



ADMINISTRATIVE OFFICE  
1021 Redmond Road  
Williston, VT 05495

EMAIL [info@cswd.net](mailto:info@cswd.net)  
TEL (802) 872-8100

[www.cswd.net](http://www.cswd.net)

TO: All Interested Parties  
From: Josh Tyler  
RE: RFP No. 20220104– Single Stream Recycling System Design  
Date: January 4, 2022

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Attached, please find this Request for Proposal (RFP) No. 20220104, issued by the Chittenden Solid Waste District (the District, CSWD), for the Design/Build services to construct a single-stream recycling system. Respondents shall submit a system design and general engineering costs with this RFP, equipment purchase costs, installation, system start-up, acceptance testing, and system training shall be developed as part of the system design and will be contingent upon a successful Bond vote in November 2022. Please note that site development and the building construction are not a part of this RFP.

**Proposed Project Schedule**

January 4 <sup>th</sup> , 2022	RFP Released
February 4 <sup>th</sup> , 4:00 PM	Deadline for submission of questions
March 4 <sup>th</sup> , 2022, 4:00 PM	RFP Submission Deadline
March 10 <sup>th</sup> , 2022	Bid Selection
March 23 <sup>rd</sup> , 2022	CSWD Board of Commissioners Approval
March 25 <sup>th</sup> , 2022	Project Award

**LATE SUBMITTALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

Proposal packages must be sealed and marked clearly with the Respondent’s name and with the phrase “**Proposal No. 20220104 Enclosed: Single Stream Recycling Project**”. Respondents are to adhere to all submittal requirements; failure to do so could result in disqualification.

The District sincerely appreciates each party’s efforts in responding to this RFP and looks forward to receiving your submittals.

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APPENDIX A

Conceptual Material Flow

**REQUEST FOR PROPOSAL NO. 20220104**  
**FOR**  
**Single Stream Recycling System Design**

**1.0 INTRODUCTION**

The Chittenden Solid Waste District (the District, CSWD) hereby solicits proposals from qualified Respondents to provide Design/Build services to construct a single-stream recycling system. Proposals are sought from manufacturers, partnerships, or firms to provide equipment, system design, fabrication, installations, start-up, acceptance testing, and system training for a turn-key Single Stream Materials Recycling System. The Single Stream Recycling System shall be designed to process a consistent minimum of 25 tons per hour (tph) throughput. Throughout this RFP the terms Contractor and Respondent will be used interchangeably. The Respondent's Proposal must be organized according to the outline set forth in Section 3.0 PROPOSAL INSTRUCTIONS of this RFP. **Please note this RFP is requesting costs for a system design and general engineering; All costs associated with equipment fabrication and purchase, installation, system start-up, acceptance testing, and system training shall be developed as part of this RFP. System Construction and start-up will be contingent upon a successful Bond vote in November 2022.**

**2.0 BACKGROUND AND GENERAL INFORMATION**

CSWD is a Municipal District created in 1987 by our member Towns and Cities to implement solid waste mandates legislated by the State of Vermont on their behalf. CSWD is the largest solid waste district in Vermont, serving all 18 Towns and Cities within Chittenden County. Our members include roughly 168,000 residents (25% of the State's population), nearly 7,400 businesses, several large institutions, and tens of thousands of seasonal visitors and tourists. CSWD is not a department or agency of State government. An 18-member Board of Commissioners representing each community within the District provides financial and policy oversight.

Our Mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective, and economical manner. This includes providing information to the public about private and public programs and facilities in addition to District owned and operated programs and facilities.

CSWD facilities include the State's largest compost operation, the only publicly owned Materials Recovery Facility (recycling processing center) in Vermont, a household hazardous waste facility, and six Drop-Off Centers located around the county. These facilities serve communities that reach far beyond District boundaries.

We provide educational outreach and resources as well as technical assistance for our members and perform compliance and enforcement actions as needed to ensure compliance with State and CSWD solid waste mandates within our District.

