

**RFP for Solid Waste Transportation Services for Frederick County, Maryland
December 5, 2024**

December 5, 2024

Dear Proposer:

The purpose of this procurement is to seek proposals from experienced vendors who can provide waste transfer services, for non-recycled solid waste received at the Frederick County Transfer Station located at the Reichs Ford Road Landfill in Frederick County, Maryland (the “County”). The Northeast Maryland Waste Disposal Authority (the “Authority”) is issuing this procurement on behalf of the County. The Northeast Maryland Waste Disposal Authority is a multi-jurisdictional agency created by the State of Maryland to assist its Member Jurisdictions with their integrated solid waste and recycling needs.

The Service requested under this Request for Proposals (RFP) will commence on July 1, 2025, and end on June 30, 2030, with five 12-month renewal terms at the Authority’s sole discretion.

Proposal due date is 3 p.m. (local time) on Wednesday, January 15, 2025 (“Due Date”).

A non-mandatory pre-proposal meeting and Transfer Station tour will be held on Thursday, December 19, 2024, at 10:00 a.m. (local time) at the Reichs Ford Landfill Administration Building located at 9031 Reichs Ford Road, Frederick, MD 21704.

Please return executed copies of Form A-1 and Form A-2 of this RFP to the Authority to receive any written Addenda that describes any changes, interpretations, or clarifications in response to any Proposers’ written questions. Proposers may mail or email (procurement@nmwda.org) the forms.

The Authority looks forward to your proposal.

Andrew Kays
Executive Director

**RFP FOR SOLID WASTE TRANSPORTATION SERVICES
FOR FREDERICK COUNTY, MARYLAND
December 5, 2024**

Request for Proposals

for

**SOLID WASTE
TRANSPORTATION SERVICES**

for

Frederick County, Maryland

Issued: December 5, 2024

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DEFINITIONS

Authority	Northeast Maryland Waste Disposal Authority
County	Frederick County, Maryland
CPI-U	Consumer Price Index All Urban Consumers All Items in Washington-Arlington-Alexandria, DC-VA-MD-WV 1982-84=100
FCLF	Frederick County Landfill, 9031 Reichs Ford Road, Frederick, MD 21704
MDOT	Maryland Department of Transportation
MDE	Maryland Department of the Environment
MSW	Municipal Solid Waste
RFP	Request for Proposals
SEC	U.S. Securities and Exchange Commission
SWMP	Solid Waste Management Plan

**SOLID WASTE
TRANSPORTATION SERVICES
REQUEST FOR PROPOSALS (RFP)**

1. BACKGROUND AND PURPOSE

Frederick County, Maryland currently has an export-based disposal and recycling system that results in the disposal of current and anticipated future waste streams and the processing and marketing of recyclable material received at the Reichs Ford Landfill Transfer Station. The Authority currently has one Frederick County Waste export contract with Blue Ridge Landfill Company and one recycling contract with Waste Management Recycle America. The initial term of waste export contract with Blue Ridge Landfill Company will terminate on June 30, 2025. The Authority is seeking to enter into a contract with one or more Companies for the Service to begin on July 1, 2025. The Authority does have three one-year renewal options available at its sole discretion under its current contract for transportation and disposal with Blue Ridge Landfill Company. Frederick County currently pays \$26.17 per ton for transportation services to the Blue Ridge Landfill located in Chambersburg, Pennsylvania.

The Frederick County Solid Waste Management Plan goals are the following:

- Protect the health and welfare of citizens and the environment.
- Conserve natural resources.
- Be financially self-sufficient.
- Develop multi-jurisdictional solutions for solid waste management.
- Educate the public about solid waste management and planning issues.
- Maintain the solid waste program.

The Authority is soliciting proposals for the transportation of non-recycled Frederick County MSW from the Frederick County Transfer Station to a Disposal Facility (or Disposal Facilities) identified by the Authority as the facility for final disposal of Acceptable Waste. Operations shall commence on July 1, 2025 (Operations Date) and continue with a fixed term, with options to renew at the Authority's sole discretion. There will be no tonnage guarantee to the Company for the transportation of Acceptable Waste.

The Company will accept Waste in the County owned Transfer Station. The County will load the Acceptable Waste in the Company's trailers. The Company will be responsible for the jockeying of trailers at the Transfer Station.

All Capitalized terms not defined herein have the meanings set forth in Schedule 2 of the Draft Service Agreement, attached as Appendix B to this Request for Proposals.

2. GENERAL INFORMATION

The County began to conserve Landfill space by the continued exportation of Waste in 2005. The transition to a Waste recycling and export system meets the recommendations of the County's SWMP. Currently, the majority of incoming waste and single stream recyclables are directed to the Transfer Station located at 9031 Reichs Ford Road for loading, transportation, recycling, and disposal. The County owns and operates the Transfer Station at the Landfill. The Transfer Station has a permitted capacity of 720,000 Tons Per Year. The County will not modify the Transfer Station to meet special requirements of the Company. The County's loading hours at the Transfer Station are from 7:00 a.m. until 4:30 p.m. Monday through Saturday (except Holidays).

2.1 PROCUREMENT

The Authority is soliciting technical and cost proposals in accordance with the requirements and allowances set forth in Code of Maryland Regulations 14.13.01.

The Authority reserves and has sole discretion to:

- Award one or more Service Agreements.
- To reject any and all technical and cost proposals that do not meet minimum qualifications.
- Supplement, amend, or otherwise modify this RFP, or cancel this RFP without substitution.
- Waive any or all informalities in the technical and cost proposal, or immaterial failures to comply with the RFP requirements.
- Request further information from Proposers as needed to support the Authority's selection of a preferred Contractor.
- Allow other member jurisdictions to adopt this procurement.
- Conduct simultaneous negotiations with two or more Companies deemed to be qualified through this RFP.

2.2 RFP AVAILABILITY

An electronic or paper copy of the RFP may be obtained at no charge from:

Northeast Maryland Waste Disposal Authority
Tower II - Suite 402
100 South Charles Street
Baltimore, Maryland 21201-2705

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Tel. (410) 333-2730
E-mail: procurement@nmwda.org

2.3 PRE-PROPOSAL CONFERENCE AND SITE VISIT

The Authority will hold a non-mandatory pre-proposal conference (includes a tour of the Transfer Station) on Thursday, December 19, 2024, at 10:00 a.m. (Eastern Standard Time) at the Reichs Ford Road Landfill Administration Building, 9031 Reichs Ford Road, Frederick, MD 21704. Proposers are encouraged, but not required, to attend. If interested in attending the pre-proposal conference/tour, please RSVP by December 17, 2024, to procurement@nmwda.org.

