

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
2100 West Laburnum Avenue; Suite 105
Richmond, VA 23227

INVITATION FOR BIDS – IFB # 21-03

Acceptance and Recycling of Delivered Mixed Paper, Old Corrugated Containers (OCC) and Baled Old Corrugated Containers

Issue Date: 1/28/2021

I. INVITATION TO BID

Pursuant to Virginia Code §2.2-4300 et seq., the CVWMA is soliciting bids from entities to purchase and process for recycling delivered mixed paper and OCC and/or pick-up, transport and process for recycling baled OCC, through the invitation for bid process.

The intent of this Bid Invitation is to establish a term contract for bidders to purchase and recycle Mixed Paper and OCC on a scheduled and “as needed” basis. The resultant contract(s) will provide for the acceptance and purchase from Participating Local Jurisdictions (PLJ) deliveries of and / or pick up by the Contractor of materials to be recycled as specified. The CVWMA makes no guarantee as to the Mixed Paper, OCC or Baled OCC conditions or available quantities.

Copies of the IFB will be available online at www.cvwma.com or Monday through Friday from 9:00 a.m. to 4:00 p.m., beginning January 28, 2021, at the CVWMA’s Administrative Offices. Interested parties may contact Rich Nolan, Director of Operations (804) 612-0553 or rnolan@cvwma.com for further information.

II. BACKGROUND

The Central Virginia Waste Management Authority (CVWMA) is a political subdivision of the Commonwealth of Virginia formed by 13-member local governments, including the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, Prince George, and the Town of Ashland.

The CVWMA was created by the member local governments to provide recycling and other waste management services in response to requests from the local governments. The governing body of each of these local governments appoints one or more member representatives to the CVWMA Board of Directors. The CVWMA is governed by a 20-member Board of Directors.

The CVWMA service area covers 2,442 square miles of land area and includes a population of over 1,200,000. The CVWMA is incorporated by the State Corporation Commission under the provisions of the Virginia Water and Waste Authorities Act. Each of the 13 local governments contributes funding to support the administrative operations of the Authority. Each special project, such as the regional residential recycling program, is paid for separately by those localities electing to participate in that specific program.

III. PROJECT DESCRIPTION

Through this IFB, the CVWMA seeks bidders to purchase recycled Mixed Paper and OCC delivered by the Participating Local Jurisdictions (PLJ). Delivery locations shall be determined to be in the best interest of the generating jurisdiction considering travel distance, unloading time in combination with the rebate. Baled OCC picked up at one location and transported by the bidder for recycling is also included in this procurement.

The tonnage of material delivered in Fiscal Year 2020 by the PLJs amounted to approximately 562 tons of Mixed Paper and 874 tons of OCC. In addition, 55 tons of baled OCC was collected in Fiscal Year 2020.

The CVWMA's contact concerning this Invitation for Bids is:

Mr. Rich Nolan
Director of Operations, CVWMA
2100 West Laburnum Avenue, Suite 105
Richmond, Virginia 23227
rnolan@cvwma.com
804-612-0553

IV. PROPRIETARY INFORMATION

Proprietary information submitted by any Bidder in connection with this IFB shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protection prior to or upon submission of the data or other materials, and must identify the data or other materials by page or paragraph to be protected, and state the reasons why protection is necessary, pursuant to the requirements outlined by Va. Code § 2.2-4300 et seq.

V. SCOPE OF WORK

A. Definitions

1. Mixed Paper (54) - Consists of a mixture of various qualities of paper not limited as to type of packing or fiber content.
2. OCC (11) - Consists of corrugated containers having liners of either test liner or kraft.
3. Baled OCC (11) – OCC (11) baled by the PLJ.

B. Deliveries:

1. The PLJs will deliver the Mixed Paper and OCC to the Contractor in roll-off containers that are gravity dumped.
2. Baled OCC will be picked-up and transported by the Contractor from the following location:

- Hanover County Transfer Station
7301 Courtland Farm Road, Hanover, VA 23069

C. Receiving Report (Ticket):

1. The Contractor shall provide the driver(s) delivering mixed paper or OCC with a ticket that includes, quantity (tons) of recycled material by classification, price, date and time and the originating CVWMA site. These tickets will be used to verify that rebate checks are accurate.
2. On a monthly basis the Contractor shall provide CVWMA with payment for the recycled paper delivered by the 10th of the month following delivery along with a report that lists deliveries (date, tonnage) by CVWMA Site.

