

CITY OF SEATTLE
RECYCLING PROCESSING
REQUEST FOR PROPOSALS

October 24, 2014

SEATTLE RECYCLING PROCESSING – DRAFT RFP

Summary of Request for Proposals

The City of Seattle (the City) is requesting proposals for the processing of mixed recyclables collected by the City's collection contractor and from drop-boxes at City transfer station stations.

Service Description

Qualifying proposals will include receiving, sorting and marketing all or a portion of the City's contracted mixed recyclables. The City processed 82,300 tons of recyclables in 2013. This amount is projected to grow toward 90,000 tons by 2021. The recycling tons **do not include the approximately 150,000 tons of open market** commercial recycling served independently from the City's collection and processing contracts. Additional information provided www.seattle.gov/util/solidwastecontracts

Proposals will be accepted for all and/or a portion the City processing stream:

1. **40-60%** of the City's mixed recyclables (approximately 45,000 tons per year) and/or
2. **100%** of the City's mixed recyclables (approximately 90,000 tons per year).

The City is requiring prices for **two contract lengths for each waste component proposed**:

1. 5- year term with 2 3-year extensions (**April 2016 to March 2021 with extensions to March 2027**)
2. 10-year term (**April 2016 to Mar 2026**)

The City may award **one, two, or no new processing contracts**. Processors must **price both contract length terms for any waste components** proposed.

Schedule

Proposals are due by **2:00 p.m. on January 2, 2015**. The City plans to select contractor(s) by March 3, 2015 and to sign contracts by June 30, 2015. Services will start on **April 1, 2016**

City Contact

All inquiries about this RFP must be made in written form (mail or email) to the Project Manager:

Hans VanDusen, Contracts Manager	Seattle Public Utilities
hans.vandusen@seattle.gov	PO Box 34018
206-684-4657	Seattle, WA 98124-4018

Unless authorized by the Project Manager, no other City official or employee is empowered to speak for the City with respect to this RFP. Proposers who contact other City officials or employees regarding this RFP may be disqualified.

The City reserves the right to reject any and all Proposals and to decline to award a contract for these services. The City will bear no responsibility for costs incurred in preparation of responses to this RFP.

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Additional resources and information available at the RFP website seattle.gov/util/solidwastecontracts

Chapter 1- Background

Seattle has contracted for household recycling collection and processing since 1988, apartment recycling services since 1994 and small business recycling since 2005. Prior to 2009 recycling processing was a component of the City’s collection contracts. In April 2009, the City began a service contract solely for recycling processing with Republic Services. The Republic Services processing contract ends in March of 2016.

The City’s current collection contracts, with Waste Management and Recology CleanScapes, also began in April 2009, and do not include processing services. The collection contracts include recycling pick up from participating households, apartments and limited business pickup within geographic service areas. The contractors now deliver recyclables to the Republic’s 3rd & Lander facility. The City also allows self-haul customers, mostly residents and small businesses, to drop-off at City transfer stations.

The City’s collection contracts and recycling processing contract and this RFP do not include the approximately 150,000 tons of commercial recycling served by private vendors and facilities in the open commercial recycling market.

The components of the City-contracted recycling, the waste stream for this RFP, are described below.

Contractor Tons by Sector			
<u>Recycling Tons</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Household	60,604	58,575	58,263
Apartment	19,937	22,146	22,454
Business*	<u>2,690</u>	<u>2,874</u>	<u>3,003</u>
Total	83,231	83,595	83,720

City Recycling Composition in 2010

<u>Commodity</u>	<u>Pct by Wght</u>
Mixed paper	32.2%
Newspaper	19.5%
Cardboard	17.8%
Brown glass	5.1%
Clear glass	5.5%
Green glass	7.1%
PET and HDPE	3.1%
Aluminum cans	0.8%
Tin cans	1.2%
Other ferrous	0.4%
Other plastics	1.4%
Contaminants	5.9%
TOTAL	100%

The public **drop-off boxes at the City’s stations collect an additional 1,400 tons per year** that will be included in the processing contract.

**Business recycling includes only tons collected through the limited curb service provided under City collection contracts, and does not include the much larger open market private collection.*

Future Recycling Tons

The City expects the contracted recycling processing to grow by approximately 10% from 2016 to 2021, due to growth in the multifamily housing and continued City enforcement of residential and commercial recycling requirements (that have been in place since 2004).