2.4 INFORMATION OR CLARIFICATION REQUESTS

All contacts relative to this solicitation, including requests for information as well as questions concerning these instructions shall be e-mailed to procurement@nmwda.org, on or before Monday, January 6, 2025.

Companies shall submit questions or requests for additional information to procurement@nmwda.org. Neither the County nor the Authority will accept potential vendor telephone calls or visits, other than the pre-proposal meeting, during the technical and cost proposal evaluation process.

Proposers shall notify the Authority of any conflicts, errors, omissions, or discrepancies in this RFP prior to this time. The Authority reserves the right not to respond to questions received after Monday, January 6, 2025.

Proposers shall not initiate any communications related to this project with other Authority staff, the County Executive of Frederick County, Maryland, local elected officials, or local government staff. Any communications, other than the pre-proposal conference or procurement@nmwda.org, may result in the disqualification of the Proposer's technical and cost proposal.

The Authority will, as necessary, issue written Addenda that describe changes, interpretations, or clarifications considered necessary by the County in response to Proposer's written questions. In order to receive these updates, Proposers must return Form A-1 to the Authority. The Proposer must also return an executed copy of Form A-2 to the Authority. The Authority will email or mail the Addenda to all parties submitting these forms. The Addenda will also be posted on the Authority website at <https://www.nmwda.org/procurement-opportunities/>. Only answers issued by formal written Addenda will be binding on the Authority. Oral and other interpretations or clarifications will be without legal effect.

2.5 SUBMITTAL REQUIREMENTS

Each Proposer shall email their technical and cost proposal (including the completed Form B of this RFP) to procurement@nmwda.org with the subject heading Solid Waste Transportation Services. The proposal shall not be longer than 50 pages.

The Proposer shall be responsible entirely and exclusively for all costs incurred by the Proposer associated with technical and cost proposal preparation and subsequent negotiations, which may or may not lead to the execution of a Service Agreement.

Any technical and cost proposals received after the indicated time and date will not be considered. The Authority reserves the right to issue an addendum that extends the original Due Date for technical and cost proposals. The Authority will not return the technical and cost proposals following the review and selection process.

2.6 CONFIDENTIAL INFORMATION

Proposals submitted in response to this RFP are subject to the Maryland Public Information Act. Proposers should identify those portions of their proposals that they consider to contain confidential, proprietary commercial information or trade secrets. Proposers are advised that, upon request for this information from a third party, the Authority is required to make an independent determination whether the information can be withheld under the law. If the Authority determines that materials marked as confidential must be disclosed under the law, the Authority will notify the Proposer in advance of releasing the information to permit the Proposer to take independent action to protect the information. Proposers agree that the Authority has no liability for release of information it determines in good faith must be disclosed under the law.

2.7 EQUAL EMPLOYMENT OPPORTUNITY

Proposers shall comply with all applicable federal, state, and local laws and regulations pertaining to non-discrimination and equal employment opportunity. The Proposer is responsible for determining the applicability of these provisions and extent of compliance.

2.8 IRREVOCABILITY OF PRICE PROPOSAL

The Vendor must hold firm the prices provided in and on the Cost Proposal Form (Form B of this RFP), which they submit, for a period of one hundred and eighty (180) days from the Proposal Closing date, or, if modified during negotiations pursuant to the Notice for the RFP, for a period of one hundred and eighty (180) days from the date such modified proposal prices are proposed by the Proposer.

2.9 ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, the Proposer accepts all terms and conditions set forth in this RFP, including the attached Exhibits, unless otherwise agreed to, in writing, during the question and clarification period.

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2.10 INCURRED EXPENSES

The Authority is not responsible for any expenses which Proposers may incur in preparing and submitting proposals.

3. SCOPE OF SERVICE

3.1 PROJECT DESCRIPTION

The Authority intends to enter into a Service Agreements with one or more Companies that submit a responsive technical and cost proposal, deemed by the Authority to represent the "best value" to the Authority.

The Northeast Maryland Waste Disposal Authority requests technical and cost proposals from qualified vendors for the transportation of Waste from the County's Transfer Station at the Frederick County Landfill, located at 9031 Reichs Ford Road, Frederick, MD, 21704 (Acceptance Facility), to an approved offsite Disposal Facility (or Disposal Facilities) identified by the Authority as the facility (or facilities) for final disposal of MSW. The Authority will be responsible for the operation and maintenance of the Transfer Station and loading MSW into the selected contractor's trailers (during the Loading Hours). The selected Company shall provide labor and equipment necessary to jockey and transport the Acceptable Waste.

3.2 ACCEPTABLE WASTE TRANSPORT

The County Transfer Station has an area for the spotting of trailers (full or empty) overnight to ensure continuity of service for Waste transfer. The Company will provide trailers and trucks AND drivers for jockeying trailers for the term of the Service. The Service requires drivers and trucks on site at the Acceptance Facility to jockey the Company trailers. There are currently three jockey trucks and three drivers providing the jockey service at the Acceptance Facility. The Company must provide sufficient trailers on a daily basis to ensure that all waste on the Acceptance Facility tipping floor and in the tunnels is placed in a trailer and covered by 4:30 p.m. The County will email the Company and the Authority on a weekly basis the truck orders for the week ahead (Monday – Saturday). The Company will arrange for the jockey services. Exhibit B to Appendix C is a diagram of the primary roads for ingress and egress from the FCLF. The County will provide loading and weighing of all transfer trailers for the operations at the Landfill.

More detailed requirements are set forth in the Draft Service Agreements in Appendix B to this RFP.

3.3 QUANTITIES

The Authority does not guarantee a specific amount of Acceptable Waste, nor provide any minimum nor maximum guarantees for the volume of current or anticipated future Acceptable Waste received at the Transfer Station. The Authority shall have no financial responsibility in the event the amount of Acceptable Waste falls short of or exceeds current or projected quantities. The Company shall accept all Acceptable Waste from the Authority.

