

# REQUEST FOR INFORMATION

**Item Description:** TRASH AND RECYCLING SERVICES

**Procurement/MinuteTraq #:** 41619

**Date to be opened:** 8/15/2023

**Issuing Department:** Public Works

## **QUESTIONS**

- Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Department.
  - Email: [purchasing@providenceri.gov](mailto:purchasing@providenceri.gov)
    - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
  - Name: Valorie Capilli
  - Title: Administrative Assistant
  - Email Address: [vcapilli@providenceri.gov](mailto:vcapilli@providenceri.gov)

## **Pre-bid Conference**

There is no pre-bid conference scheduled for this item.

## **Deadline for questions submissions:**

Submit your questions via email by August 3<sup>rd</sup>, 2023 by 2:00 PM (EST). All questions will be answered via addendum.

## INSTRUCTIONS FOR SUBMISSION

**Meeting Date: 8/15/2023**

Responses may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all responses will be publicly opened and read at the Board of Contract Meeting in Conference Room 305, on the 3<sup>rd</sup> floor of City Hall.

- Vendors must submit **2 copies** of their response in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation is related and must include the company name and address on the envelope as well.** (On page 1).
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this solicitation. If you have an old version of a form do not recycle it for use in this request.
- The envelope and information relative to the solicitation must be addressed to:

**Board of Contract and Supply  
Department of the City Clerk – City Hall, Room 311  
25 Dorrance Street  
Providence, RI 02903**

**All responses submitted to the City Clerk become public record.** Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.

**Certificate Regarding Public Records**

Upon behalf of \_\_\_\_\_ (Firm or Individual),  
I, \_\_\_\_\_ (Name of Person Making Certification),  
being its \_\_\_\_\_ (Title or "Self"), hereby certify an  
understanding that:

1. All documents submitted in response to Requests for Proposals (RFP's), Requests for Information (RFI's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFI/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating submissions. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate responses.
4. If sensitive information that has not been requested is enclosed or if a vendor opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent solicitation process. Information required in the response packet may not be submitted directly to the issuing department at the discretion of the vendor in order to protect other information, such as pricing terms, from becoming public. Vendor who makes such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of vendor, on  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name

# PACKAGE SPECIFICATIONS

The City of Providence, RI seeks information on how haulers, businesses and/or other entities may be interested in partnering with the City of Providence (City) to provide municipal hauling services and to implement waste reduction activities citywide.

The City seeks responses to the questions listed in the “RESPONSES” section of this Request for Information (RFI). The City may use the information collected through this RFI to plan for future waste diversion initiatives and to draft potential Request for Proposals (RFP).

## **Background Information**

### Waste Reduction Goals

The City of Providence’s goals with respect to solid waste management are to:

- (a) increase diversion of solid waste to the Rhode Island Resource Recovery Corporation (RIRRC) landfill by improving the overall municipal recycling percentage.
- (b) improve efficiencies and lower costs of solid waste collection, and (c) through a dedicated public outreach effort, improve the public awareness, understanding, and involvement in recycling efforts.
- (c) Collect and manage residential refuse and recyclables in an efficient, cost effective and environmentally safe manner.
- (d) Increase the current municipal recycling rate to 35 {insert} % through the expansion of residential recycling and waste reduction. (Per R.I. Gen. Laws § 23-18.8-2, all solid waste capable of being recycled should be recycled, as a target, no less than thirty-five percent (35%) of the solid waste generated in the state should be disposed of through recycling; every effort should be made to exceed this target.
- (e) Improve public outreach and education program designed to increase public awareness and participation in municipal recycling.
- (f) Reduce and eliminate, where possible, all rejected loads at the Municipal Recycling Facility (MRF). Reduce and eliminate all self/driver rejected loads to the RIRRC landfill. Options can include implementation of innovative equipment/machinery to accomplish this goal.
- (g) Improve resident experience related to all areas of solid waste management but in particular as it relates to removal of bulk items, including mattresses.
- (h) Implement comprehensive data reporting and evaluation of measurable metrics.

### About Providence

The 2020 United States Census data indicates the City’s population to be approximately 190,000. The City’s residential dwelling (single family and multifamily) refuse collection is mandatory. Multifamily residences are currently defined as all residential housing structures with two or more attached units.

Only those multi-family dwellings with six (6) units or less are serviced by the City’s refuse and recycling contract.

Currently, Residential service is curbside container service picked up on a weekly basis. Refuse containers are 65 or 95 gallons in size with approximately 59,000 residences receiving service in 2022. There are no front-loader or roll-off container services provided for residents.

The City has a mandatory curbside recycling collection program. Recycling service is a single stream curbside service picked up on a weekly basis on the same day as refuse. The recycling collection program mandates that all recyclable materials are placed into one container that is 65 or 95 gallons in size. There were approximately 59,000 residences receiving services in 2022. There are no front loader or roll-off container services provided for residents.

