

**REQUEST FOR QUOTATION (RFQ) 18-0010**

**Specifications and Pricing Sheet**

**TBR System Office Recycling Services**

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The Tennessee Board of Regents is seeking bids for recycling services at the TBR System Office. Bidders may bid on any or all types of recyclables listed below. Bidders are not required to bid on every type of recyclable.

**Goal**

To receive bids from qualified recycling companies, in order to ascertain whether it is financially feasible to develop a recycling program at the Tennessee Board of Regents (TBR) System Office.

TBR is interested in exploring what type of recycling program may be best suited for the System Office. Therefore, TBR is exploring various types of recyclable material sorting options (from Printer’s Mix to Mixed Paper and Cardboard to Dual Stream to Single Stream), to determine what method of recycling might work best of the TBR System Office. TBR will make a decision on what type of recycling based on a review of the bids received.

The decision of what type of recycled materials to award and who to award to is in the sole discretion of TBR. TBR may offer one award to a single bidder for all recycling material types, multiple awards to multiple contracts based on recycling material types or elect not to award to any contractor.

**Description**

The TBR System office consists of approximately 160 office employees. Currently no recycling program is in place. TBR does not have any historical data regarding estimated volume of recyclable materials; therefore, TBR does not guarantee any quantity amounts of recyclable materials.

TBR is expecting bidders to use their best judgement to estimate recycling volume based on the bidder’s experience in the industry and the number of employees at the TBR System Office.

Currently, the TBR System Office resides on the 2nd and 3rd floors of the Bridgestone office building located at 1 Bridgestone Park, Nashville, TN. 37214. There is potential that TBR may occupy part of the 1st floor as well in the future. There is a breakroom on both the 2nd and 3rd floors. Additionally, there are 8 copy rooms (3 copy rooms on the 2nd floor and 5 copy rooms on the 3rd floor). Office appropriate recycling containers could be located in each breakroom and secure document shredding containers could be located in most copy rooms.

The typical office hours are from 8:00 am – 4:30 pm; however, access to recycling containers can be from 7:30 am – 6:00 pm.

If TBR does find it advantageous to award a contract(s) for recycling, it is anticipated that the contract term will be for 5 years.

**Recycling Specifications**

The recycling services must meet the following minimum specifications:

**Types of Recyclables**

* Paper
  + **Printer’s Mix: Scrap paper, primarily white office paper. Grade 37 on Official Board Markets Yellow Sheet.**
  + **Old Corrugated Containers (OCC):** Corrugated paper, known as corrugated cardboard, grade 11 on Official Board Markets Yellow Sheet.
  + **Mixed Paper and Cardboard:** Mostly office paper and corrugated cardboard mixed together. Grade 2, Mixed paper on the Official Board Markets Yellow Sheet.
  + **Dual Stream:** Mixed paper in one container and other recyclables—such as plastic and metal—in another
  + **Single Stream:** paper, cardboard, plastic, glass and metal to be mixed together
* Secure Document Shredding
  + **Shredded office paper: Primarily white office paper,** letterhead and copier paper. **Grade 37 on Official Board Markets Yellow Sheet.**
* Electronics
  + **Computer Electronics Equipment:** Mostly computers and monitors, some printers. Would like at least annual pick up.
* Plastics – Primarily from plastic bottle soda drinks.
* Cans – Primarily from canned soda drinks.
* Glass – Primarily glass bottles.
* Food Waste – Compost services from leftover food. Note – Office building does not have a cafeteria. However, a caterer is under contract to provide breakfast and lunch type food and refreshments during meeting. For last fiscal year, 129 catering orders, with an average cost of just over $500 per event, were delivered to the TBR System Office building. Food waste recycled material to consist primarily of:
  + Soiled Paper
  + Organics, and
  + Food Waste

**Flexibility of Service**

Bidder agrees to allow for a flexibility of service, due to the current lack of information regarding the volume of recycled material, the size of recycled bins and the frequency of recycled material collection.

