



**Department of Public Works**  
Sanitation & Forestry Services

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May 6, 2016

**Official Notice No. 56-1-2016**  
RFP to Conduct a Pilot Organics Collection Study

**Addendum No. 1**

This addendum provides answers to questions submitted by potential proposers through the questions deadline on May 4, 2016, including those asked during the optional pre-proposal meeting held on May 2. The written answers provided herein are the official answers to the questions and shall supersede any verbal statements previously made.

Sincerely,

Rick Meyers  
Resource Recovery Program Manager, City of Milwaukee Department of Public Works



## **Addendum #1**

May 6, 2016

### **RFP #56-1-2016 Request for Proposals to Conduct a Pilot Organics Collection Study**

*The following are answers to questions submitted by potential proposers through the questions deadline on May 4, 2016, including those asked during the optional pre-proposal meeting held on May 2. The written answers provided below are the official answers to the questions and shall supersede any verbal statements previously made.*

Q1. Will there be ongoing recruitment of program participants once the pilot program begins?

**A1. Yes. Service will begin once the program participant list reaches a threshold minimum, and recruitment may continue until the maximum number of program participants or a scheduled deadline is reached. These details are subject to negotiation and will be defined in the final contract.**

Q2. Does the service area need to stay inside the mapped pilot area?

**A2. Yes. The authorizing resolution from the Common Council specifies where the pilot program is to be conducted, which is portrayed in the mapped area outlined in Attachment 2 of the RFP. An action by the Common Council would be required to expand the service area.**

Q3. Will the pilot program run for one year, regardless of the first date of collection?

**A3. Yes, the pilot program will run for one full year. The start date of the year will not be the contract date but rather the date when the collection service actually begins. The goal is to obtain one full year of operating and service data.**

Q4. Is there flexibility around the starting date of service? Is there a date that is too late to begin providing service?

**A4. Yes, there is flexibility to the start date. The City desires to begin the program as soon as is practically feasible.**

Q5. Would you like a monthly report from the processor on the amount of finished [material] generated?

**A5. Reporting requirements are outlined in Section 8 of the RFP and include data from the processor. On a monthly and cumulative basis, the City is interested in the full perspective of how much material is collected, processed, stabilized, and marketed under this program.**

- Q6. In the monthly reporting from the processor, are you looking for compost testing or testing results of the finished product, or percent of contamination, how much was being processed, etc.?
- A6. Reporting requirements are outlined in Section 8 of the RFP. The City welcomes any data beyond the minimum requirements.**
- Q7. If you have a processor that is receiving material from multiple generators, is an estimation of the City's fraction of materials acceptable for reporting?
- A7. Yes. The City understands that data reporting related to the processing of the program's material may necessitate informed estimation.**
- Q8. How do you work with rental properties? Will landlords need to approve a tenant being involved?
- A8. The City will bill the property owner of households participating in this program. If a tenant is interested in the program, the property owner must consent to the subscription service.**
- Q9. If the owner of a duplex signs up, will they then specify if they want 1 or 2 carts?
- A9. Yes. Each individual household is eligible to subscribe to the service. The service fee will be assessed per household, so an interested owner of a duplex could hold one or two subscriptions.**
- Q10. Is there any concern with the cart size in tight areas?
- A10. The City's solid waste and recycling collection system currently utilizes all 95-gallon carts, and we do not have any data regarding resident perceptions or concerns related to a potential organics cart or its size.**
- Q11. Are there any branding requirements for the collection totes or carts?
- A11. The RFP does not specify any such branding requirements.**
- Q12. In regards to cart technology, do you have any requirements as to the RFID tags, weighing per stop, etc.?
- A12. The RFP does not require use of such cart technology. Proposers have flexibility to determine how they will meet the data reporting requirements in Section 8 of the RFP.**
- Q13. Where can I find more information about road restrictions?
- A13. City of Milwaukee roadways are all Class A roadways and do not have load limits by design. Contact the appropriate jurisdictions for any other applicable road weight restrictions.**

Q14. Would you anticipate households dropping out of the program throughout the program? Would there be any restrictions in regards to that?

**A14. The City expects an extremely low service cancellation rate from those residents that subscribe to participate in this limited term pilot program. The City does not anticipate restricting the ability of a household to cancel prior to the end of the program.**