

**CITY OF SAN ANTONIO**  
**Solid Waste Management Department**



**REQUEST FOR INFORMATION**  
**("RFI")**

**for**

**City of San Antonio Recycling Processing Services**  
**RFI 6100013187**

**Date Issued: 08/26/2020**  
**Responses Due: 09/30/2020**

---

## **Request for Information Goals**

This Request for Information (RFI) by the City of San Antonio (City) Solid Waste Management Department (SWMD) is intended to obtain responses from organizations that would be interested in providing single-stream recycling processing services and/or recycling equipment to the City. The City currently has an exclusive contract with a private material reclamation facility (MRF) that terminates July 31, 2024. The responses received for the RFI may be used in developing a future request for proposal (RFP). This is a RFI only. There will be no award for services made from this request. Information on non-traditional recycling technologies will also be considered.

## **Project Background**

### **Overview:**

SWMD provides curbside cart collection to about 360,000 homes using City staff. We are not looking for any proposal to provide collection services. Residents are provided three carts: landfill, recycling, and organics. Each cart is collected once per week, primarily through fully automated collection. We are looking for RFI responses that involve any of the following:

- private owned single stream MRF; existing facility or new facility built on private property
- building and operating a single stream MRF on City property
- operating a City built MRF
- MRF alternative that can process our single stream recycling such as chemical recycling, waste-to-energy, etc.
- manufacturers of MRF equipment
- financing companies experienced with municipal MRF projects

### **Currently accepted recycling items:**

Below is the list of items currently accepted in the City's recycling program. The RFI response should describe any additions or deletions from the list

- newspaper and mixed paper
- corrugated cardboard and flat cardboard/chip board
- glass bottles and jars, all colors
- steel and tin cans
- used beverage containers (UBC)
- plastic bottles, tubs, and containers, all colors
- single use plastic bags that are tied and bundled

### **Tonnage information:**

This project only involves recycling from the residential curbside blue cart program. There may be incidental small businesses that receive service through the residential program but they are not tracked separately. The City is not involved in commercial collections.

The City and current service provider conduct regular audits to determine the composition of materials. Data in the table below are based on those audits and the actual amount of each

commodity that goes through the facility may be lower or higher. The City tracks information on a fiscal year format which runs from October 1 through September 30 of the following year. The final column includes data from October 2019 through July 2020. In 2015, the City Council approved a \$25 fee on residents who contaminate the blue cart. The first fee was collected in July 2016. An additional \$50 fee for diaper contamination was approved in 2018. As enforcement increased, that coincided with a drop-in recycling tonnage.

#### Total Tons By Commodity

	FY15	FY16	FY17	FY18	FY19	FY20 partial
Newspaper	21,092.81	21,834.64	20,731.83	21,169.51	21,539.25	19,553.22
Mixed paper	9,993.77	10,347.36	8,302.62	5,681.09	7,487.78	5,227.13
OCC	11,919.31	11,601.56	10,497.08	11,071.38	8,303.66	8,790.69
Mixed glass	13,511.77	12,989.87	8,128.11	11,084.94	11,053.84	10,509.53
Steel/tin cans	1,638.56	1,718.38	1,658.26	1,620.20	1,693.39	1,423.81
UBC	971.86	957.56	1,134.07	1,190.06	1,076.42	1,120.85
#1 PET	3,735.89	4,139.40	4,728.07	4,879.30	4,969.45	4,475.78
#2 HDPE color	1,324.33	1,353.34	1,382.98	1,455.29	1,418.76	1,264.59
#2 HDPE natural	1,004.23	1,185.10	1,006.86	986.29	1,019.46	880.76
Plastics 3-7	1,731.56	904.85	1,221.84	1,034.25	980.04	1,001.83
Plastics Rigid	n/a	520.27	629.47	568.75	367.79	226.02
Scrap metal	424.10	622.13	545.81	457.52	344.41	239.51
LDPE (bags)	534.40	159.54	25.19	8.85	19.16	20.48
<b>Clean Tons</b>	<b>67,882.57</b>	<b>68,334.01</b>	<b>59,992.20</b>	<b>61,207.45</b>	<b>60,273.40</b>	<b>54,734.20</b>
Residual	19,768.40	19,852.34	20,896.95	14,859.97	15,477.59	12,794.06
Total Processed	87,650.97	88,186.36	80,889.15	76,067.42	75,750.99	67,528.26

#### Potential lease site:

The City is exploring building our own material reclamation facility (MRF) on City property. If we choose to build our own facility, the City may issue a future RFP that seeks a private operator of the MRF. Alternatively, the City may potentially lease the property to a private company for them to build and operate a MRF.