### **3.0 PROPOSAL INSTRUCTIONS**

Three (3) copies of the written proposal or one (1) emailed complete proposal package must be delivered to the District no later than 4:00 PM on March 4<sup>th</sup>, 2022. Proposals received after this time will not be considered and will be returned unopened to the Respondents. Proposal containers must be sealed and clearly and conspicuously marked on the outside with the Respondent's name and identified as follows: **Proposal No. 20220104 Enclosed: Single Stream Recycling System Design.** Emailing a proposal is the preferred form of submission; please include the proposal reference in the subject line. No blame shall be attached to any District employee for opening any Proposal not so marked. Proposals should be addressed to:

Josh Tyler, Director of Operations  
Chittenden Solid Waste District  
1021 Redmond Road  
Williston, VT 05495  
[jtyler@cswd.net](mailto:jtyler@cswd.net)

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

The Proposals shall be considered valid for a period of at least sixty (60) days and must contain a statement to that effect. The Proposal must contain the name, address, and telephone number of an individual or individuals with authority to commit to all provisions of this RFP during the period in which the District is evaluating the Proposals. The Respondent shall bear all costs related to this RFP.

Any proposed deviations from the Scope of Work or Deliverables shall be clearly noted. It is the District's requirement to have the awarded Respondent act as the project lead overseeing the system design, fabrication, installation, start-up, acceptance testing, and system training for a turn-key Single Stream Materials Recycling System. The system will be constructed at a greenfield location and the District is requiring that the Respondent work in conjunction with the building and site design consultant through the project development to optimize the material processing design and building construction in parallel.

**Proposals must include the following sections in the following order:**

- I. Cover Letter
- II. Introduction
- III. Project Understanding
- IV. Statement of Qualifications
- V. Project Management and Coordination
- VI. Appendices

Proposals must be complete and marked clearly with the name of the Respondent. The District considers straightforward and simple proposals to be most effective. Elaborate and extraneous materials are strongly discouraged. In keeping with the District's mission, please double side the proposal wherever practicable.

### **3.1 Cover Letter**

The cover letter must contain:

- Identification of the Respondent;
- An acknowledgment of receipt of this RFP, all RFP addenda (if any), and a statement that it is understood that all conditions contained in this RFP can be incorporated into any resulting contract;
- A statement that the Proposal will remain in effect for sixty (60) days after receipt by the District;
- A statement affirming that all information contained in Respondent's Proposal is factual and is accurate (deliberately misrepresenting facts will be grounds for dismissal from consideration on this RFP); and
- The signature of an individual who is authorized to bind the Respondent contractually.

### **3.2 Introduction**

This section of the Proposal should contain a brief summary of the history of the Respondent, highlighting accomplishments and successes which should demonstrate knowledge of the recycling industry. Demonstration of quality work performed for other solid waste entities on a national level will be viewed favorably during the review process. Also included in this section, if applicable, shall be a detailed description of:

- Any current or former projects that the Respondent worked on related to the Chittenden Solid Waste District or any facilities owned or operated by the District.
- Any former or current projects that may be a conflict of interest with the District's operations or projects.
- Any projects that the Respondent failed to complete or was terminated from in the past three years including a description of each project and the reasons for such failure and/or termination.
- Any lawsuits in which the Respondent is or was involved in during the last three years that could materially affect the performance of the firm undertaking this project.

### **3.3 Project Understanding**

This section of the Proposal shall provide a succinct statement of the Respondent's understanding of the District's needs. Please indicate an understanding of deliverable expectations for this RFP and an understanding of expectations upon a successful Bond award.

### **3.4 Statement of Qualifications**

The Respondent shall include a clear delineation of qualifications in performing the services identified in or anticipated from Sections 5.0 Scope of Work and 6.0 Deliverables. It is the Respondent's responsibility to demonstrate to the satisfaction of CSWD that the design and equipment submitted in the proposal are substantially equivalent to the requirements as laid out in Section 5.0 Scope of Work. At a minimum, Respondents must provide the following:

- Three references regarding past single stream design/build projects of similar size

- Three references regarding the proposed processing technology/equipment currently working at a domestic, United States, MRF
- Three references regarding equipment service
- Have 10 years' experience in MRF design/build services

### **3.5 Project Management and Coordination**

#### **3.5.1 Project Team and Subcontractors**

The Respondent shall identify the proposed project team responsible for system design, fabrication, installation, acceptance testing, and comprehensive training. Respondents shall possess on staff or as a part of the project team, engineering capability and the financial resources necessary to successfully install the system. The final system design, including all calculations, specifications, and drawings, shall be signed and sealed by a professional engineer. It is expected that the team identified in the Proposal will be consistent throughout the term of the project and will be utilized should the Respondent be awarded a contract. Should the Respondent not identify any team members at this time, but the Respondent chooses a team member after award, said subcontractor will need CSWD approval in writing prior to use.