The City is exploring options for smarter, more environmentally sustainable waste reduction strategies in certain focus areas:

1. Organics waste reduction and diversion
  - a. Food waste reduction and diversion
  - b. Yard waste diversion
2. Improving and expanding single-stream recycling collection and processing
  - a. Small businesses
3. Bulk waste recycling and reuse, including but not limited to:
  - a. Furniture
  - b. Mattresses
  - c. White Goods
  - d. Electronics
4. Expanding residential drop-off centers

The City is requesting information on the best hauling, diversion and education options for municipal residents. The City wants to better understand best management practices that are working for haulers in other municipalities of similar size and program criteria that result in improvements in the outcomes as outlined in section one.

### Responses

This RFI seeks responses to the questions from haulers, businesses and/or other entities. The feedback from this RFI may be used to develop future Requests for Proposals and to implement waste diversion strategies and practices, if it is in the best interest of the City.

Responses are not limited to the below list of questions and the City is open to other ideas not detailed within this RFI.

### Guidelines for Submission

RFI respondents should provide a general overview of services offered and the solution(s) they would provide.

RFI respondents should, at a minimum, answer the following questions:

1. What municipalities and/or other entities do you currently serve?

2. Do you currently dispose of waste at Rhode Island Resource Recovery? If so, what are your rejection rates for similar sized communities for the past 3-year period?
3. How many trucks in your fleet are operable and would be assigned to the account? What type of equipment is utilized for each type of service provided?
4. Please address the focus areas listed above with approaches.
5. After reviewing the City of Providence's current approach, what do you believe is the most important innovation that should be implemented to improve the outcomes achieved through the City's solid waste management program?
6. How much waste (in tons) could be reduced/diverted in any of these focus areas per year?
7. What are the potential cost savings to the City?
8. What do you anticipate would be your annual costs/revenue?
9. Are there any challenges that you predict could impact the implementation of your recommendations?
10. What support would be needed from the City, either up front or on an ongoing basis?
11. Are there environmental and equity benefits that can be quantified (i.e. fuel savings, living wage jobs, local hiring, workforce training, community benefits, organizational diversity, equity and inclusion policies, etc.)?
12. How many personnel and what types of equipment/vehicles would be used for this solution?
13. What are your solutions for minimizing contamination?
14. Would the project/program start with a pilot or a subset/subgroup and build over time?
15. What is your proposed timeline for implementation of your proposed solution(s)?
16. What is your experience with implementing the proposed solution(s)?
17. How do you manage customer experience, especially as it relates to customer complaints, missed service or appointment scheduling?
18. Please explain education and outreach efforts that would be used at the curb.
19. Are there other specialty programs (eg. E-waste), that you would recommend the City consider as part of this procurement?

Due Date for Responses

August 15, 2023 by 2:00 PM as stated on page 2 of this solicitation.

Submit any questions concerning and responses in writing to the City not later than 2:00 pm (EST) on August 3, 2023 through a Microsoft word document to Al Giuliano via email at AGiuliano@providenceri.gov and Valorie Capilli via email at Vcapilli@providenceri.gov. The City will respond to all questions not later than 2:00 pm on August 10, 2023 via addendum in our City website and BidNet Direct. A copy of the addendum may be sent to interested vendors via email.

## Disclaimer

This RFI is issued solely for information and planning purposes; it does not constitute a Request for Proposals, applications, proposal abstracts, or quotations. This RFI does not commit the City of Providence to contract for any supplies or services. Further, The City is not seeking proposals through this RFI and will not accept unsolicited proposals. The Department of Public Works is not obligated to enter any financial or legally binding relationships with respondents. 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. Not responding to this RFI does not preclude participation in any future procurement, if conducted. It is the responsibility of the potential responders to monitor this RFI announcement for additional information pertaining to this requirement. Responses to the RFI will be public information and as such, any information gathered through the RFI process will be considered public information and the respondent should not include any information which they deem confidential.

Patricia A. Coyne Fague Esq.  
Director



Brett P. Smiley  
Mayor

**DEPARTMENT OF PUBLIC WORKS**  
*"Building Pride in Providence"*

July 10, 2023

The Honorable Brett P. Smiley  
Chairman, Board of Contract and Supply  
City Hall  
Providence, RI 02903

Dear Mayor Smiley:

Please advertise for: **TRASH AND RECYCLING SERVICES**

**ID NUMBER 41619**

Funds are budgeted in Account Code **NOT APPLICABLE**, and the cap is **NOT APPLICABLE**

Bids are to be opened on **AUGUST 15, 2023**

Respectfully Submitted:

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Patricia Coyne-Fague Esq.  
Director of Public Works

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Financial Approval

Pursuant to RIGL Sec. 45-55-5(c) and given the bi-weekly scheduling of the Board of Contract and Supply, I, The Director of Purchasing, have determined that the twenty-one (21) day limitation must be waived for this advertisement. The new maximum number of days prior to the opening of bid is 29 days.

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Alejandro Tirado, Director of Purchasing