The City of Cambridge (“City”) invites and welcomes sealed submissions, which must be received at the Office of the Purchasing Agent, Room 303, City Hall, 795 Massachusetts Avenue, Cambridge Massachusetts 02139 prior to 11:00 a.m. on Thursday, November 18, 2021 to provide the following services:

The purpose of this Request for Information (RFI) is to elicit the advice and best analysis of knowledgeable persons in the vendor community to enable the City of Cambridge Department of Public Works (DPW) to determine if the storage and delivery of carts can be performed by the same vendors, or these two operations are mutually exclusive of each other due to the nature of this logistics as described as Task No 1, and task No 2 under DPW – Solid Waste Overview.

Copies of the Request for Information (“RFI”) may be obtained at the Office of the Purchasing Agent on or after Thursday, October 21, 2021. This RFI may be downloaded from the City’s website: www.cambridgema.gov, online services, Purchasing Bid List, Regular RFP, File No. 10006. This is not a solicitation of quotes or invitation for bids and no contract will be executed as a result of this Request for Information. This RFI is for market research purposes only and does not constitute an offer by the city of Cambridge to perform the tasks listed in this RFI.

Questions concerning the RFI must be submitted in writing by 11:00 AM. on Thursday, November 4, 2021, to Elizabeth L. Unger, Purchasing Agent, at the address above, or by email to Purchasing@cambridgema.gov. Answers to substantive questions will be posted to the website in the form of an addendum. It is the responsibility of all proposers to check the website for addenda.

One (1) Electronic copy must be submitted by 11:00 a.m. November 18, 2021 via e-mail to purchasing@cambridgema.gov. Respondents may also submit hard copies to the Office of the Purchasing Agent, Room 303, City Hall, 795 Massachusetts Avenue, Cambridge Massachusetts 02139. Please label “RFI for the Storage and Delivery of Recycling Carts, File No. 10006. Any submissions received after such time will not be accepted, unless the date and time has been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph, unless the submissions are received by the Purchasing Agent by the established deadline.

Elizabeth L. Unger, Purchasing Agent City of Cambridge
Confidentiality and Public Records Law
All responses to this RFI will be public record under the Commonwealth’s Public Records Law, Mass. Gen. L. Ch. 66 s. 10, regardless of confidentiality notices set forth on such writings to the contrary.
I. General Instructions

Please note that this RFI is issued solely for the purpose of obtaining information. Nothing in this RFI shall be interpreted as a commitment on the part of the city to enter a contract with any respondent or to make any procurement.

a) This RFI has been posted on [10/21/2021].

b) Respondent Questions. Potential respondents who have questions regarding this RFI may e-mail them to purchasing@cambridgema.gov by [11/04/2021]. Respondents may only make inquiries and request clarification concerning this RFI by written questions via e-mail.

c) Response Submission. All responses to this RFI are due no later than 11:00 a.m. on [11/18/2021]. Respondents should submit one (1) electronic copy via e-mail to purchasing@cambridgema.gov and may, if they choose, also submit hard copies to the Office of the Purchasing Agent, Room 303, City Hall, 795 Massachusetts Avenue, Cambridge Massachusetts 02139. All responses must include on the first page the official name (if any) of the firm or entity submitting the response. Please consecutively number all pages of the response.

d) Additional Information. DPW retains the right to request additional information from respondents. The City may request further explanation or clarification from any and all respondents during the RFI review process.

II. Costs.

By submitting a response, respondents agree that any cost incurred in responding to this RFI, or in support of activities associated with this RFI, shall be the sole responsibility of respondent. The city shall not be held responsible for any costs incurred by respondents in preparing their respective responses to this RFI.

III. Public Record.

All responses to this RFI will be public record under the Commonwealth’s Public Records Law, Mass. Gen. L. Ch. 66 s. 10, regardless of confidentiality notices set forth on such writings to the contrary.

IV. Information Requested

a) Company Name (please list parent company as well)

b) Company Address:

c) Storage Facility Location Address:

d) Company Website:

e) Contact name and information (e-mail address required)

Provide a description of your company and the basis of your expertise in offering a response to this RFI.
I. Introduction

The purpose of this Request for Information (RFI) is to elicit the advice and best analysis of knowledgeable persons in the vendor community to enable the City of Cambridge Department of Public Works (DPW) to determine if the storage and delivery of carts can be performed by the same vendors, or these two operations are mutually exclusive of each other due to the nature of this logistics as described as Task No 1, and task No 2 under DPW – Solid Waste Overview. The City of Cambridge reserves the right to use this information for market research purposes. This is not a procurement for the services described in this RFI. No contract shall result from respondents’ participation in this RFI and the City shall not be responsible for any costs associated with respondents’ participation in this RFI.