D. Scope of Services Changes:

1. CVWMA may add to the Scope of Services or make changes in the Scope of Services for services of a similar nature to those specified in the Scope of Services of this Invitation for Bids as mutually agreed to at a price mutually agreed upon by the CVWMA and Contractor.

E. Compliance with Environmental Law:

1. The Contractor shall comply with all federal, state and local regulations/ordinances in handling material collected, transported, accepted, and recycled under this Contract.

VI. PROPOSAL SUBMITTAL REQUIREMENTS AND REVIEW CONDITIONS

A. Proposal Requirements:

1. Any exception to the SPECIFICATIONS / SCOPE OF WORK must be noted on the BID FORM or as an attachment to the BID FORM.
2. Bid prices must be quoted as indicated in the BID FORM. Bid pricing shall be based upon a percentage of the “RISI, OFFICIAL BOARD MARKETS (OBM), YELLOW SHEET, SOUTHEAST HIGHEST PRICE”. Bids will be evaluated based upon the most recent published “RISI, OFFICIAL BOARD MARKETS (OBM), YELLOW SHEET”, Southeast, for the highest price in the range. Bidders are required to fill in this price in the space provided.
3. Failure to bid on one or more items may be reason to deem the bid non-responsive.
4. Each commodity listed will have a floor price of \$0.00 per ton.

B. Submittal Specifications:

1. Bids must be addressed to:

Rich Nolan, Director of Operations
Central Virginia Waste Management Authority
2100 W. Laburnum Avenue, Suite 105
Richmond, VA 23227-4357
Telephone: 804/612-0553, fax: 804/359-8421
rnolan@cvwma.com
2. A completed Bid Form must be sealed and received by the CVWMA no later than February 26, 2021 at 2:00 p.m. eastern daylight time. Facsimiles, emails and similar digital transmissions will not be accepted.
3. Due care and diligence have been used in preparing this Invitation for Bids. The CVWMA shall not be responsible for any error or omission in specifications, nor for the failure on the Bidder's part to ensure that they have all information necessary for their submittal.

C. Proposal Evaluation Process:

1. Bids will be evaluated based on the Rebate provided for Mixed Paper and OCC relevant to the distance from the Bidder's location and the PLJs generating location; therefore, the lowest bid price may not be the best overall value for the PLJ. Additional factors that will also be considered include accessibility and traffic concerns. Baled OCC evaluation will be based primarily on the price, net of collection, provided by the Bidders.
2. Bid results will be forwarded to those entities that submitted bids by March 1, 2021. The CVWMA reserves the right to reject any or all bids if it is deemed to be in the best interest of the CVWMA.
3. CVWMA makes no guarantee of any volume to be sold or amount of work to be performed under the resulting contract(s). CVWMA reserves the right to award the contract to one or more Bidders. CVWMA reserves the right to increase or decrease the quantity of material and to add or delete the types of paper to be delivered.

D. Acceptance/Rejection of Submittals:

The CVWMA reserves the right to waive irregularities or to accept submittals in whole or portions thereof, in accordance with Va. Code **2.24300** et seq.

E. Tentative Bid and Contract Dates:

Although the following dates are subject to change, it is anticipated that the following schedule will apply.

IFB Released	January 28, 2021
Bid Deadline	February 26, 2021
Award by CVWMA Board	April 16, 2021
Contract Start Date	July 1, 2021

VII. TERM OF CONTRACT

The term of the contract(s) resulting from this procurement will be for an initial period of three (3) years starting July 1, 2021, and ending June 30, 2024, with two (2) additional two (2) year renewal options at the discretion of the CVWMA. By the mutual consent of the parties, each expressed in writing and received ninety (90) days prior to the expiration of the current term, the contract may be extended.

VIII. COMPLIANCE WITH LAWS AND GOVERNING LAW

The Contractor shall recycle Mixed Paper and OCC in accordance with Virginia Solid Waste Management Regulations and all other applicable federal, state, and local laws and regulations to include both City and County zoning laws and regulations.

