

County of McLeod

REQUEST FOR PROPOSAL (RFP)

CLOSING DATE AND TIME: FEBRUARY 10, 2017, AT 12:00 NOON

CONTRACT FOR RECYCLABLES PROCESSING AND MARKETING

The County of McLeod, Minnesota, invites proposals from all qualified recycling processors desiring to furnish the County with Recyclables Processing and Marketing.

A sealed copy of the proposal may be submitted by courier or hand delivered to the McLeod County Administrator, 830 11th Street East, Glencoe, MN 55336, FAX 320-864-1809, or email to Pat.Melvin@co.mcleod.mn.us. Proposals submitted must be received on or before February 10, 2017, at 12:00 noon.

GENERAL CLAUSES AND CONDITIONS

1. The initial term of the contract may be for two years with additional two-year renewal periods at the option of either the County or the contractor.
2. After the RFPs are received, the County may negotiate with any contractor to provide the best financial benefit and service to McLeod County. This process is not subject to the Minnesota Public Bidding Act, as exempted in Minnesota Statute § 400.04, Subd. 3.
3. Insurance: The successful contractor must maintain insurance in general liability form, workers compensation, professional liability, and shall indemnify McLeod County and shall name McLeod County as an additional insured. The liability limits of insurance shall be the maximum liability amounts contained within Minnesota Statute § 466.04.
4. Proposals will be received and publically acknowledged at the first public board meeting following the date set for receipt of the proposals. Only the name of the applicants responding to this request shall be released. Other information shall not be released by the County during the proposal evaluation process or prior to contract award.
5. McLeod County is an Equal Opportunity Employer and requires all contractors to also be Equal Opportunity Employers.

6. The successful proposal will include at a basic minimum that McLeod County will provide the facility equipment and product for processing 1,200 to 1,400 tons of recyclable materials per month from commercial and residential entities with a fixed rate per month fee based upon tonnage. Under this basic program, McLeod County would receive all tip fees generated from customers and would have ownership of all product. The successful contractor would be free to generate additional volumes from within and without McLeod County.
7. McLeod County is willing to consider optional forms of contracting that would include incentives to a contractor by sharing in the proceeds of the sales of the recycled product with a corresponding reduction in the flat rate fee. McLeod County is seeking a long-term partnership that would be beneficial to both the contractor and the taxpayers of McLeod County while providing a complete line of recycling services.
8. The successful contractor will be responsible for efficient processing of recycled materials, a complete listing of which is available by emailing Sarah Young at Sarah.Young@co.mcleod.mn.us.
9. The successful applicant will prior to entering into a contract obtain the necessary solid waste hauling permits required by McLeod County.
10. McLeod County will continue to operate the Household Hazardous Waste recycling program.
11. The successful applicant will keep accurate records of product received and product processed, as is required by the State of Minnesota.
12. The successful contractor will be required to operate the scale and report tonnages to the County.
13. The successful contractor will provide supervision, labor, both full-time and part-time to operate the facility, and will include in its plan the current contracts the County has with the Adult Training and Habilitation Center (ATHC) and West Central Industries (WCI). Copies of these agreements may be obtained from Sarah Young by emailing her at Sarah.Young@co.mcleod.mn.us.
14. Information about the current recycling program may be obtained from Sarah Young at 320-484-4391.