#### **3.5.2 Coordination with District Staff**

The Respondent shall propose an efficient method and timeline to include critical milestones to keep the District aware of all key issues. As identified earlier, this design/build will be on a greenfield space, the Respondent will be required to coordinate with the civil site design and building construction consultant selected by the District.

#### **3.5.3 Proposed Timeline**

The Project timeline must be comprehensive and meet the following District milestones;

- Upon award of a Service Contract in March 2022, immediate project initiation
  - Process Design
  - Technology recommendations
  - Target Commodity mix recommendations
  - General site footprint configuration
- April – June 2022
  - Project development
  - Coordination with building and site design consultant
- July 2022
  - Final cost estimate
  - Final design completed
- February 2023 (assumed successful Bond award)
  - Construction Plans, Comprehensive Project Timeline, and Payment Schedule
- May – December 2023
  - Approved system fabrication
  - Site development and building construction (performed by others)

- December 2023 – April 2024
  - Single Stream MRF equipment installation
- May 2024
  - Performance testing/System training
- July 2024 – Official facility opening

**3.5.4 Proposed Cost Estimate**

Price of system design and general engineering services to meet the proposed timeline, 5.0 Scope of Work, and 6.0 Deliverables.

**3.6 Appendices**

Respondents may include any information not solicited that the Respondent believes to be relevant and important to the understanding of the Proposal. Unnecessary attachments are strongly discouraged.

**4.0 EVALUATION AND SELECTION PROCESS**

**4.1 Evaluation Criteria**

The following factors will be considered by the District regarding the award of this RFP. Although some factors are more important than others, all factors are considered necessary:

- |   |     |
|---|-----|
| • Experience of the Respondent          | 10% |
| • Understanding and Response to the RFP | 30% |
| • Proposal Cost                         | 60% |

**4.2 Negotiation of Contract**

Following the selection of the preferred Respondent, the District will seek to negotiate a contract for completion of this work. The Respondent's Cost Estimate for system design and general engineering services should be developed in sufficient detail so that it is capable of serving as an Appendix in any resulting contract. If the District is unable to negotiate a satisfactory contract with the preferred Respondent within a reasonable time frame, the District reserves the right to negotiate with any or all of the other Respondents to this RFP without further advertisement or issuance of another RFP. The contract which ultimately may result from this RFP will be governed by the laws of the State of Vermont.

**5.0 SCOPE OF WORK**

It is the intention of this RFP to procure services for a single stream MRF system design and general engineering that meets the requirements of 5.1 General Building Design, 5.2 General Equipment Specifications, 5.3 Targeted Commodities, and System Performance Requirements, and 5.4 Glass Clean-Up System. The goal is to develop a system and generate an accurate cost estimate for the purposes of a successful Bond vote (November 2022). Upon approval of Bond funding, the Respondent selected through this RFP will perform all equipment fabrication, installation, system start-up, acceptance testing, and system training in accordance with section **3.5.3 Proposed Timeline**.

### 5.1 General Building Design

The site will be constructed on a greenfield location, Redmond Road, Williston Vermont 05495, Figure 1. General building design will be performed through a different RFP process, the general system design shall accommodate the following:

- Entire building footprint, approximately 65,000 sf
- Tipping floor, approximately 12,500 sf
  - Minimum three rollup/bay access
- Bale storage, approximately 12,500 sf
  - Minimum three rollup/loading access
- Municipal water, provided on-site by District
- Three-phase power, provided on-site by District
- Data and communication services, provided on-site by District
- Scale, provided on-site by District
- Administrative offices and operator changing space

Figure 1. Approximate building envelope (blue outline)