Chapter 2 - Base Services

This Chapter describes specific *Base Service* conditions for recycling processing. These conditions represent a uniform service to which all Proposers *must respond* in their Base Proposal. The RFP also welcomes additional Proposals that lay out alternatives to the Base Service conditions (see **Chapter 3 - Alternative Proposals**).

The Base Services are described below. **Appendix B – Recycling Processing Contract** contains definitions for terms and the proposed contract details of processing.

A. Materials for Processing

The Contractor will receive, sort and market all materials currently processed and marketed under the current contract, including:

- All paper and cardboard, including shredded paper
 - All plastic bottles, jars, cups, food containers and lids (all 1-7, but no foam)
 - Poly-coated paper and aseptic packaging
 - Plastic bags (bagged)
 - All metal cans and all glass bottles/jars
 - Pots, pans, foil containers, and small scrap metals
 - Plastic plant pots and buckets
 - Used motor oil and cooking oil* (separate from cart)
 - Used plastic carts from garbage, recycling, and organics services
- *Used cooking oil will be added to used motor oil handling. E-wastes will no longer be processed under this contract.*

Proposers will also provide a price for adding bagged textiles to the commingled collection stream.

B. Receiving Terms and Performance

The Contractor will meet the following receiving standards:

- Be open 6 days a week to receive material.
- Provide turn times at the receiving facility of less than 15 minutes for City trucks.
- Weigh inbound and outbound trucks and provide weekly electronic files of scale data.
- Be located in the Duwamish Industrial Area in Seattle. *(The processing facility can be located elsewhere, but proposers must, in that case, provide a receiving facility within the Duwamish Industrial Area and would be responsible for shipping to the processing facility.)*

C. Processing Terms and Performance

The Contractor will meet the following processing standards:

- Maintain monthly facility total residual disposal at or below 8% of inbound materials from the City and other facility customers.

- Produce commodities for high value end markets.
- Have agreements in place for local back-up facilities for processing.
- Meet all current and future state and local regulations and permitting conditions and have Operations Plans approved by local regulatory authorities.

D. Payment & Market Revenue

Contractor payments will incorporate the following financial terms:

- City will pay a gross processing fee per ton processed based on the negotiated tip price.
- Tip fee will be inflated annually by 50% of the specified CPI for the Seattle area.
- Contractors will market all materials and receive all revenue from commodity sales.
- Contractors will provide a monthly market value credit to the City based on tons processed and full market values of the indices listed below and further described in **Appendix B –Processing Contract** (Section 320 and Attachment 1).

Commodity	Share	Sept Value per Ton	Index Source
Mixed paper	32.18%	\$72.50	Pulp & Paper Week
Newspaper	19.50%	\$77.50	Pulp & Paper Week
Cardboard	17.82%	\$110.00	Pulp & Paper Week
Brown glass	5.10%	\$17.50	MTJ Recycling Mkts
Clear glass	5.47%	\$17.50	MTJ Recycling Mkts
Green glass	7.11%	\$2.50	MTJ Recycling Mkts
PET and HDPE	3.12%	\$420.00	MTJ Recycling Mkts
Aluminum cans	0.75%	\$1,450.00	MTJ Recycling Mkts
Tin cans	1.22%	\$86.80	MTJ Recycling Mkts
Other ferrous	0.43%	N/A	No risk share
Other plastics	1.37%	N/A	No risk share
Contaminants	5.93%	N/A	No risk share

Current composite credit value \$85/ton

- Contractors will receive no payments for processing motor oil and used cooking oil or used waste carts.
- Contractors will be allowed free disposal at City transfer station or rail yard of all City-generated contaminants.

E. Employee terms

Employees performing work on this contract will be permanent employees and paid at or above the wages and benefits as specified in **Appendix B –Processing Contract** (Section 350 and Attachment 2). These requirements do not apply to additional employees that might be needed at a facility to serve other customers. The number of employees impacted by these City employment requirements will be based on the share of inbound tons that the City’s materials represent relative to the entire inbound recycling stream at the facility.

If a new Contractor hires additional employees to serve the City's contract, then the contractor(s) will give hiring preference to any current employees of Republic Services' Third and Lander Facility that lose their work as a result of the change in contractors. Contractors must comply with standard non-discrimination and other mandatory City provisions and comply with all new laws and regulations without seeking additional compensation from SPU.