The City has an 11.3 acre parcel at 6802 Culebra Road that is currently used by the City for storage and maintenance of residential carts. Before that, the property was used as a service center and fueling station for solid waste and recycling collection vehicles. In spite of that usage, the property currently has a zoning designation of R-6, which is intended to contain single-family residential development with a minimum lot size of 6,000 square feet. A MRF project at this site will need rezoning, possibly of a I-1 or I-2 zoning which are intended to serve general light or heavy industrial type developments.

The site is almost entirely paved, with the exception of a small area sodded with grass near one of the existing buildings and narrow mowed right-of-way area along the perimeter. Using this site for a MRF would require demolition of existing buildings and removal of existing pavement

prior to construction of the MRF. A large wooded area is adjacent to the southern boundary of the property. Areas west, north, and east of the property consist of various commercial, industrial, and municipal developments.

### **Pre-submittal Conference**

A Pre-Submittal Conference is scheduled at **10:00 A.M, Central Time, on September 9, 2020** and will be via Webex only. Respondents are encouraged to prepare and submit their questions in writing 3 calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. Pre-Submittal Conference participation is optional, but highly encouraged.

Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

**Conference Phone Number: 1-415-655-0001**

**Meeting Number/Access Code: 133 124 8932**

**Password: JqhCBsfi732**

Respondents also have the option to attend the conference via WebEx at [www.webex.com](http://www.webex.com) and clicking on join. The meeting number is **133 124 8932** and password is **JqhCBsfi732**.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Bidders are encouraged to resubmit questions asked during the meeting in writing to the City Staff person identified below, after the conclusion of the Conference.

All attendees to the Pre-Submittal Conference will be asked to confirm attendance by emailing the Procurement Specialist (Point of Contact) at the time of the meeting. This information will be compiled into a "sign-in sheet" for the meeting and may be posted to the City's website or otherwise disseminated publicly.

To request an interpreter for the deaf or other assistance, call (210) 207-7245 Voice/TTY. Interpreters for the deaf must be requested at least 48 hours prior to the meeting.

Respondents may ask verbal questions concerning this RFI at the Pre-Submittal Conference.

All questions shall be sent by e-mail to:

**Jorge D Figueroa**  
**Procurement Specialist III**  
[Jorge.Figueroa@sanantonio.gov](mailto:Jorge.Figueroa@sanantonio.gov)

## **Requested Information**

**Respondents shall provide the following information with their response.**

### **General Terms and Conditions of the Request for Information (RFI)**

1. This is **ONLY a REQUEST FOR INFORMATION (RFI)** and should not be construed as intent, commitment or promise to enter an agreement with a respondent.
2. The City of San Antonio will not be obligated to any Respondent as a result of this RFI. The City is not obligated for any cost incurred by vendors in the preparation of the Request for Information. The City will not pay for any information herein requested nor is liable for any costs incurred by the vendor. For economy of presentation, special bindings, colored displays, promotional materials and the like are not required, but if they are presented, the City will not be responsible for this cost.
3. The City will review all information and recommendations received to assess our needs and define our requirements.
4. In order to assure that your response receives the attention it deserves, please limit your response to no more than fifty (50) pages (not including illustrations) in PDF and/or Microsoft Word format. Responses to questions A and B are mandatory. Respondents are not required to provide information for all the items in question C.
5. Confidential or Proprietary Information. All Request For Information responses become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
6. The City welcomes vendors to submit any pertinent information that the City should consider, including topics that the City has not included in our RFI.
7. To fully comprehend the information contained within a response to this RFI, the City may seek further clarification to your submitted response. This clarification may be requested in the form of a brief verbal communication by telephone; electronic communication; and/or a demonstration/presentation of the response to a meeting of the review committee.
8. Alternate Responses. Alternate responses may be submitted provided such modifications are received prior to the time and date set for submission of responses and submitted in the same manner as original responses.

## RFI QUESTIONS

**A. Respondent Information:** Provide the following information regarding the Respondent.

Respondent Name: \_\_\_\_\_

(NOTE: Give exact legal name.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

**B. Contact Information:** List the one person who the City may contact concerning your response and all subsequent information regarding this RFI.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

**C. RFI Response:** Depending on the type of company submitting a proposal, responses should include some or all of the following elements.