II. DPW Solid Waste – Overview

The City of Cambridge Department of Public Works (DPW) and its Solid Waste Division provides high quality services to the City Residents delivering recycling carts, trash carts and compost carts with an inventory of more than 3500 carts that requires proper management to receive, store, assemble and deliver carts to the community. The Solid Waste Program is constantly looking for efficiencies to improve the experience of delivering carts and is interested to know if tow operations can happen in one scenario where vendors are open to store, manage and deliver carts across the City.

There are 3 types of carts that DPW manage to deliver to all Cambridge Residents as follows:

<table>
<thead>
<tr>
<th>1. Trash Carts</th>
<th>35-gallon</th>
<th>48-gallon</th>
<th>65-gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Quantity to store on Contractors’ site</td>
<td>600</td>
<td>800</td>
<td>1000</td>
</tr>
<tr>
<td># of units per stack</td>
<td>9</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Dimensions of a full stack of carts</td>
<td>20” W, 29” D, 12’H</td>
<td>23” W, 31” D, 12’H</td>
<td>26” W, 33” D, 12’H</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Recycle Carts</th>
<th>65-gallon</th>
<th>95-gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Quantity of Carts to store on Contractors’ site</td>
<td>1000</td>
<td>750</td>
</tr>
<tr>
<td># of units per stack</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Dimensions of a full stack of carts</td>
<td>22” W, 32” D, 12’H</td>
<td>23” W, 39” D, 12’H</td>
</tr>
</tbody>
</table>
### 3. Compost Carts

<table>
<thead>
<tr>
<th></th>
<th>12-gallon</th>
<th>35-gallon</th>
<th>65-gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Quantity to store on Contractors’ site</td>
<td>500</td>
<td>250</td>
<td>50</td>
</tr>
<tr>
<td># of units per stack</td>
<td>N/A*</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Dimensions of a full stack</td>
<td>N/A*</td>
<td>19” W, 29” D, 12’H</td>
<td>22” W, 32” D, 12’H</td>
</tr>
</tbody>
</table>

*= 12-gallon compost carts are shipped by the pallet (420 units are shipped on 6 pallets). Dimension of each cart is 16”W, 21”D, 27”H. See Picture No 2 on Appendix

Kitchen Bins will not be stored with the Contractor. However, the Contractor will deliver them from Cambridge DPW to the resident. The kitchen bins are 3 gallons in size. See Picture 5 on Appendix.

### Task 1 - Proper Storage of Supplies and Logistics

All Trash Carts, Recycle Carts, & Compost Carts will be shipped to the Contractor’s site by tractor trailer from the City’s supplier of carts. The City will manage payments, contracts and logistics for all shipping and production of the carts. The Storage & Delivery Contractor (“Contractor”) will be responsible for accepting all carts from the City’s supplier with at least 10 business days’ notice.

The supplier will ship carts on a 53’ tractor trailer between the hours of 7am & 4pm. The supplier’s transporting vendor will be responsible for rolling the stack of carts to the liftgate. The Storage & Delivery contractor will be responsible for supplying equipment to move stacks of carts from transporting vendor to their storage site. We generally recommend a forklift with an attachment made for offloading carts from a tractor trailer.

Annually, The Storage and Delivery Contractor should expect a minimum of 7 shipments of carts from the City’s supplier but no more than 14 shipments. These shipments are inclusive of all type of carts (compost, recycle and trash) Each shipment will include a full tractor trailer of carts stacked to the ceiling of the trailer.

Once the carts are stored on the Storage & Delivery contractor’s site, The Storage and Delivery Contractor will be responsible for maintaining the integrity of the carts including proper temperature storage and cleanliness. For example, they must be stored in a method to avoid breakage. No more than 0.25% per quarter of carts may be broken before the City may charge liquidated damages, this must include a monthly report of Inventory. Typically, DPW finds using large wall blocks to hold carts up vertically is best to ensure the carts don’t tip over and cause a domino effect.

Examples of breakage include:

1. Lids broken off container,
2. Lids bent out of shape sufficiently that they no longer close properly onto the body of the cart,
3. Water or freezing ice causing shape of cart to morph excessively.

Page 5 of 11
When the inventory of Trash or Recycle carts of any size falls below 250 units, **The Storage & Delivery Contractor** must notify via email to recycle@cambridgema.gov within 2 business days. When the inventory of Compost carts of any size falls below 150 units, the Contractor must notify the City within 2 business days. The City will attempt to ensure that **The Storage & Delivery Contractor** never has less than 25 units of any size cart in their storage.

