

Request for Proposal

To Buy Recyclable Materials From Colorado State University

Colorado State University seeks proposals to buy recyclable material from the university. The University currently has an in-house collection program where recyclable materials are consolidated to a processing/storage facility. The University is investigating the potential benefits of having a company buy and pick up the centralized and sorted material for recycling. Quality of service (timeliness, ease of use, response to problems, and comprehensiveness of acceptable materials, among others) is important in the consideration of a vendor, in addition to a good price paid for material. To aid in your estimates, the volume of recyclable material sold by the University this fiscal year-to-date (July 1, 1999- June 31, 2000) is attached.

GENERAL INFORMATION

Please fill out the following information on your company:

Your Name and Title _____

Address _____

Phone Number _____

How long has your company been in the recycling business? _____

Please include the names, addresses, and phone numbers of companies from which you buy recyclable materials:

1. _____

2. _____

3. _____

METHOD OF COLLECTION

All bidders are required to see the university recycling center and the existing equipment. To arrange to see the facility and recycling program, please contact Sheela Backen at (970) 491-0113. Included to help determine the type of service that you think is best is the University's recycling volume July '00- March '00. Volumes fluctuate when school is out of session, but recycling is an all year service.

The university recycling program occupies two bays of an unused dairy. The facility is sheltered from the elements, but not completely protected. The facility has a conveyor belt sorting system which can sort material into Gaylord boxes or palletainer cages. The facility has a 60" vertical bailer, which produces 1200lb bales of corrugated cardboard. We can load a semi-trailer or a flatbed trailer. Use of a forklift by university personnel can be arranged from the university motor pool, located 1 mile away.

In this space, please describe the method in which you will pick up material from the university facility. Be sure to note any equipment that will be required for this, and whether the university or your company will provide this equipment.

If we were to need quick pick-up of material (for instance, if we collect 5 extra tons of office paper from a special event, or if your regular truck is broken down), how would you provide service?

Can you provide same day service? _____yes _____no

RECYCLABLE MATERIALS

Colorado State University currently recycles the following products. Please check off each material that you can pick up at our facility.

- Corrugated Cardboard (Loose)
- Corrugated Cardboard (Bailed)
- Newspaper (Loose)
- Mixed Office Paper ("Office Pak") (Loose)
- Shredded Office Paper (loose or in bags)
- Magazines
- Phone Books
- Books and Catalogs

OTHER that the university would like to recycle:
(please check materials that you can currently accept for recycling)

- Pallets standard/odd size
- Laser Printer/ Fax Toner Cartridges
- Co-mingled containers (aluminum/ steel/ HDPE/ PET/ glass)
- Aluminum
- Steel
- Copper
- Mixed Metals
- Packing Peanuts
- Video tapes (3/4 inch)
- CD's/Floppy Disc
- Other (please list)

PRICING

In this space, describe the method you use to set prices (if you use one). For instance, state the percentage of Chicago yellow sheet for each commodity. Please include prices by commodity that you have paid for recyclable material for each of the last 12 months.

OTHER SERVICES

Please use this space to describe any other services or equipment that your company offers. This might include education, recycling equipment, trucks, document destruction, provide bailing ties, etc. Please include pricing for each of these services. Feel free to include brochures or any other information which might tell us more about your company and the service that it can provide.

Evaluation of RFP to buy recyclable material from Colorado State University

Each company will be evaluated on the following criteria:

Assign 2 point for each of these:	Mixed Office Paper (Office Pack)	_____pts
	Pallets	_____pts
	Laser printer/fax cartridges	_____pts
	Comingled Containers	_____pts
	Old Corrugated Cardboard	_____pts
	Magazines	_____pts
	Phone Books	_____pts
	Books/Catalogs	_____pts

Assign 1 point for any additional commodities that are part of the university waste stream that the company can accept for recycling.

Textiles	_____pt
Carpet Padding	_____pt
Carpet	_____pt
Pallets standard/odd size	_____pt
Laser Printer/ Fax Toner Cartridges	_____pt
Co-mingled containers (aluminum/ steel/ HDPE/ PET/ glass)	_____pt
Aluminum	_____pt
Steel	_____pt
Copper	_____pt
Mixed Metals	_____pt
Packing Peanuts	_____pt
Video tapes (3/4 inch)	_____pt
CD's/Floppy Disc	_____pt

TOTAL

Assign 2 points for each item you will provide:

Shipping Costs	_____pts
Shipping Gaylords/Pallaters	_____pts
Set Scheduled Pickups	_____pts
Unscheduled/Special	_____pts

Collection Boxes(ie WOW) _____pts
Collection Boxes(Magazines) _____pts

PRICING:

Each vendor who include the last 12 months commodities prices will be evaluated.
Figure the total dollars that would have been paid to CSU if the university had sold to the
bidding company. Use the commodities sold from July 1, 2000 to June 31, 2001

The base amount is \$14,630, the amount actually received for sales during this period.

OVERALL:

Professional opinion of service based on documents submitted
and references contacted:
assign points 1-15, with 15 being highest _____pts

TOTAL: _____pts