IX. PAYMENT TO CVWMA

The Contractor shall provide with each payment, quantity of material delivered by classification, “RISI, OFFICIAL BOARD MARKETS (OBM), YELLOW SHEET, SOUTHEAST HIGHEST PRICE” pricing on which payment is based, percentage paid and any other pertinent information as well as the delivery date and the CVWMA site of origin.

1. Transacted paper stock prices listed in the “RISI, OFFICIAL BOARD MARKETS (OBM), YELLOW SHEET, SOUTHEAST HIGHEST PRICE” change in the first issue of each month and payment will be based on that “RISI, SOUTHEAST HIGHEST PRICE” listing.
2. Payment shall be received by the CVWMA within 10 business days of the end of the month in which the material was delivered.
3. Payments shall be sent to: CVWMA, 2100 West Laburnum Ave, Suite 105, Richmond, VA 23227.

BID FORM

Acceptance and Recycling of Delivered Mixed Paper and Old Corrugated Containers and Baled Old Corrugated Containers

**Invitation to Bid No. 21-03
Due Prior to, 2:00 P.M., February 26, 2021**

**SUBMIT ALL PAGES OF THE BID FORM AS YOUR BID RESPONSE.
ALL BIDS MUST BE IN UNITED STATES DOLLARS (USD).**

The Bidder proposes and agrees, if this bid is accepted within 60 days after the bid opening date, to furnish any and all of the items upon which the prices are quoted, at the price set opposite each item, delivered at the point(s) specified and as scheduled. The Bidder is required to note any and all exceptions to the bid requirements on the BID FORM or by an attachment to the BID FORM.

Part A. – Bid Pricing and Bid Evaluation

My bid to furnish all labor and equipment and materials necessary to complete the work described in this Bid Invitation for the following:

Commodity	Percentage of RISI, Southeast High	No Bid
Mixed Paper (54)		
Old Corrugated Container (OCC) (11)		
Baled OCC (11)*		

** Percentage of RISI, SE High , net of transportation costs for Baled OCC.*

The RISI number may change each month based on the monthly publication of Price Watch: Recovered Paper – Domestic published by RISI. The Southeast High will be used to calculate the total rebate.

A Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. Any business entity described in this subsection that enters into a contract with a public body pursuant to Virginia Code §2.2-4311.2 shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. (See full text in General Terms and Conditions)

Bidders possessing an identification number issued to it by the State Corporation Commission shall provide the identification number below.

Virginia State Corporation Commission Number: _____

OR

Check here ___ if authorization is not required, and explanation is included.

Any Bidder or Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the Bidder or Offeror is not required to be so authorized.

Please indicate the type of business:

_____ Individual Trading Under Trade Name (List Individual and Trade Name in "Full Legal Name of Bidder" below)

_____ Individual Trading in Own Name _____ Partnership _____ Corporation

Full Legal Name of Bidder: _____

Mailing Address: _____

Remittance Address (if different): _____

Signature: _____ (Person signing must be authorized to bind the Bidder in contractual matters)

Printed or Typed Name: _____ Date: _____

Title: _____ Email Address: _____

Phone: () _____ Fax: () _____

CONTACT INFORMATION (if different from above)

Printed or Typed Name: _____ Title: _____

Mailing Address: _____

Email Address: _____

Phone: () _____ Fax: () _____

PUBLIC NOTICE

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
2100 W. Laburnum Ave., Suite 105
Richmond, VA 23227**

**Acceptance and Recycling of Delivered Mixed Paper and Old Corrugated Container and
Baled Old Corrugated Containers**

**CVWMA Bid 21-03
Issue Date: January 28, 2021**

The Central Virginia Waste Management Authority (CVWMA) is seeking bids for the purchase and recycling of Mixed Paper and OCC delivered and Collection of Baled OCC.

The Contract(s) resulting from this Invitation for Bids will be for a three-year period beginning on or about July 1, 2021. Written responses must be addressed to the CVWMA and received no later than 2:00 p.m., Friday, February 26, 2021. A copy of the full IFB is available at www.cvwma.com or from the CVWMA, 2100 West Laburnum Avenue, Suite 105, Richmond, VA 23227; (804) 359-8413. Additional information regarding this Invitation for Bids may be obtained by calling Richard Nolan, Director of Operations, (804) 512-0053.