**Service Providers**

1. A cover letter on company letterhead describing your company's interest. For example, is the interest to build a new MRF facility on City property, to submit a future bid using an existing MRF, to build a new waste to energy facility, to be an equipment supplier, to be a commodity buyer, or any other function related to this RFI.
2. A description of the company. Include information on what services the company can offer the City or other potential partners in the recycling project.
3. Suggest conditions, processes, or other information that could be included to optimize a long-term agreement. The focus of this RFI is single-stream recycling. But the City will consider alternative technologies that can address the City's recycling needs. Some items that a respondent may wish to include are:
  - a. commodities to add or drop to the City's list of acceptable recycling items
  - b. length of time for an initial contract and renewal options
  - c. joint educational activities
  - d. ability to handle all or a portion of the City's recycling tonnage;
    - i. preference to handle all or a smaller portion of tons

- ii. minimum number of tons for a viable project
  - e. ability to provide service at more than one location
  - f. method to address future changes in packaging and other commodities
  - g. how to handle sharing the risk, revenue, and loss
  - h. Length of contract and revenue sharing considerations
  - i. other pertinent information not covered above
4. An estimated cost range to provide recycling services to the City. If the provider has similar existing contracts with other municipalities, a brief overview of how the payments in that contract are structured. The City is considering acquiring land and potentially constructing either a shell building that will be leased to a private company or constructing a full MRF. The City is interested in cost comparisons related to this City-provided land and building versus the respondent's provided land facility, etc.
  5. Suggest a timeline necessary to meet the City's need to have a new recycling option in place by August 1, 2024. If that deadline cannot be met, describe the earliest timelines that a new recycling option could likely be in place.
  6. Suggest how recycling can be accommodated during a transition period between awarding a new contract and the initial operation

**Equipment Suppliers/Manufacturers.**

1. Provide information about technologies available to separate the recycling stream.
2. Provide information on how materials can be optimally separated for highest quality and value.
3. Provide information on how contamination is removed.
4. Provide information which eliminates unsafe, dangerous or repetitive jobs.
5. Suggest performance specifications for separation and processing equipment.
6. Provide information on how the separation and processing equipment protects the safety/health/welfare requirements of workers.

**Recycling Related Financial Services**

1. Provide examples and suggestion for potential financing options.
2. Provide information on potential sources of grants, programs and demonstration projects for consideration for processing recyclables.
3. Provide ideas for cost/revenue stabilization.
4. Provide information on project risk assessment.

**End Users of Recycled Commodities.**

1. Identify recycling-related manufacturers located in Texas and in the Southwestern United States
2. Identify what, if any, interest in a City location for manufacturing purposes

3. Provide information about specifications needed for recycling materials to be used in the manufacturing process and for the end-market materials in particular.

### **MRF Designers/Builders**

Engineering firms, architects, equipment installation firms and MRF building manufacturing firms are requested for these answers. The City has an existing contract for general solid waste consulting and is requesting no responses from these types of firms.

1. Identify recycling-related design/build/install and manufacturers.
2. Provide information about specifications needed for MRF footprints and long-term building sustainability.
3. Provide information on energy saving materials and green building practices for MRFs.

### **Alternative Recycling Technologies.**

1. A cover letter on company letterhead describing your company's interest and background
2. Provide description of alternative technologies.
3. Provide description of processes sufficient for understanding the technology.
4. Provide whether technology is complementary to, or replaces, single-stream residential processing.
5. Provide documented rates of recovery, cost savings, etc.
6. Identify any North American facilities operating at a commercial scale using this technology.

### **Other Interested Parties.**

1. Provide any other information/advise deemed relevant to this RFI

### **Response Submission:**

The deadline for submitting the RFI Response is **11:00 a.m., Central Time, September 30, 2020**. Responses shall be submitted **by email only**.

Electronic responses can be submitted by the following means:

**Email:** Respondents may submit their responses for this RFI by email to:

[jorge.figueroa@sanantonio.gov](mailto:jorge.figueroa@sanantonio.gov)

**Review Process:** City of San Antonio's RFI's are issued with the intent to survey the industry to obtain information that provides guidance, which may be used in the preparation of RFPs should the City choose to issue an RFP.

**This RFI is posted on the City of San Antonio web page:**

<http://www.sanantonio.gov/purchasing/biddingcontract/opportunities>