F. Equal Benefits, Affirmative Efforts and Non-Discrimination

The Contractor must comply with the provisions of the Seattle Municipal Code (SMC) including, in particular, SMC Ch. 14.04 (Employment Practices), SMC Ch. 14.10 (Fair Contracting Practices), SMC Ch. 20.42 (Equality in Contracting), and SMC Ch. 20.45 (City Contracts – Nondiscrimination in Benefits), and the Contractor(s) must comply with state law including, in particular, RCW Ch. 49.60 (Discrimination - Human Rights Commission.)

G. Additional Contract Specifications

Detailed specifications for processing, reporting, compensation, nondiscrimination, employment practices and contracting, liability and other provisions are listed in **Appendix B –Processing Contract**. All Proposers are responsible for understanding and agreeing to the draft contract specifications. The final processing contract(s) will be negotiated between the City and the selected vendor(s).

H. Amendments or Supplements

The City may amend or supplement this RFP. All updates will be posted to the RFP website at (www.seattle.gov/util/solidwastecontracts).

Chapter 3 - Alternative Proposals

The City encourages Alternative Proposals for processing which support the RFP priorities in Chapter IV. All proposals need to cover all elements of the Base Service as outlined in Chapter 2. However, alternatives may also be proposed that could be beneficial to the City. Potential areas for alternative proposals could include:

- Recycling or processing additional materials for supplemental payment terms (*additional items not requiring supplemental payment should be included in Base Service response*).
- Sorting targeted self-haul or commercial garbage loads that contain substantial component of marketable recyclables (targeted dirty MRF sorting).
- Modifications to terms or specifications that provide a lower price or better service.
- Receiving facilities outside of the Duwamish Industrial Area
- Changes to the method of payment, inflation adjustments, market revenue, timing or length of contract, or other financial incentives that benefit City and contractors.

Prohibited alternatives

Alternative Proposals must follow some base provisions to be acceptable:

- The Nondiscrimination, Equal Benefits and Wage and Benefit requirements in Appendix B cannot be waived.
- Disposal of recyclables is not allowed, including combustion, incineration or placement on or in a landfill.

Evaluation of Alternatives

Instructions for submitting Alternative Proposals are provided in **Chapter V - Proposal Instructions**. Proposals will be evaluated specifically under the RFP principles and the Evaluation Criteria in **Chapter IV - Selection Process**. If the City concludes that an Alternative Proposal offers superior benefits, then the City may require other finalists to propose a price for that alternative.

Chapter 4 - Selection Process

The City has developed a review process, involving specific review phases and flexibility within each phase, for selecting final and winning Proposals. The City has established specific criteria to guide the evaluation but does not anticipate using a weighted ranking system.

A. Proposed Schedule

The Director of the Seattle Public Utilities has set the following proposed schedule for receipt and review of Proposals. The schedule may be changed at the City's discretion. Any Proposal may be rejected during any of the phases listed below.

Phase 1 – RFP Distribution and Information	
Pre-release Draft RFP on Website	September 30, 2014
Comments on Draft RFP Due	October 14
Response to Comments Posted	October 28
Final Request for Proposals Posted	October 24, 2014
Proposer’s Conference	November 4 (11:30 am)
Initial Proposer Questions Due	November 7
Responses to Initial Questions Posted	November 14
Final Proposer Questions Due	December 5
Responses to Final Questions Posted	December 12
PROPOSALS DUE	January 2, 2015 (2 pm)
Phase 2- Proposal Review	
Clarification requests by City	January 14
Clarification responses by Proposers due	January 27
Presentation Questions from City (<i>City’s option</i>)	February 4
Presentations by Proposers (<i>City’s option</i>)	February 12
Phase 3 – Selection and Negotiations	
Notification of selected contractors	March 3
Final Contract	April 14
Approval Legislation	June 15
Service Begins	April 1, 2016

B. RFP Distribution and Information

- 1. Pre-Release Draft of RFP** – The City posted a pre-release draft of the Recycling Processing RFP on September 30 on the RFP website. Comments and questions were accepted on the draft through October 14 and responses will be posted on the RFP website by October 28.

2. **Final RFP** – The City will release the Final RFP for Recycling Processing on **October 24, 2014**.
3. **Proposers’ Conference and Inquiries** - All Proposers are invited to meet with City representatives to ask questions at a conference to be held on **November 4th at 11:30 am** at the **Seattle Municipal Tower, 700 Fifth Avenue, in Conference Room 4050**. Seattle Public Utilities staff, including the Project Manager, will attend the conference. The City will take verbal and written questions on the Final RFP and post responses on the RFP website.

Additional questions can be submitted to the Project Manager electronically through December 5th with responses from the City provide by December 12th .