The Authority will direct all Acceptable Waste delivered to the Transfer Station (except as noted in the Service Agreement) to the Company. The Proposal shall address the pricing for the proposed service on the appropriate form attached hereto (Form B).

Exhibit A of Appendix A contains historical Frederick County Waste transfer tonnage data. **The Authority provides historical information for reference only and not as a guarantee of future**

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deliveries. The Proposer is solely responsible for developing estimates for future Waste quantities as part of their technical and cost proposal. The Company should consider historical information presented in current and previous County SWMPs, industry trends in regional Waste volumes, and the transfer data provided in Appendix A.

3.4 EQUIPMENT

Equipment used to transport Acceptable Waste shall be provided by the Company. The Authority will not provide transport equipment. The Company's equipment must be suitable for the proposed transport method and must be rigid, durable, corrosion resistant, non-absorbent, easily cleanable and suitable for handling with no sharp edges or other hazardous conditions. The Company's equipment must be capable of withstanding the hard use typically associated with handling Solid Waste, and must be designed, engineered, and rated to perform satisfactorily and safely at all times, in accordance with generally accepted Waste industry procedures. Trailers must have a minimum height of 13.6 feet (from ground to top of trailer), a minimum length of 48 feet and a minimum capacity of 120 cubic yards.

All of the vehicles proposed to be used for the performance of the transfer for this project must have a suitable watertight, leak proof, metal body designed for the collection of Solid Waste and have a suitable tightly fitting, waterproof cover which shall be in place at all times, except when loading or unloading. The body shall be so mounted on the chassis that when fully loaded, the axle load shall fall within the maximum axle load limit prescribed by law. The vendor will be responsible for any litter falling out of the transfer vehicles on the grounds of Landfill and all public roads used for the Service.

The Company shall accept Acceptable Waste at the Transfer Station, deliver empty trailers, and may store empty and loaded trailers. Loaded trailers must be covered and may be stored at a staging area for a maximum of 24 hours. Loaded trailers must be removed from the site within 24 hours of being loaded. Holiday and Sundays do not exempt this requirement. The Company may store a maximum of 15 empty and loaded trailers in the staging area at any one time. All loaded trailers must be removed from Acceptance Facility by 10:00 p.m. on a Saturday to maintain permit compliance. Under the County's Acceptance Facility operating permit, Waste cannot be on site more than 24 hours. All partially or fully loaded trailers must be tarped when left on site. The County does provide a tarping station on site. Heavy maintenance and repair of trucks and/or trailers is not allowed on site at the Acceptance Facility. Any violations assessed by the Maryland Department of the Environment for leaking trucks/trailers will be passed through to the Company.

The Authority provides front end loaders and permanently fixed materials handling cranes at each pit for distribution of Acceptable Waste in the transfer trailers. The Authority will be responsible for the operation and maintenance of the Transfer Station and loading of Waste into the Company's trailers. (See Exhibits C of Appendix C for design documents.)

3.5 PAYMENT METHOD

The Proposer shall propose Transportation Fees for each ton of Acceptable Waste delivered to a Disposal Facility (or Disposal Facilities) (based on one-way distance in miles from Transfer Station) identified by the Authority. The Transportation Fee is a dollar per ton per mile rate and will be adjusted per Section 3.2 of the Service Agreement.

For invoicing purposes, the Dollar per Ton per Mile shall be converted to a Dollar per Ton Transportation Fee.

The Authority will pay the Company monthly (with an allowance of 45 days from the date of receipt of a correct invoice before payment is received) for all Acceptable Waste transferred from the Transfer Station for disposal.

3.6 ANNUAL ADJUSTMENT OF RATES

The Authority will adjust the Transportation Fee as defined in Article III of the Service Agreement.

3.7 CONTRACT TERM

The initial term of the contract will begin on July 1, 2025 and, unless the Authority exercises its option(s) to renew, will expire on June 30, 2030. The Authority will have the sole option to renew the Service Agreement for up to five additional 12-month periods. The Authority's rules and regulations, as well as established case law, require competitive bidding process that does not allow for mutual renewal for contracts (see COMAR Sec. 14.13.01 (Procurement Procedures) and Mayor of Baltimore v. Bio Gro Systems, Inc., 300 Md. 248 (Md. 1984)).

3.8 SECURITY FOR PERFORMANCE OF PROPOSER

In order to provide security to the Authority in form and substance acceptable to the Authority guaranteeing performance by the Proposer of its obligations under the Agreement, the Proposer must submit either a Performance Bond or Letter of Credit in the forms provided in Schedule 5 of the Service Agreement. The amount of the Performance Bond or Letter of Credit shall be in an amount described in Section 2.7(c) of the Service Agreement.

4. MINIMUM QUALIFICATIONS

The following describes the minimum qualifications required of the Company.

To qualify for this project, Proposers must provide detailed information on how they meet the following minimum qualifications.

4.1 MINIMUM QUALIFICATIONS

- Proposer shall have a minimum of five years' experience providing similar waste transfer services.
- Provide evidence of project staff with at least five years' management experience handling an average of 1,000 tons of solid waste per day.
- Proposer shall have a sufficient number of personnel, vehicles, trailers/equipment to perform the transportation service (including jockeying of trailers at the Acceptance Facility) and manage the anticipated volume of Frederick County MSW transfer.
- Provide evidence that the Proposer has the operating authority and is authorized to operate as an interstate, for-hire carrier under the US Department of Transportation Safety and Fitness Electronic Records System (SAFER) at the time of application.

5. REQUIRED CONTENT OF PROPOSALS

This section includes the Authority's requirements for the content of proposals. Refer to Section 2.5 of the RFP for submittal form requirements.