**Containers and Bins**

* Containers must be provided for inside the premises,
* Containers must be suitable for office premises,
* Containers must be able to be filled completely,

**OSHA Safety Standards**

Equipment being used must meet OSHA safety standards.

**Bidder Qualifications and Experience**

All bidders must furnish satisfactory evidence to TBR that bidder has continuously operated current recyclables processing business for the past three (3) years.

**Revenue**

Bids for the paper and cardboard items must be in dollar figures based on market prices. Such market prices shall be determined based on the “Official Board Markets – Yellow Sheet- Transacted Paper Stock Prices” each month for the southeast region. The Yellow Sheet is published monthly by Magazines for Industry, Inc., 233 N. Michigan Avenue, 24th floor Chicago, IL. 60601.

Bids for Single Stream material must either be in dollar figures per ton or have a processing fee per ton with revenue sharing split percentages. For dollar figure bids, positive numbers will reflect payment to TBR. For bids including processing fees and revenue sharing splits, current prices for the material must be included and formulas for arriving at that price must be included. An example might be a $15 per ton processing fee and a 50% TBR, 50% contractor revenue split, which results in a $25 per ton credit to TBR.

**Weight Tickets**

The contractor shall provide TBR with weight tickets, at the time of delivery, for each load delivered. Weight tickets shall be from public weight scales inspected by the Tennessee Department of Agriculture (T.C.A.S. 47-28-891 et seq). The contractor shall certify in writing that the weight scales used are inspected by the Tennessee Department of Agriculture and that all required information contained on the weight tickets is accurate and complete to the best of the contractor’s knowledge.

**Billing and Reporting**

The contractor shall submit monthly billing and recycling reports within 10 working days after the last day of the month.

The monthly billing and report shall contain the following information:

* the location, the container size, the number of times serviced, the material hauled, and the weight, in pounds, for each type of material picked up by the contractor.
* Date of each delivery.
* Payment due/from TBR.
* A copy of each weight ticket indicating the weight and type of material(s) collected on the route and the date of transport shall be provided to TBR as an attachment to the monthly report covering the month that the ticket was issued.

**PRICING SHEET**

Bidders may bid on any or all types of recyclables listed below. Bidders are not required to bid on every type of recyclable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material | | Service Type | All Fees for Pick Up | Revenue Sharing Split |
| Paper: | |  |  |  |
|  | **Printer’s Mix** | Pick Up |  |  |
|  | Old Corrugated Containers | Pick Up |  |  |
|  | Mixed Paper and Cardboard | Pick Up |  |  |
|  | Dual Stream | Pick Up |  |  |
|  | **Single Stream** | Pick Up |  |  |
| Secure Document Shredding | | Pick Up |  |  |
| Computer Electronics Equipment | | Pick Up |  |  |
| Plastics | | Pick Up |  |  |
| Cans | | Pick Up |  |  |
| Glass | | Pick Up |  |  |
| Food Waste | | Pick Up |  |  |

**Please direct any questions to: Mark Hodges (**[**mark.hodges@tbr.edu**](mailto:mark.hodges@tbr.edu)**) or 615-366-3934 at the Tennessee Board of Regents, Purchasing and Contracts Office.**

Items that must be completed and included with the RFQ submission in order for the quotation to be considered include:

* Tennessee Board of Regents RFQ Bid Sheet (including printed name of bidding firm and contact person, address with city, state and zip code, phone number, fax number and e-mail address, authorized signature and date.
* Tennessee Board of Regents RFQ Specifications and Pricing Sheet.
* Attached is TBR’s standard Pro Forma Agreement. This is the agreement that will be executed between the parties. If bidders require its license agreement to be signed versus the TBR’s standard agreement, it must be included with the bid submission. Failure to successfully negotiate an agreement will cause the bidder’s quotation to be rejected.
* Request for Vendor Registration.
* Tennessee Board of Regents Certification of Quotation/Proposal.