C. Initial Proposal Review

All Proposals will be reviewed for clarity and completeness. Proposals must include a) responses to all questions in Chapter VI and b) all completed forms in Appendix A.

Proposals determined to be complete and responsive will be forwarded to the Contractor Evaluation Committee. The City may request clarifying information and/or may choose to remove Proposals from further consideration without seeking additional information. The City may also require presentations. *The City reserves the right to reject any and all Proposals.*

D. Contractor Evaluation Committee

Proposals will be evaluated by a Contractor Evaluation Committee (CEC) composed of individuals with legal, financial, and solid waste management backgrounds appointed by the Director of Seattle Public Utilities. The CEC may include outside consultants.

E. RFP Priorities and Evaluation Criteria

The CEC will evaluate all Proposals based on the **RFP priorities** as listed below:

- Low system cost
- Competitive proposals now and in the future
- Reliable services
- Flexibility to modify services
- High value output commodities and end-uses
- Fair treatment of workers
- Minimal environmental and public health impacts
- Minimal residuals from processing

These values and priorities help guide the CEC in selecting Proposals that are responsive and innovative in supporting the City’s values.

The following evaluation criteria - and the supporting **Chapter VI - Proposal Questions** - were developed to provide specific guidance to the CEC in understanding program priorities and selecting Proposals that meet the RFP priorities.

The **evaluation criteria** are divided into four categories with relative priorities allocated to each category:

1. System Costs (50%)

- Proposed price per ton and resulting payments over the contract term
- Marginal impacts on City payments to collection contractors
- Projected long-term competition and financial impacts

2. Processing Technology and Operations (15%)

- Proposed processing technology
- Proposed environmental controls
- Quality end products
- Reliable contingency plans and operational redundancy
- Flexibility to accommodate other types of recyclables

3. Vendor Experience with Recycling Processing and Product Sales (15%)

- Experience with recycling processing operations as proposed
- Record in permitting and regulatory compliance of or proposed or similar facilities
- Resolutions to prior operational and regulatory challenges
- Success in marketing end products
- Record of municipal partnership

4. Support for Workforce, Diversity and Sustainability (20%)

- Record and commitment on worker health and safety
- Record and commitment to workforce diversity and support fair treatment of workers
- Employee wage and benefits packages
- Pollution and climate impacts from receiving and processing operations and market distribution
- Other favorable workforce programs and sustainable business practices
- Outreach partnerships to increase diversion and limit contamination
- Environmental benefits and sustainability measures

The criteria percentages are provided only as guidance to CEC members to clarify the relative priorities of the City. The City does not expect to use a weighted ranking to compare Proposals.

F. Interviews and Presentations

The City has the option of requesting presentations by some or all of the Proposers during proposal review. Interviews will take place in closed meetings. The CEC will attempt to submit a list of questions and issues to be addressed in the interview, at least one week prior to the interview.

G. City Investigation and Inspections

The City reserves the right to make independent investigations as to the qualification of the Proposer and the sustainability of a proposed site. Such investigations may include site visits to existing operations or proposed sites and discussions with permit issuers and/or regulators.

H. Contractor Evaluation Committee's Recommendation

Upon completion of its evaluation, the CEC will make its recommendation to the Director of the Seattle Public Utilities. The recommendation may be to negotiate with those Proposer(s) that demonstrate the best match with the evaluation criteria, or to reject all Proposals.

I. Reservations and Limitations

- 1. Authority to Accept or Reject Proposals** - The City reserves the following rights: to reject any or all Proposals at any time with no penalty; to discontinue its negotiations after commencing negotiations with a finalist, if progress is unsatisfactory, and commence discussions with another Proposer; to contract with those finalists who in combination produce the most advantageous result; to accept and negotiate contracts with either one or two Proposers as the City decides would be in its best interests.
- 2. Proposer's Self Reliance** - Proposers are expected to be knowledgeable about the material to be processed, including the tonnage and percentage of the various commodities in the delivered material. Proposers are expected to determine the appropriate equipment to provide the required services.
- 3. Proposer's Responsibility for Costs** - The City will not reimburse any Proposer for any costs involved in the preparation and submission of Proposals, in making an oral presentation, or in contract negotiations.
- 4. Submission of Proposal** - Proposals must be valid for 18 months after submission. Proposers may be requested to extend their Proposals for an additional period of time.