## **5.2 General System Specifications**

The system shall be designed to accommodate single stream residential material and potentially light commercial inputs. Material will be brought to the facility on standard roll-off trucks, standard packer trucks, 100-yard trailers, and box trucks. The District currently owns an existing single-stream MRF located approximately 2.75 miles from the proposed greenfield site identified in Figure 1. The District would like to repurpose any existing equipment to the proposed new construction that is deemed pertinent by the selected Respondent. The District installed an International two-ram baler (model TR12-T100-HP), April 2019, and request that it be incorporated into the new system. Coordination and logistics of moving the baler and identifying any scrap value of existing equipment will be negotiated upon award of a project contract and dependent upon a successful Bond award. It is the District's intent to minimize the amount of manual labor Full-Time Equivalents (FTEs) required to process incoming material. CSWD is also interested in reducing operation and maintenance costs by minimizing reliance on rubber star screens. **The District is not interested in any used or refurbished equipment other than the existing equipment owned by CSWD.** General system specifications are outlined below:

- Consistent minimum of 25 tons per hour (tph) throughput at the point of the systems infeed conveyor
- Pre-sort station – four (4) positions for manual removal
  - Respondent to advise on potential technology to reduce reliance on manual FTEs
- two balers for redundant material throughput
  - single-ram baler (new)
  - two-ram baler (existing)
- Optical sorters for recovery of material
  - Respondent to recommend the number of optical sorters needed based on the material mix and desired outputs.
- Ballistic Separators
  - Respondent to advise need, placement, and use
- Eddy current
- Magnet separator
- QC stations
  - Respondent to advise on the potential for robotics
- Assumed five-day work week and 8-hour working shift
- Respondent to advise and identify space for site expansion
- Glass clean-up system
  - Disused in detail, Section 5.1.4
- Commodity bunkers
  - Commodities fed directly from bunker to baler via conveyor
  - All bunkers have the option to access each baler as needed
  - Respondent to advise on bunker walking floors
- Waste streams clean up
  - Respondent to advise on optical sorter for FTE reduction potential

The District is requiring a separate location for a source-separated material collection that will have a direct feed to either baler.

### **5.3 Targeted Commodities and System Performance Requirements**

It is the District's intent that the proposed system maintains as much material sorting flexibility as possible to accommodate a changing inbound stream of containers, packaging, and fiber content. Appendix A provides a conceptual material flow. The system shall sort, at minimum, the following commodities:

- Old Corrugated Containers (OCC, ISRI #11)
  - 95% recovery
  - 97% purity
- Sorted Residential Paper and News (SRP, ISRI #56)
  - 95% recovery
  - 98% purity
- #1 PETE
  - 95% recovery
  - 97% purity
- #2 HDPE Colored
  - 95% recovery
  - 97% purity
- #2 HDPE Natural
  - 95% recovery
  - 97% purity
- #5 PP
  - 95% recovery
  - 97% purity
- Used Beverage Containers (UBC)
  - 95% recovery
  - 97% purity
- Ferris metals
  - 95% recovery
  - 97% purity
- Rigid Plastics (drums<sup>1</sup> and 5-gallon buckets<sup>2</sup>)
  - 95% recovery
  - 97% purity
- Respondent to advise on a second fiber stream
  - Sorted Office Paper (SOP, ISRI #37)
  - Sorted White Ledger (SWL, ISRI #40)
  - 95% recovery
  - 98% purity
- Processed Glass Aggregate (PGA)
  - 1) received as source separated
  - 2) recovered at pre-sort

### **5.4 Glass Clean-Up System**

The existing District single-stream MRF has a glass clean-up system that generates a Processed Glass Aggregate (PGA) on a consistent basis, as approved by the Vermont Agency of Natural Resources (VT ANR) and the Vermont Agency of Transportation (VTRANS). CSWD is requiring that the new design maintain production of PGA that includes at a minimum the following:

- Removal of crushed glass from the single-stream system
  - Respondent to advise on glass fraction size
- Crushed glass dried to a 90% dry weight
- Primary glass clean-up
  - Magnet
  - Light fraction removal
  - Screen for waste removal
  - Waste bunker
- Secondary glass clean-up (PGA production)
  - Vertical shaft impactor (VSI), existing
  - Flip flow screen, existing
    - (-)3/16" material size
    - (-)3/4" material size
  - Shaker table and minimum two (2) air blades for (-)3/16"
  - (-)3/16" storage bunker
  - (-)3/4" return line to VSI
  - Waste bunker (same as primary glass clean-up bunker)

VT ANR and VTRANS standards require that all PGA contain less than 1% deleterious material. The District will coordinate with Respondent upon award of RFP regarding material management requirements and operational controls. The District is open to alternative equipment and technology that will meet VT ANR and VTRANS specifications for PGA.