5.1 GENERAL INFORMATION ABOUT THE PROPOSED FIRM

The Proposer shall submit the following information to demonstrate its qualifications to perform the services described in this RFP and the Draft Service Agreement for the specific contract(s) being proposed upon:

- Name of Proposed Firm.
- Business Address.
- Type of Organization.
- Proposer's authorized representative and contact information including telephone and Email information.
- The number of years the Proposed Firm has been in business under the present name.
- Proof of Proposer's status of Good Standing with the Maryland State Department of Assessment and Taxation.
- List any other names under which your firm has done business during the past ten years and indicate the years during which the firm was so named.
- If the Proposed Firm is a subsidiary of another firm or is intended to be a newly created subsidiary, include the information requested in the bulleted items above for the parent company and describe the role of the parent company in this project.
- If the Proposed Firm is a joint venture or partnership, attach to this form a narrative description identifying the relationship and responsibilities of the members of the joint venture or partnership and the mutual contractual obligations of the members and include the information requested above for all members.
- Disclose if the Proposed Firm, or any parent or affiliated organization, has ever been convicted of any misconduct or been fined an amount greater than \$10,000 for a civil or criminal violation of any federal, state, or local statute or regulation in connection with a Solid Waste or transportation Service Agreement. If there is information to disclose, state the name of the person, the name of the firm, the case number, and the circumstances surrounding the conviction or violation.
- List any and all Subcontractors that may perform more than ten percent of the project value.

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- Proposer shall submit copies of MBE/WBE or MFD certifications currently held in the state of Maryland, if applicable.
- Evidence that the Proposer has the operating authority and is authorized to operate as an interstate, for-hire carrier under the SAFER.

5.2 EXPERIENCE WITH THE TRANSPORTATION OF MSW

The proposal must address the experience of the Company in transporting Municipal Solid Waste. The Company is required to provide vehicles, trailers, equipment, maintenance, fees, and labor to transport Acceptable Waste from the Transfer Station to a permitted Disposal Facility outside of the County.

Performance Specifications for equipment, transport and disposal are presented in the Draft Service Agreement (Appendix B).

(a) Proposer’s Acceptable Waste Transport Experience

Provide three references with descriptions that clearly demonstrates the Proposed Firm’s experience in very similar projects involving waste transport, including management of short-haul and long-haul systems, and compliance with Maryland Department of Transportation (MDOT) transport regulations. Project descriptions shall be no more than 1-page per reference and should, at a minimum, provide a description of Proposer’s involvement in the project with respect to long-haul transport and mode of transport.

(b) Résumés of Key Officers and Project Team Leaders

Provide résumés of the firm's key officers or principals. Provide résumés for the persons responsible for the following project functions, as applicable, and the percent of time committed to this project:

- Project manager (and primary contact person if different).
- Contract Administrator.
- Finance Manager.
- Vehicle/Equipment procurement and installation.
- Operations.
- Maintenance; and
- Records and administration.

(c) Organization Chart

Include an organization chart in the technical and cost proposal. Provide sufficient detail to indicate the relationship between all personnel for which resumes are included.

5.3 TECHNICAL AND COST PROPOSAL REQUIREMENTS

The Proposer's Cost Proposal must be submitted on Form B of this RFP.

Submit with the completed cost form a description of the Proposer's Technical proposal for transportation services for the Authority. The description should include the following:

- Clearly describe the trailer types it intends to use for transfer of MSW meeting the requirements of Service Agreement.
- Describe contingencies for backup methods for transportation of MSW.
- Describe the ownership of transportation equipment and facilities, if applicable, or the legal basis for use of such equipment and facilities; and
- Status of applicable permits to perform the Service

5.4 FINANCIAL QUALIFICATIONS

The Proposed Firm shall provide the following information for all companies, subsidiaries and/or parent companies that will work on the project. The Authority shall have sole discretion to determine the adequacy of proposed companies, subsidiaries or subcontractors. Information shall be submitted in a form which is in accordance with generally accepted accounting principles.

- A letter or similar document from surety or financial institution committing to the issuance of the Performance Bond or Letter of Credit required in Section 2.7(c) of the Service Agreement. The letter or similar document shall indicate that the amount required in Section 2.7(c) of the Service Agreement will be met.
- Annual financial reports for the past three fiscal years to include at a minimum, income statements, balance sheets, and statements of changes in financial position. If fewer than three years of financial statements are not available, this information should be provided to the fullest extent possible.
- Information on any material changes in the mode of conducting business, bankruptcy proceedings, assignments of accounts or assets, corporate restructuring, and mergers or acquisitions within the past three years, including comparable information for related companies and company principals.
- Information on the firm's access to bank lines of credit, revolving credit agreements, or other sources of working capital funds.
- The rating on outstanding corporate debt, if any, has been issued, with recent copies of the rating agency reports on that outstanding corporate debt.
- Pending or potential legal actions that would materially affect the firm's financial situation and/or its ability to meet its contractual obligations to the Authority.

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- Contractor shall submit evidence of the ability to obtain the required insurance per Schedule 6 of the Service Agreement
- A description of any outstanding contractual arrangements, including off-balance sheet items, that may have a bearing on the ability of the firm to meet its obligations to the Authority, with respect to:
 - Corporate guarantees.
 - Affiliations.
 - Partnerships and/or joint ventures (describe assets and liabilities); and
 - Other sources of guarantees that may exist.

5.5 PROPOSAL BOND

Each technical and cost proposal shall be accompanied by a Proposal Bond of \$100,000. The Proposal Bond shall not be conditioned in any way to modify the amount required. Firms not selected will have their bonds released after successful execution of the Service Agreement.

5.6 AUTHORITY REVIEW OF PROPOSALS

The Authority will use the technical proposal and cost proposal forms to evaluate the merits of each technical and cost proposal received. Each technical and cost proposal will be considered against the evaluation criteria described in Section 6.

If the technical and cost proposal is incomplete or fails to address the questions the technical and cost proposal may be deemed not reasonably susceptible of award and may be rejected. Each Proposer is responsible for reviewing technical and cost proposal requirements and preparing its responses in a clearly organized submittal.

Each technical and cost proposal is required to be in accordance with the terms of this RFP and shall be signed by an executive officer of the proposing organization, and, where applicable, a corporate officer of the parent organization, recognizing that both will have authority to bind the proponent.

Technical and cost proposals shall consider and be reflective of all federal, state, and local laws, statutes, ordinances, regulations, and other Applicable Laws that may affect cost, permitting, progress, performance or furnishing of the project including, but not limited to, applicable regulations concerning minimum wage rates, nondiscrimination in the employment of labor, protection of public and employee safety and health, environmental protection, protection of natural resources, fire protection, Solid Waste handling Facility standards and permits, other permits, fees, and similar subjects.