Chapter 5 - Proposal Instructions

Proposers should carefully follow the instructions in this Chapter for communicating and submitting Proposals. To be responsive, Proposals should be completed, organized and submitted as described in this Chapter.

A. Communications

All communications regarding this RFP must be made in written form (including mail, email or fax) to the Project Manager:

Hans VanDusen
Seattle Public Utilities
hans.vandusen@seattle.gov
206-684-4657

Delivery:
Seattle Municipal Tower, 59th floor
700 Fifth Avenue, Seattle WA

Mail:
P.O. Box 34018
Seattle, WA 98124-4018

Unless authorized by the Project Manager, no other City official or employee is empowered to speak for the City with respect to this RFP. Proposers who contact other City officials or employees regarding this RFP may be disqualified.

Proposers are encouraged to attend the Proposers' Conference and provide written questions to the City as described in Chapter IV. All City responses and RFP addenda will be posted to the RFP website.

B. Submitting Proposals

- 1. Deadline** - All Proposals, with required copies, must be received by the Project Manager, Hans VanDusen, at the address listed above, on or before **2:00 p.m. on January 2, 2015.**
- 2. Copies** - Proposers shall compile and submit one signed original, six collated copies, and an electronic PDF of their Proposal. Proposal should be concise and printed on recycled, double sided paper. The RFP forms will be provided by the City in MS Word document format.
- 3. Format** - Proposals must respond to all required and relevant questions in **Chapter VI - Proposal Questions** and complete all required and relevant forms found under **Appendix A. Proposal Forms.**

Proposers shall list each evaluation question before the corresponding response and maintain the order and numbering of the questions from the RFP. Completed forms will be included in each relevant section with the relevant proposal question.

All proposals must be clearly organized and labeled in the following **seven separate sections**:

- Section A. Proposal Overview**
- Section B. Price Proposals**
- Section C. Proposed Processing Operations**
- Section D. Proposed Transfer Operations (if applicable)**
- Section E. Support for Workforce, Diversity and Sustainability**
- Section F. Vendor Commitment and Background**
- Section G. Alternative Proposals**

C. Proprietary Proposal Material and Public Documents

The City requests that companies refrain from requesting public disclosure of proposal information until an intention to award is announced, as a measure to best protect the RFP process. With this preference stated, the City shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

Proposers should understand that any records (including but not limited to proposal submittals and related materials) they submit to the City become public records under Washington State law (See RCW Chapter 42.56, the Public Records Act). However, public-disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions. Proposers will complete **Form 8. City Non Disclosure Request** to identify any records they believe exempt from disclosure.

Chapter 6 - Proposal Questions

The proposal questions below were developed to directly support proposal evaluation and the stated evaluation criteria. Please read the evaluation criteria to fully understand the City's priorities in evaluating proposals and selecting a Contractor(s).

This entire set of questions must be completed for your Base Proposal. For any Alternative Proposals, provide a separate set of responses for any questions where the responses would differ from the Base Proposal.

List the question before each answer. An answer to a question may refer to a document or page where the information may be found without repeating it, provided that any document referred to must be submitted with the Proposal. A cross-reference may be made if the answer to one question also appears in an answer to another.

A. Proposal Overview

In Section A of the Proposal, Proposers will *briefly* describe:

- **The base proposal and proposed operations**
- **The strengths of the Proposer and proposed operations**
- **Alternative Proposals if applicable**

B. Price Proposals

Complete **Form 1 Prices** for Base Services and for each Alternative proposed.

C. Proposed Processing Operations

1. Complete **Form 2 Facility Volumes and Capacity** describing proposed material quantities and flows at your facility.
2. Describe the **general facility operation** including a flow diagram.
3. Describe **processing equipment** and performance standards.
4. Describe your approach and systems for **screening out non-recyclable contamination**.
5. **Describe the end markets** that you expect to utilize.
6. Describe any **recycling enhancements** or additional types of materials (for no additional costs) that you are including in your base proposal.
7. Describe the status of relevant **permits and regulatory conditions** for processing facilities. Include a copy of current operating permits.