## **6.0 DELIVERABLES**

### **6.1 Design and General Engineering**

A single-stream system design plan for a 25 ton and hour system completed for CSWD approval on or before **June 20, 2022**, meeting the following criteria:

- Design and general engineering to meet **5.0 Scope of Work**
- Coordination with the District to develop the system design
- Coordination with the selected site design and building construction consultant to optimize the material processing design and building construction in parallel
- Design development to be performed between March 2022 – June 2022

### **6.2 Total System Cost**

A total system cost for equipment fabrication, installation, system start-up, acceptance testing, and system training by **July 18, 2022**, for the purpose of a Public Bond (cost to be accurate within (+/-) 10%).

### **6.3 Construction Plans, Comprehensive Project Timeline, and Payment Schedule**

Contingent upon successful Bond award, to be completed by February 15, 2023.

## **7.0 PERFORMANCE BOND**

The awarded Respondent shall provide CSWD with a Performance Bond ensuring proper equipment construction, operation, and performance of a single stream system. The Performance Bond shall remain in place until project completion is achieved. If necessary, the Respondent shall cause the Bonding company to renew said Bond at least sixty (60) days prior to its stated expiration. The following criteria shall be met:

- The issuer is a financial institution registered in the United States
- The performance Bond is in the amount of at least \$125,000 in U.S. dollars
- CSWD is the named beneficiary thereof and may draw upon such performance Bond upon the delivery to CSWD to such Bonding institution of a notice of default or nonperformance by the Respondent.

Nonperformance shall mean the contracted Respondent fails to provide professional and timely work products.

## **8.0 TERMS AND AGREEMENTS**

### **8.1 District Rights**

This RFP does not commit the District to contract with any Contractor nor does it commit the District to an exclusive agreement with the Contractor for these services. The District reserves the following rights:

- To withdraw this RFP at any time;
- To reject any and all Proposals or Respondents;
- To eliminate any of the tasks in this RFP and to issue a contract with a correspondingly reduced Scope of Work;
- To modify the RFP or to issue subsequent RFPs at the District's sole discretion;
- To postpone the award of the contract;
- To accept the Proposal that the District finds to be the most advantageous and/or beneficial to the District;
- To split the award or to make multiple awards;
- To negotiate the Proposal to further refine, clarify, amend, or expand any and all aspects of the Proposal;
- To accept Proposals that do not offer the lowest cost;
- To confirm all references and contact further references obtained from other sources as deemed necessary;
- To waive any informalities or technicalities in any Proposal; and
- To apply any additional rights as may be allowed under applicable purchasing laws and rules.

### **8.2 Term of Contract**

The contract which will result from this RFP shall include system design and general engineering costs and all costs associated with equipment fabrication and purchase, installation, system start-up, acceptance testing, and system training. Facility Construction and start-up will be contingent upon a successful Bond vote in November 2022. The term of the contract may start at the District Board of Commissioners Proposal Selection Approval, March 23<sup>rd</sup>, 2022 and is anticipated to end June 2024, as identified in Section 3.5.3 Proposed Timeline. The District will look favorably upon proposals that can complete the work earlier than indicated in the project schedule.

### **8.3 Equal Opportunity Compliance**

The Respondent must agree to abide by all applicable Vermont State Minority Hiring laws, Equal Opportunity Employment Rules, and Regulations, and Executive Orders and any and all other applicable Vermont employment laws, rules, or regulations. State Equal Opportunity Compliance Certificate and Agreement procedures must be complied with when applicable. If applicable, certification shall be required as a condition precedent to receipt of any payment for supplies or services.

