

**Request for Proposal  
To Take Compost Materials From Colorado State University**

Colorado State University seeks proposals to take compost material from the university. The University currently has an in-house collection program where compost materials are consolidated in a trash truck. The University is investigating the potential benefits of having a company take material for composting. 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 disposal price for material.

**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 composting business?

\_\_\_\_\_

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

1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.

\_\_\_\_\_  
\_\_\_\_\_

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3.

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## **METHOD OF COLLECTION**

The university-composting program collects several different items for composting. Items are collected as a mixed load, compacted and stored in a 30-yard trash truck. When the truck is full we would deliver the compost material to your facility.

What hours does your company operate?

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Would we have to call before we deliver a load to your company? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

Would we be able to set up an after hours delivery if needed? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

What would the cost per cubic yard be?

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N/C represents a no charge to the University bid.

Items collected are:

1. Straw manure mix
2. Bone/ash from digester at VTH
3. Sand manure mix
4. Small animal bedding and manure
5. Plant matter with potting soil
6. Leaves
7. Grass clippings
8. Plant and shrub trimmings
9. Tree branches, limbs and stumps (20" max in size)
10. Odd size pallets, crates and wood scraps

Plant and shrub trimmings will have Juniper, Dogwood, Spirea, Lilac and other varieties of decorative plants.

Odd size pallets, crates and scrap wood are collected and stored separately from other items listed above.

Sand manure mix is collected separately from other items listed above. This would be handled through Dr. Nelson at the Vet Teaching Hospital. A rolloff or container would be required to collect this mixture.

Are there any items listed above that your company would not take for composting? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what items?

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If we were to need a rolloff or other receptacle to collect compost material in, could your company provide this service? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would your company provide pick up service for a rolloff or container that was provided by you?

Yes  No

What size of rolloff or container would your company provide?

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If your company were to provide a rolloff or other container what would this service cost?

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Can you provide a same day pick up service for rolloffs or containers that you have provided?

Yes  No

### **OTHER SERVICES**

Please use this space to describe any other services or equipment that your company offers. This might include education or composting equipment. Please include costs 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 take compost material from Colorado State University**

Each company will be evaluated on the following criteria:

Assign 2 points for each of these:

Straw manure mix	_____pts
Small animal bedding and manure	_____pts
Plant matter with potting soil	_____pts
Leaves	_____pts
Plant and shrub trimmings	_____pts
Tree branches, limbs and stumps (20" max in size)	_____pts
Odd size pallets, crates and scrap wood	_____pts

Plants and shrub trimmings will include trimmings from Juniper, Dogwood, Spirea, Lilac and other varieties of decorative plants.

Odd size pallets, crates and scrap wood are collected and stored separately from other items listed above. Odd size pallets would be delivered separately.

Assign 2 points for each item that you will provide if needed:

Unscheduled/Special pick up service \_\_\_\_\_pts  
Collection rolloffs or containers \_\_\_\_\_pts

**OVERALL:**

Professional opinion of service based on documents submitted and references contacted.

Assign points 1-15, with 15 being highest \_\_\_\_\_pts

**TOTAL:** \_\_\_\_\_pts