**Task No 2 – Delivery of Carts to City of Cambridge Residents,**

In addition to storing all of Cambridge’s waste carts, we are seeking information on costs associated with weekly delivery of carts based on demand from the City’s residents. On average, there are approximately 60 deliveries per week. In Spring 2022, the City will begin supplying trash barrels to residents. As a result, we anticipate that the weekly average will increase to 100 deliveries per week.

All carts must be properly constructed prior to delivering the cart to the resident. For the Trash Carts, Recycle Carts, and the 35-gallon & 65-gallon Compost Carts, properly construction of the carts means assembling wheels properly and attaching grab bar properly. Assembling one cart typically takes less than 2 minutes. All carts delivered must be clean and free of debris, leaves, dirt, and other contaminants. Adhering labels and information paperwork is included occasionally (40% of the time) in the carts.

Each week the City will email the Storage & Delivery contractor two delivery lists for completion on Tuesdays & Thursdays. The Tuesday delivery list will arrive by email by 8pm on Monday; the Thursday list will arrive by 8pm on Wednesday. On weeks when an official holiday lands on a Tuesday or Thursday the delivery list is to be completed on the next day. The Tuesday list will be deliveries for the eastern and southern part of Cambridge. The Thursday list will be deliveries for the western, northern, and middle parts of Cambridge. These separate lists will make deliveries more efficient and make it easier for collection operations.

The list will give the address, quantity of items to be delivered and other notes (such as “please place the cart on side street adjacent to the buildings’ address”). Each delivery is based on the address of the delivery, not the quantity of items delivered. The quantity of items delivered is typically 1.5 items per address. On average, the contractor should expect a minimum of 30 deliveries per Tuesday or Thursday delivery. During peaks, the Contractor should expect to do up to 50 deliveries per Tuesday or Thursday. In total, the Contractor should expect to complete 60-100 deliveries per week.

Although "Contractor" will be storing carts only, the delivery list given to the Contractor may include delivering kitchen bins in addition to compost carts. The kitchen bins will be kept at DPW and can be picked up from DPW on delivery days (Tuesday or Thursday mornings) between 7:30am & 12pm. The **contractor** won’t deliver more than 20 kitchen bins per day. Kitchen bins stack well and are only 3-gallons in size. Within each kitchen bin is 3 rolls of compost bags and instructions. Please be sure that each kitchen bin includes those two items.

**Barrels Pick up,**

Lastly, some of the 60 deliveries will consist of the contractor collecting abandoned or excess barrels at homes. The bins scheduled for collection by contractor must be dropped off at least once per week at the DPW site (147 Hampshire St, Cambridge MA).
All deliveries will take place on public property, or sidewalks. All drop-off of carts and supplies should be left at the curb adjacent to the delivery address. Collection of carts from the curb of a resident will be either immediately in front of the delivery address or on a nearby side street in the instance that that resident places their waste barrels out on an alternative street.

Information Solicited

DPW Solid Waste program is looking for a holistic approach and realistic solution to store and deliver carts across the City of Cambridge. The planned 3500+ inventory of carts requires a centralized place to receive and deliver recycling, trash and compost carts and an inventory management that can optimize resources when deploying these carts to the City’s residents. This RIF is requesting to answer the following questions based on the initial Solid Waste Program overview and specifications given above:

Questions:

1. Provide a general approach to this RFI on Task No 1, and Task No 2 listed before.
2. Does your organization Provide Solution for Task No 1 only?
3. Does your organization Provide Solution for Task No 2 only?
4. Provide a general approach on pricing structure, and If your organization can provide solution to either or both for Task No 1 and Task No 2?
5. Does your organization work with Inventory management Tools?
6. How many miles is your storage center from Department of Public Works: 147 Hampshire Street. Cambridge, MA. 02139?

Note: This is not a solicitation of quotes or invitation for bids and no contract will be executed as a result of this Request for Information. This RFI is for market research purposes only and does not constitute an offer by the city of Cambridge to perform the tasks listed in this RFI.
APPENDIX

Picture No 1 - Recycle Carts

65-gallon cart (L) and 95-gallon cart (R)
Picture No 2 - Compost Carts

Pallets of 12-gallon compost carts
Picture No 3. - Compost Carts

35-gallon compost cart
Picture No 4. - Compost

12-gallon cart

Picture No 5. - Kitchen Bins