### **8.4 Minority Business Enterprise**

When practicable, the Respondent will be required to seek minority and women business enterprise participation in the amounts required by Vermont general laws and applicable regulations.

### **8.5 Handicapped**

The Respondent will not discriminate against any employee or application for employment because of physical or mental handicap for any position for which the employee or applicant is qualified, and in the event of noncompliance, the District may declare the Respondent in breach and take any necessary legal recourse, including termination or cancellation of the contract.

### **8.6 Subcontractors**

It will be the Respondent's responsibility to see that all subcontractors if any, conform to all contract requirements and provisions stated in the RFP.

### **8.7 Relationship as Independent Contractor**

The relationship between the Respondent and the District under any resulting contract shall be that of an independent contractor. Nothing in this RFP nor any resulting contract shall be construed to designate the Respondent, or any of its employees or subcontractors, as employees, agents, joint ventures, or partners of the District.

### **8.8 Conflict of Interest**

A Respondent submitting a Proposal thereby certifies that: No officer, agent, or employee of the District has a pecuniary interest in the Proposal or has participated in contract negotiations on the part of the Respondent; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same call for Proposals; and, the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm. Further, no person or firm who is listed as a Subcontractor shall be eligible to become a qualified Respondent in the same solicitation.

### **8.9 Contractual Disputes**

All claims, disputes, and other matters in question arising out of or relating to this Contract or the performance or interpretation thereof shall be submitted to arbitration pursuant to the terms of Title 12, Chapter 192, of the Vermont General Laws, as amended.

### **8.10 Termination**

If the Respondent or the District fails to fulfill its obligations in a timely and proper manner, or if either party violates any of the agreements of the negotiated contract, either party shall have the right to terminate the contract by giving written notice to the other party. Termination of the Contract shall in no way limit any legal rights of either party. The District reserves the right to terminate the contract without cause at any time by giving the Respondent ten (10) days written notice. The Respondent shall be entitled to reasonable compensation for any services rendered prior to the date of termination subject to damages the District may have suffered due to breach of contract. Any finished or unfinished work prepared on behalf of the District shall become the property of the District. Any resulting contract may be considered null and void if the Respondent deliberately misrepresented facts or provided false information in the Proposal.

### **8.11 Billing Procedures**

Final billing procedures shall be negotiated prior to the execution of the contract. Invoices minimally will contain the Respondent's name, address, and phone number; date; and a work order summary including amount approved, amount billed, amount remaining to date. Invoices shall be paid by the District within thirty (30) days of receipt of an acceptable invoice for goods and/or services that have been received and accepted.

### **8.12 Insurance**

The Contractor, prior to contract execution, will be required to submit a valid, **currently dated** Certificate of Insurance satisfactory to the District as evidence that the Contractor is adequately insured throughout the period of equipment installation, as defined within this RFP, by a recognized and responsible insurer authorized to do business in Vermont. Minimum limits include:

- Comprehensive General Liability, \$2,000,000 Combined Single Limit;
- Business Automobile, \$500,000 Combined Single Limit;
- Errors and Omissions, \$1,000,000; and
- Workers' Compensation Coverage as required by Vermont State law.

The Certificate of Insurance should name the District as an **additional named insured**. Any exclusions or exceptions to the types of claims and amounts which may be collected against a legitimate claim must be clearly delineated. The insurer will be required to provide the District with notification of any cancellation or change in the insurance coverage during the period of equipment installation, as defined within this RFP, between the Contractor and the District. Such notification must be made not less than thirty (30) days prior to the date said cancellation or change becomes effective.

Failure to maintain the insurance required shall be cause for immediate termination of the contract by the District.

The District reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement. The requirement for Workers' Compensation coverage shall not be waived. However, the required limits of property and casualty coverage may be modified if the Respondent can demonstrate an acceptable alternative method of preventing transferal of insurable risk to the District or of eliminating such risk.

### **8.13 Liability Waiver**

The Respondent must agree to waive any and all claims against the District for any loss or injury incurred while on the District's property during the period of the contract.

