paper, PET, HDPE-C, HDPE-Nat, PP, UBC, tinned steel, and glass. The new MRF will accept all materials currently accepted and is designed to be able to accept additional materials not currently on the list. Accepted materials stem from the state's Universal Recycling law and from CSWD's local solid waste management ordinance.

Expression of Interest (EOI) Submission Timeline

| | |
|--|--------------------------------|
| August 8th, 2025 | RFI Released |
| August 29th 2025, 11:00 AM | EOI Submission Deadline |

EOIs are to be received at the District's office at 19 Gregory Drive, Suite 204, South Burlington, VT 05403 or by email to sreeves@cswd.net.

1.0 Summary of Key Aspects of the Current Operating Agreement

The existing Materials Recycling Facility Operating Agreement outlines the responsibilities and relationship between the Chittenden Solid Waste District and the chosen Operator. Here's a

concise summary of its important parts that will be maintained in a new contract to help potential respondents determine their interest:

1.1 Parties Involved: The agreement is between the Chittenden Solid Waste District (the owner of the Facility) and an Operator.

2.1 Facility Ownership and Operation: The District owns the Facility, but the Operator is responsible for its day-to-day operation, maintenance, and repair.

3.1 Scope of Services: The Operator is responsible for:

- a. Accepting, processing, and storing recyclables.
- b. Disposing of process residue and contaminants.
- c. Arranging for the sale and selling of Recovered Products (processed recyclables).
- d. Coordinating with transporters on outbound transportation of recovered products (processed recyclables).

4.1 Cost of Operation: This broadly includes all operator costs related to the Facility, such as processing, storage, disposal, maintenance and capital costs for maintaining capacity. The District's expenses (e.g., debt service) are excluded.

5.1 Financial Structure:

- a. The District pays the Operator a "Processing Fee" per ton for receiving and processing recyclables.
- b. The District collects "tipping fees" from customers delivering materials.

6.1 Material Acceptance:

- a. The Operator accepts single-stream recycling as defined by the District.
- b. The Operator must refuse Hazardous Waste and may assess a fee or reject contaminated loads based on a Quality Control Policy established by the District.

7.1 Operational Requirements:

- a. The Operator must operate the Facility to receive and process a minimum of 40 tons per day. Tons per day will gradually increase from natural sources, like increased population. Operator to anticipate and adjust to increases.
- b. Process residue generated must not exceed 5% of Recyclables processed. The Operator is responsible for its disposal.
- c. The Operator is responsible for security at the Facility and must maintain the site in a neat and orderly condition.
- d. The Operator must comply with all applicable laws, licenses, and permits.
- e. A full-time plant manager with specific experience is required.

8.1 Scales and Records: The District maintains the scale and the Operator uses it to record all transactions. All scale records belong to the District.

9.1 Performance Bond: While not initially required, the District may require a Performance Bond of at least \$200,000 if the Operator desires to assign the agreement to a third party. An Irrevocable Letter of Credit can be an alternative.

- a. Capital Expenses: expenses over \$25,000 for equipment replacement or new installations are the responsibility of the District if agreed upon by both parties.

The District encourages all interested and qualified organizations to review this summary and consider responding to this Request for Interest. Further details on the specific requirements for a new operating agreement will be provided to shortlisted respondents.

2.0 EXPRESSION OF INTEREST (EOI) INSTRUCTIONS

One (1) copy of the written Bid or a full emailed bid must be delivered to the District no later than 11:00 AM on **August 29th, 2025**.

There will be no public opening or reading of responses received.

EOI should be organized as follows – suggested content is included below:

- I. Cover Letter
- II. Organizational Overview
- III. Relevant Experience and Capabilities

2.1 Cover Letter

- Identification of the Respondent
- Statement of Interest
- Acknowledgement of the RFI summary
- Key contact information
- Disclosure regarding any pending legal actions involving current or former municipal clients

2.2 Organizational Overview

- Legal Name and Structure: Full legal name of your organization, type of entity (e.g., corporation, LLC), and state of incorporation.
- History and Mission: A brief overview of your organization's history, its mission, and its values.
- Size and Resources: Indication of your organization's size (e.g., number of employees, annual revenue, assets) and resources relevant to operating such a facility.
- Operational Footprint: Where else does your organization operate similar facilities or provide relevant services?
- A compelling statement on why your organization is uniquely suited to operate the District's Materials Recycling Facility, highlighting alignment with the District's goals (e.g., maximizing recycling, efficiency, environmental stewardship).

2.3 Relevant Experience and Capabilities

- Materials Recovery/Recycling Facility (MRF) Operations Experience.
- Recycling and Waste Management Expertise, demonstrating understanding of current recycling markets, processing technologies, and approach to managing contaminants.

- Briefly describe your experience with financial management, particularly in cost tracking, revenue generation, and reporting for similar operations.
- Approach to Compliance and Safety and notable records
- Describe your experience working with municipal entities, engaging with the public, and promoting recycling participation.
- Mention your approach to transparency and reporting.
- Briefly describe your organizational structure for facility operations and the types of qualified personnel you would deploy.

3.0 TERMS AND AGREEMENTS

3.1 DISTRICT RIGHTS

This RFI does not commit the District to contract with any Respondent. The District reserves the following rights:

- To withdraw this RFI at any time;
- To modify the RFI or to issue subsequent RFIs, RFQs, or RFPs pertaining to this agreement at the District's sole discretion; and
- To apply any additional rights as may be allowed under applicable procurement laws and rules.

4.0 AFTER THE RFI PERIOD CLOSES

Once the RFI period concludes, the Chittenden Solid Waste District will thoroughly review all submitted Expressions of Interest. Our team will carefully evaluate each response to assess your organization's qualifications, experience, and understanding of the operational needs of the Materials Recycling Facility.

Based on this evaluation, a shortlist of qualified organizations will be identified. These organizations will then be invited to participate in the next stage of the procurement process, which is anticipated to be a Request for Proposals (RFP). The RFP will provide a more detailed scope of work, specific requirements, and an opportunity for shortlisted organizations to submit comprehensive proposals outlining their technical approach, operational plan, financial model, and other relevant information.

We appreciate your interest in partnering with the District and look forward to reviewing your submissions.