5.7 EXCEPTIONS TO TERMS AND CONDITIONS

The Proposer must submit technical and cost proposals that conform to the terms and conditions set forth in this RFP and the Draft Service Agreement. The Proposer may not attach to their technical and cost proposal a list of proposed exceptions or clarifications to the terms and conditions of this RFP and the Draft Service Agreement. Any proposed exceptions to the Service Agreement shall be submitted by **Monday, January 6, 2024**, via email to procurement@nmwda.org. If the Authority determines to make a change in the terms of the Service Agreement in response to proposed exceptions submitted by **January 6, 2024**, all such changes will be distributed to potential Proposers via addendum issued prior to the Due Date. Proposals that take exception to any terms in the Service Agreement may be rejected without further evaluation. The Authority does have the option, after Proposals are submitted, to request best and final offers. However, the Authority reserves the right to make an award on the basis of initial proposals, so Proposers should not assume that they will have an opportunity to revise their initial proposals.

6. EVALUATION PROCESS AND CRITERIA

6.1 EVALUATION PROCESS

The Authority will establish an evaluation committee to review qualified technical and cost proposals. The evaluation committee will consider the materials submitted with respect to the evaluation criteria set forth, herein. Management and technical qualifications will be qualitatively evaluated and ranked by the evaluation committee in order of “best value” to the Authority. The evaluation committee will make a recommendation for award to the Executive Director of the Authority. The Executive Director will make a recommendation for award to the Authority’s Members.

The tonnage transfer data in Appendix A of this RFP for years 2021 through 2024 will be used in evaluating proposals.

6.2 EVALUATION CRITERIA

The Authority will select the proposal or proposals that are deemed to be the most advantageous to the Authority. The Authority will first evaluate all technical and cost proposals against the minimum qualifications identified in Section 4. The technical and cost proposals considered to meet the minimum qualifications will be evaluated according to the following evaluation criteria; equally weighing the responses in A and B below:

- A. **Total Cost of Services:** The total cost of the services provided on the basis of the Proposer's technical and cost proposal for the proposed Service.
- B. **Technical Qualifications:** The proposed Company's experience, including:
 - i. Management
 - Delivering very similar transportation services (transportation of MSW) for other projects.
 - Resumes and qualifications of proposed managers for this project.
 - Contingencies methods for transportation services

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- ii. Prior Experience
 - Meeting or exceeding performance measures based on similar projects.
- iii. Finance
 - Evidence of financial capability to implement the service.
- iv. Staff
 - Evidence of labor resources to implement the service.
 - Resumes and qualifications of proposed key staff for this project(s).
- v. Sub-Contractors
 - List of Subcontractors and Subcontractor qualifications, if applicable.

FORM A-1 - PROPOSER'S CONTACT INFORMATION FORM

**Frederick County Transfer Services
REQUEST FOR PROPOSALS**

(1st) Name: _____

Title: _____

(2nd) Name: _____
(optional)

Title: _____
(optional)

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail (1st): _____

E-mail (2nd): _____

I / we prefer to be contacted by: *(circle one)* U.S. Mail, telephone, fax, e-mail.

I / we prefer correspondence to be sent by: *(circle one)* U.S. Mail, fax, e-mail.

Please fax, e-mail or mail completed form to:

Northeast Maryland Waste Disposal Authority
Tower II – Suite 402, 100 South Charles Street
Baltimore, MD 21201-2705
Fax. (410) 333-2721
procurement@nmwda.org

FORM A-2 - WAIVER OF DAMAGES

The Proposer and all affiliates understand that by submitting a proposal, the Proposer is acting at its own risk and the Proposer and all affiliates hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting or to result from any action or inaction on the part of the Authority concerning the evaluation and selection of proposals by the Authority, any agreement entered into for the services described in the RFP, or any award or non-award of a contract, pursuant thereto.

Attached is a letter authorizing the following person to sign this form, and the Proposal, on behalf of the Company.

Proposer:

Signature of Authorized Official

Typed Name

Title

Date

FORM B - COST PROPOSAL FORM

**Transportation Fee
Initial Term of Five Years, with Five One-Year Extensions**

**Transportation Fees of Acceptable Waste
(with onsite jockey driver(s) provided by the Company and Company jockey truck(s))
No Guarantee Tonnage**

PROPOSERS ARE REQUIRED TO PROPOSE TRANSPORTATION FEES FOR ALL STATED MILEAGES BELOW.

Disposal Facilities located less than or equal to fifty-five miles from Acceptance Facility

Transportation Fee _____ DOLLAR PER TON PER MILE

Disposal Facilities located less than or equal to sixty-five miles from Acceptance Facility

Transportation Fee _____ DOLLAR PER TON PER MILE

Disposal Facilities located less than or equal to eighty miles from Acceptance Facility

Transportation Fee _____ DOLLAR PER TON PER MILE

Disposal Facilities located less than or equal to one hundred miles from Acceptance Facility

Transportation Fee _____ DOLLAR PER TON PER MILE

Disposal Facilities located less than or equal to one hundred and twenty miles from Acceptance Facility

Transportation Fee _____ DOLLAR PER TON PER MILE

Disposal Facilities located less than or equal to one hundred and forty miles from Acceptance Facility

Transportation Fee _____ DOLLAR PER TON PER MILE

*The Dollar per Ton per Mile Transportation Fee will be based on the actual road miles from Acceptance Facility to the Disposal Facility (or Facilities) designated by the Authority.

*For invoicing purposes, the Dollar per Ton per Mile shall be converted to a Dollar per Ton Transportation Fee. (For Example: If the Disposal Facility is 50 miles from the Acceptance Facility and the Company proposes \$.38 per ton per mile. The Dollar per Ton Transportation Fee would be \$19 per ton (plus the applicable monthly fuel surcharge per Service Agreement).

*The Authority will adjust the Transportation Fees as defined in Article III of the Service Agreement.