8. **For new proposed facilities** please provide the following information:
 - a) Current property owner and development status;
 - b) Schedule for constructing the processing facility;
 - c) Documentation that the proposed location is in an area that is zoned for processing of recycling
 - d) Status of all pending permits and approvals from the local building department, local health agency, local air quality authority, WA State Department of Ecology and other relevant agencies;
 - e) Propose specific contract language, including timelines and penalties, for any initial transition period or in the event a processing contract is signed and you are unable to obtain permits and approvals face other delays so that you are unable to accept City recyclables for processing on April 1, 2016.
9. Describe your **strategies for reducing environmental impacts** such as odor, dust, noise, surface water runoff, leachate runoff and litter blowing from site.
10. Describe the **proposed traffic flow to and from the facility**.
11. Provide **evidence of neighborhood/community acceptance** of facility. Evidence of acceptance could include actions you have taken to communicate with the neighborhood/community and steps taken to address any neighborhood concerns. It could also include letters of support from community organizations.
12. Identify **backup facilities** and clarify their capacity for additional material.

D. Proposed Transfer Facility

If you are proposing to use a processing facility outside of Seattle with in-town transfer plus hauling, then please provide relevant information on the provide transfer and hauling operations *if applicable*.

1. Complete a separate **Form 2** for any proposed separate transfer facility describing **material quantities and flows**.
2. Provide the **size and location** of your transfer facility. Identify any **operational limitations** as far as hours of operation, tipping capacity, types of vehicles etc.
3. Describe the status of relevant **permits and regulatory conditions** for receiving and processing facilities.
4. For **new proposed facilities** please provide the following information:
 - a) Current property owner and development status;
 - b) Schedule for constructing the processing facility;

- c) Documentation that the proposed location is in an area that is zoned for transferring or trans-loading recycling;
- d) Status of all pending permits and approvals from the Seattle Department of Planning and Development, Public Health Seattle King County, Puget Sound Clean Air Agency and other relevant regulatory agencies;
- e) Propose specific contract language, including penalties, in the event a processing contract is signed, and subsequently (i) you are unable to obtain permits and approvals, or (ii) there are delays so that you are unable to accept recyclables material for processing on April 1, 2016.

5. Describe the **proposed traffic flow** to and from the facility

6. Provide **evidence of neighborhood/community** acceptance of facility.

5. Describe the equipment or agreements to be used to **transport material** from the receiving facility.

E. Support for Workforce, Diversity and Sustainability

1. Complete **Form 3. Inclusion Plan** describing proposed affirmative efforts for any hiring or subcontracting anticipated for work on this contract.

2. Provide the **wage and benefit packages** proposed for relevant receiving and processing employees.

3. List other efforts to **support and fairly treat employees** of the proposed operations.

4. Describe any findings, and resolution, of non-compliance to local, state or federal **anti-discrimination laws or regulations**.

5. Describe the **safety and training plans** at all proposed facilities and the safety plans for drivers and collection trucks using your facility.

6. Briefly describe **sustainable business practices** within your proposed operations.

7. Describe any proposed partnerships that would **support City outreach** and recycling diversion efforts.

F. Vendor Background and Commitment

1. Describe your **prior experience** with recycling processing operations.

2. Complete **Form 4 Principal Staff** with all principal officers and individuals responsible for implementing the service for Seattle and attach their resumes. Also list principal staff for subcontractors and attach their resumes. Attach an organizational chart if necessary to explain the interrelationships between staff members who will provide the processing service.

3. Complete **Form 5 Proposer Commitment** and **Form 6 Surety Intent** acknowledging commitments regarding this Proposal and potential ensuing contracts.
4. Complete **Form 7 City of Seattle Vendor Questionnaire** regarding the company and partners. Form 7 includes vendor contact information, ownership, financial resources and responsibility, affirmative contracting (including an inclusion plan for subcontractors or new employees) disputes, compliance, and involvement by current and former City employees.
5. Complete **Form 8 City Non-Disclosure Request**.
6. Explain fully any **litigation, and related outcomes**, within the past five years, involving any company, partner, holding company, subsidiary in this venture, or corporate officer, as related to:
 - performance of a recycling processing or marketing contract
 - violation of local health or environmental laws or regulations
 - violation of state or federal anti-trust laws
 - allegation of corrupt practices
 - regulatory complaints or violations related to your operations
 - other litigation pertinent to a City of Seattle contract and services
7. Describe any **regulatory complaints or violations** related to your processing operations in Washington, Oregon, or Idaho received within the last seven years.
8. Provide a **balance sheet, income statement, and statement of the sources and uses of funds** for the most recent operating year for each of the proposing firms or for the proposing joint venture. *[If the proposing entity is a new joint venture with insufficient history for requisite financial statements, then submit financial statements for each company in the joint venture.]*

G. Alternative Proposals

For Alternative Proposals, list the proposal questions, responses and completed forms for any elements that would differ from the Base Proposal.