### **8.14 Public Records**

Any and all records submitted to the CSWD, whether electronic, paper or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of CSWD. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding

party otherwise seeks to have the CSWD considered as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections that are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

#### **9.0 PROPRIETARY INFORMATION**

All Proposals become the property of the District and will be subject to public review. If any proprietary information is contained in or attached to the written Proposal, it must be clearly identified for the District to ensure the protection of such information. Such information must also meet generally accepted definitions of trade secrets or other confidential business information.

#### **10.0 RFP QUESTIONS**

Any questions concerning the Scope of Services must be received in written form and will be accepted until 4:00 P.M. on February 4<sup>th</sup>. All written questions should be addressed to:

Josh Tyler, Director of Operations  
Chittenden Solid Waste District  
1021 Redmond Road  
Williston, VT 05495

Written questions may be transmitted by mail or by e-mail (jtyler@cswd.net); however, the District will not be responsible for information that is not received, and it is Respondent's responsibility to confirm our receipt of the questions. Please note that questions will not be answered over the telephone. Written responses to all substantive questions will be forwarded to all prospective Respondents in advance of the submittal deadline.

**APPENDIX A**

**Conceptual Material Flow**

MRF design flow  
(conceptual RFP logic)

**FIBER**

**Outthrows** – all Paper that will make the pack unsuitable and undesirable for consumption as the grade specified

**Prohibitives** – all Materials that will make the pack unacceptable or unusable for consumption as the grade specified  
any material that may damage equipment

**(11)OCC**

Old Corrugated Containers: consists of corrugated containers having liners of either test liner or kraft:

Prohibitives 1%  
Outthrows + prohibitives 5%

95% recovery  
97% purity

**(56)SRP**

Sorted Residential Paper & News: consists of sorted newspapers, mail, magazines, printing and writing papers and other acceptable papers generated from residential programs (such as residential household and apartment collections and drop-off centers) sorted and processed at a recycling facility. Containerboard and brown grades (OCC, kraft bags, boxboard and kraft carrier board) will be considered as outthrows) Kraft: paper made from sulfate pulp (brown and strong).

Prohibitives 2%  
Outthrows 3%

95% recovery  
98% purity

**(37)SOP\***

Sorted Office Paper: consists of paper, as typically generated by offices, containing primarily white and colored groundwood-free paper, free of unbleached fiber. May include small percentage of groundwood computer printout and facsimile paper.

Prohibitives 1%  
Outthrows 5%

95% recovery  
98% purity

**(40)SWL\***

Sorted White Leger: consists uncoated, printed or unprinted sheets, shavings, guillotined books, and cuttings of white groundwood-free leger, bond, writing, and other paper which has similar fiber and filler content.

Prohibitives ½ of 1%  
Outthrows 2%

95% recovery  
98% purity

\*potential optical sorting – material % by weight for proper ROI

MRF design flow  
(conceptual RFP logic)

**Plastic**

**Contamination** – 2% contamination of total bale weight identified as “Unspecified material”

**PETE**

Any whole polyethylene terephthalate (PET #1) bottle with a screw-neck top that contains the ASTM D7611 “#1, PET or ETE” resin identification code and that is clear, transparent green, or transparent light blue. All bottles should be free of contents or free flowing liquids and rinsed.

	Grade			
<b>Contamination by weight</b>	A	B	C	F
	6%	7%-17%	18%-27%	>28%

95% recovery  
97% purity

**HDPE**

Any whole, blow-molded, high-density polyethylene (HDPE #2) bottle containing the ASTM D7611 “#2, HDPE” resin identification code that is pigmented and opaque, and was generated from a curbside, drop-off, or other public or private recycling collection program. All bottles should be free of contents of free-flowing liquids and rinsed.