**APPENDIX A
EXHIBIT A: WASTE TRANSFER TONNAGE DATA**

	2021	2022	2023	2024		
JANUARY	16,383	15,626	17,402	17,377		
FEBRUARY	14,111	16,194	15,413	17,984		
MARCH	20,758	18,859	18,265	17,901		
APRIL	20,374	19,226	17,332	20,026		
MAY	19,250	20,151	20,966	21,598		
JUNE	21,436	20,647	19,775	19,367		
JULY	14,076	10,030	13,090	14,265		
AUGUST	20,118	20,777	20,049	20,900		
SEPTEMBER	18,062	19,415	17,426			
OCTOBER	19,161	18,498	15,779			
NOVEMBER	19,465	17,787	18,232			
DECEMBER	18,242	16,862	17,515			

**APPENDIX A
EXHIBIT B: POPULATION INFORMATION**

**Frederick County
Population Projections
2015-2035**

	2015	2020	2025	2030	2035
Frederick County	246,500	263,900	284,300	304,500	320,200
Source: Frederick County Government, Planning & Permitting					

**RFP FOR SOLID WASTE TRANSPORTATION SERVICES
FOR FREDERICK COUNTY, MARYLAND
December 5, 2024**

**APPENDIX A
EXHIBIT C – Loads Transferred by Day of Week from 2021 to 2024**

See attached spreadsheet “Average Transferred Tons per Load”

	Loads	Net Tons	Average Tons			
Monday	7,941	162,207.87	20.43			
Tuesday	8,157	163,278.84	20.02			
Wednesday	7,293	145,535.52	19.96			
Thursday	6,740	131,018.64	19.44			
Friday	7,420	148,166.36	19.97			
Saturday	2795	45,926.27	16.43			
Totals	40,346	796,133.50	19.73			

APPENDIX B - DRAFT SERVICE AGREEMENT

**APPENDIX C - MAPS/DRAWINGS OF FREDERICK COUNTY LANDFILL AND
TRANSFER STATION**

Exhibit A: Map of Landfill

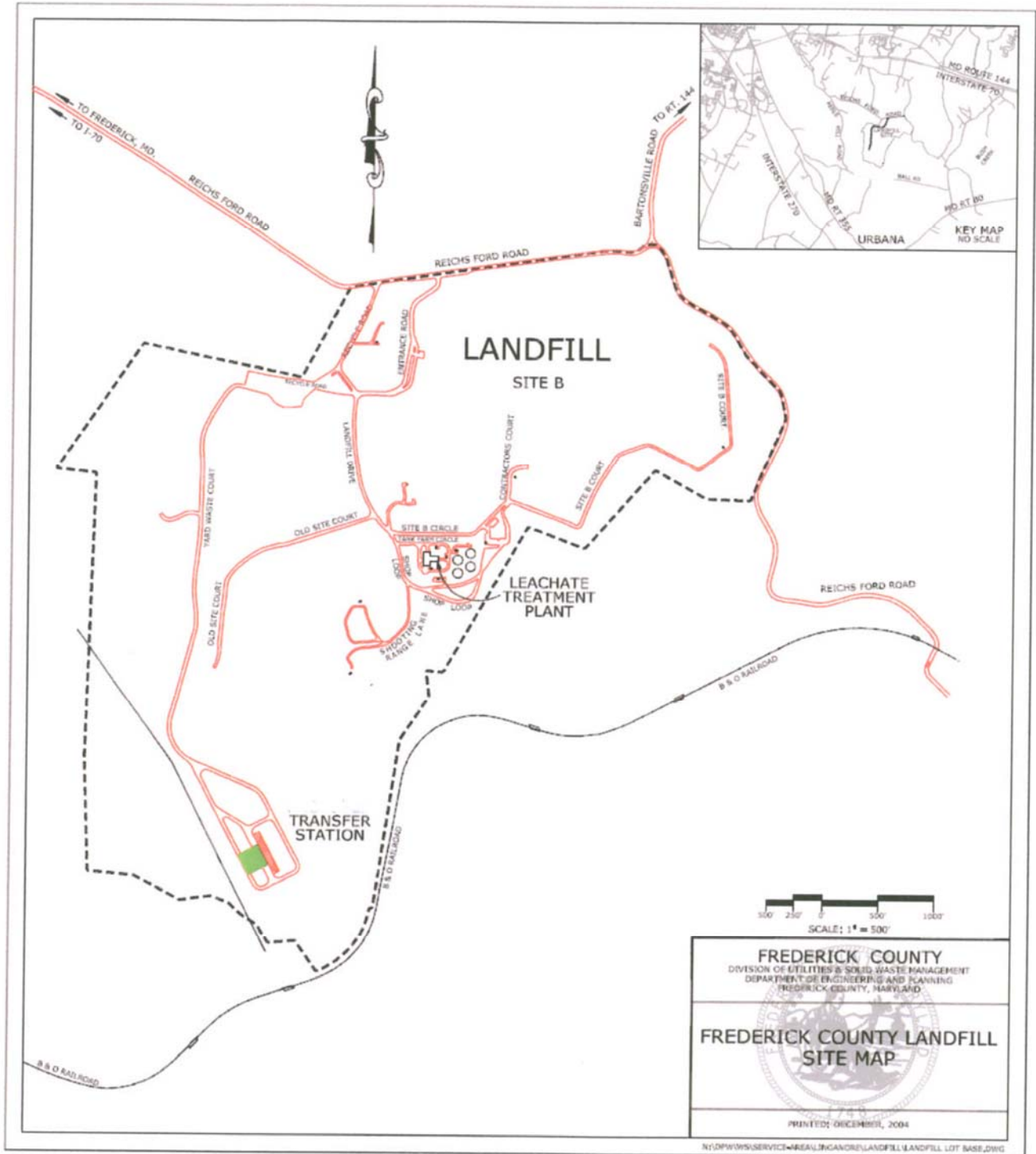
Exhibit B: Map of Routes to be used during service period

