TO: All Responders

FROM: City of Cambridge

DATE: November 9, 2021

RE: File No. 10006 RFI for the Storage and Delivery of Recycling Carts - Addendum No. 1

This addendum is comprised of:

Submitted Questions and Answers:

1. Q: Does the City currently have a designated space for this activity? a. Or is the City interested in subcontracting because there isn’t an owned/leased space available at this time? b. Does the City currently warehouse extra carts?

A: Yes, we currently house all of our compost and recycle carts. We store anywhere from 20 units to 700 units of all the different sized carts. Subcontracting can be an option because we are adding trash carts to the suite of carts, we provide the community, and because space constraints in the City are increasing.

b) The city does have a supply of extra carts that are stored on city property, there is no “warehouse” space for these carts.

2. Q: Would the City allow the subcontractor to work out of the current (assuming there is one) storage facility?

A: No, we don’t have the space to host a subcontractor

3. Q: Who is currently responsible for managing the carts?

A: City of Cambridge Public Works Staff.

4. Q: Who are the current cart vendors for various size carts currently being purchased by the City?

A: Cascade, Rehrig, Orbis are current vendors. The trash cart vendor is still to be determined.
5. **Q:** Are the numbers of extra containers to be stored based on historical needs or estimates?

**A:** Estimates.

6. **Q:** Does the City currently have a work order and inventory software management platform that is used to track, trace, and ensure delivery to resident? a. What does a typical cart request, order delivery and closure of work order look like? b. Are containers provided to each resident or do they purchase? (extras?)

**A:** The City doesn’t have an automate software platform for delivery. the City vets all requests for carts and sends the completed delivery request to staff within DPW or to our recycle collection contractor for completion.

a. The process of completing a delivery is very manual. The City would send a list of deliveries to complete, and the vendor would simply complete them. If the delivery list included a swap (picking up a broken cart, and dropping off a new cart) then the contractor would tell us if there were any issues retrieving the broken cart.

b. Carts are free

All other details remain the same.

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Elizabeth Unger
Purchasing Agent

Addendum No. 1