	Grade			
<b>Contamination by weight</b>	A	B	C	F
	5%	6%-15%	16%-20%	>21%

95% recovery  
97% purity

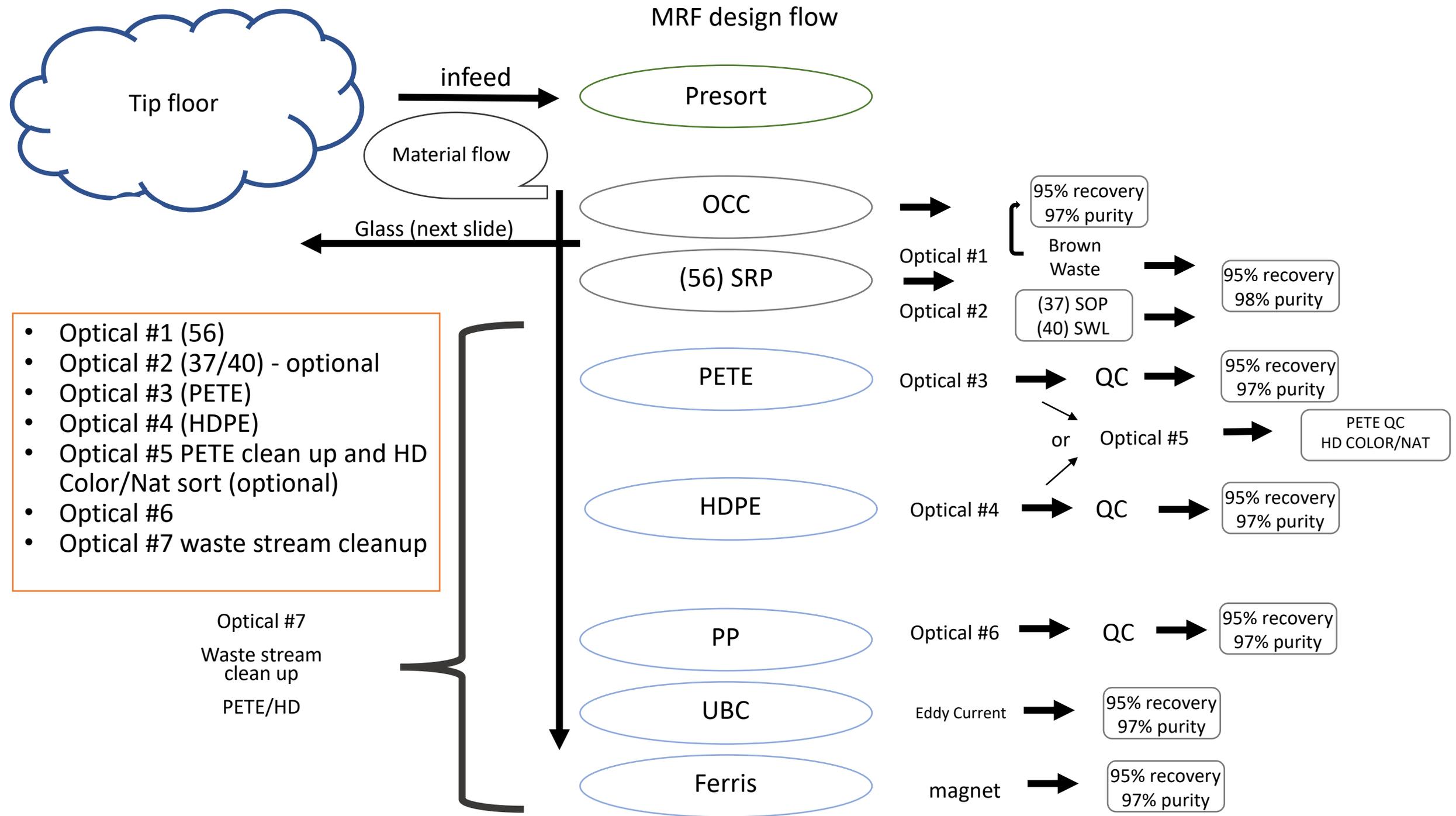
**PP**

Any polypropylene (PP,#5) whole bottle, container product, generated through a positive sort from curbside, drop-off, or other public or private recycling collection program. Examples include, prescription bottles, yogurt cups, margarine tubs, ice cream tubs, cold drink cups, microwaveable trays, tofu tubs, dishwasher safe storage containers, hangers, bottle cap enclosures, etc.. Bulky PP plastic items greater than 5-gallons, should be avoided (e.g., drums, crates, buckets, baskets, toys, totes, and lawn furniture)

**Total contamination should not exceed 8% by weight**

95% recovery  
97% purity

# MRF design flow



# MRF design flow