Exhibit C1: Site Plan of Transfer Station

Exhibit C2: Interior of Transfer Station

APPENDIX C

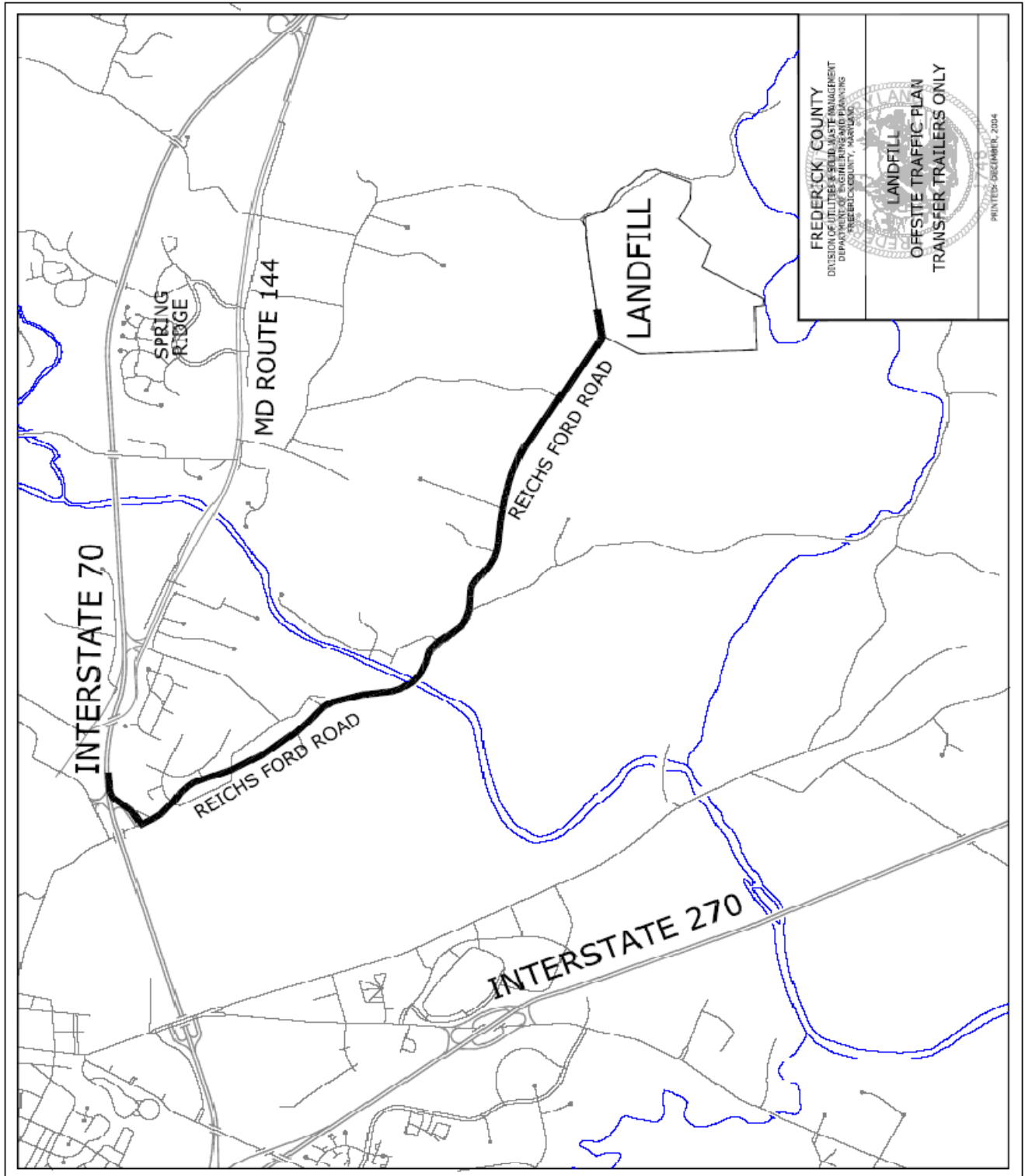
Exhibit A: Map of Landfill



* Note that the above map was printed in December 2004. The Transfer Station is currently in operation.

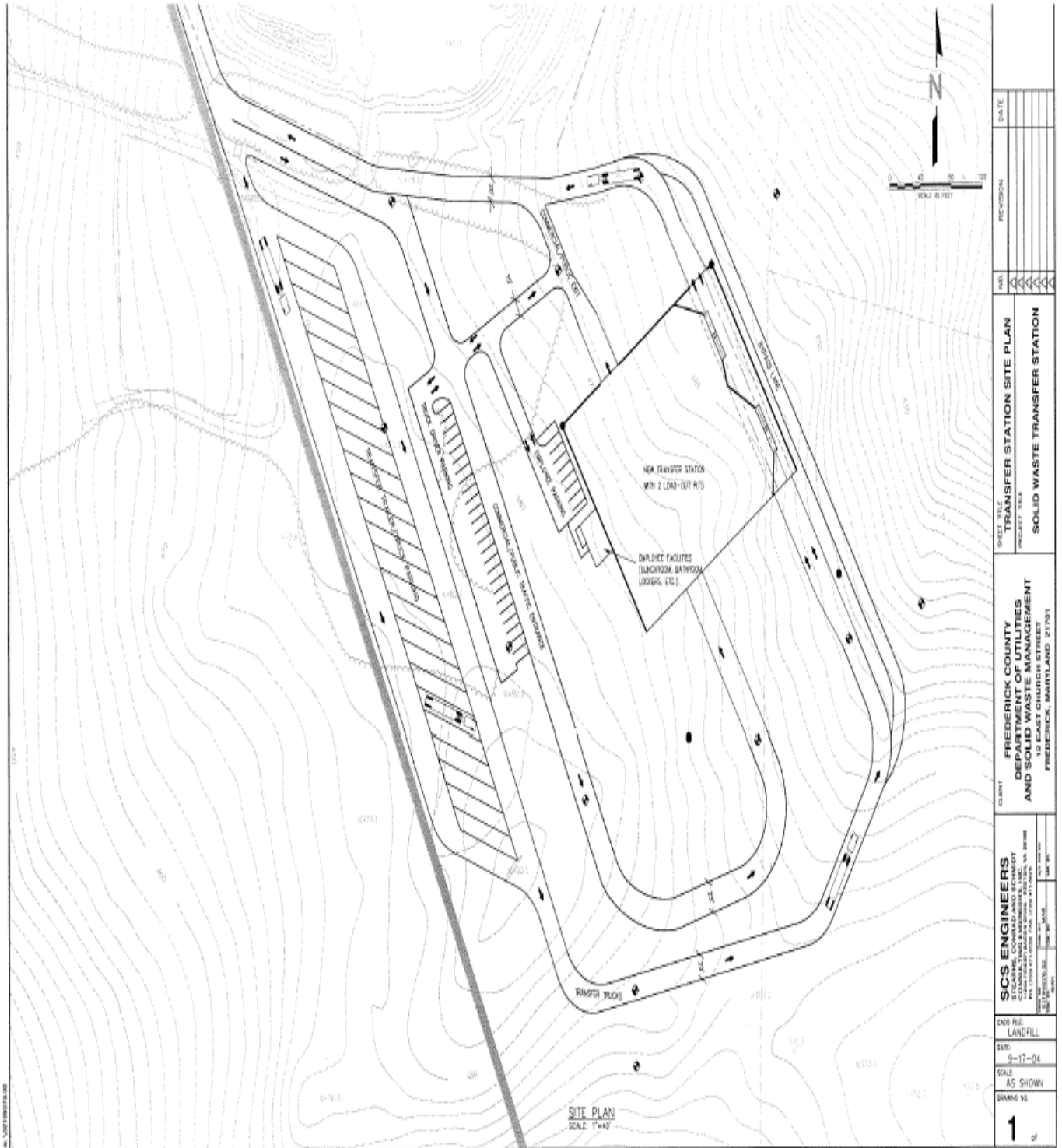
APPENDIX C

Exhibit B: Map of Routes to be used during service period



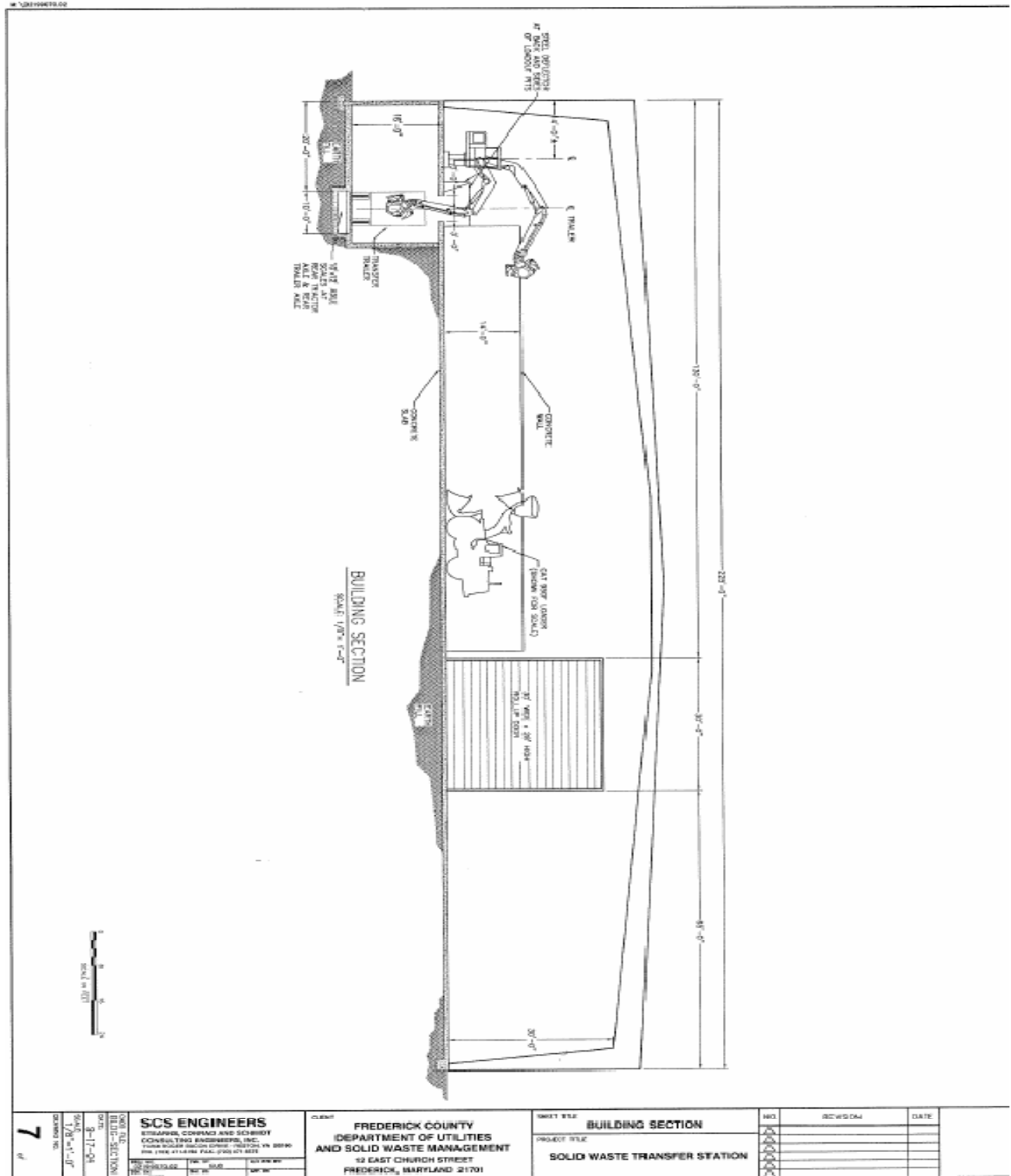
APPENDIX C

Exhibit C1: Site Plan Transfer Station



APPENDIX C

Exhibit C2: Interior of Transfer Station



**APPENDIX D
PROPOSAL CHECKLIST**

This list is to assist the Proposer. The list does not relieve the Proposer from the responsibility of carefully reading the RFP and determining the responses regarding the submission of the proposal. The Proposer is advised to check off items as completed in an effort to avoid overlooking requirements.

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Checklist items

- Form A1 – Proposer’s Contact Information
- Form A2 – Waiver of Damages
- Form B – Cost Proposal
- General Information about Proposed Firm per Section 5.1
- Copies of MBE/WBE or MFD certifications, if applicable
- Copies of SDAT certificates
- Evidence that the Proposer has the operating authority and is authorized to operate as an interstate, for-hire carrier under the SAFER
- Provide up to three references with descriptions
- Resumes of key officers and project team leader per Section 5.2(b)
- Organizational Chart
- Technical Proposal Requirement per Section 5.3
- Financial Qualifications per 5.4 including evidence of the ability to obtain a performance bond in the amount required by Service Agreement and evidence of the ability to obtain the required insurance.
- Proposal Bond in the amount of \$100,000 per Section 5.5