CITY OF PHILADELPHIA

REQUEST FOR INFORMATION

COMMERCIAL DUMPSTER COLLECTIONS

Issued by:
Office of the Managing Director
January 8, 2018

Submission Date / Time:
February 16, 2018 / 5 p.m. (EDT)
CITY OF PHILADELPHIA
REQUEST FOR INFORMATION (RFI)
COMMERCIAL DUMPSTER COLLECTIONS

1. Introduction; Background Information.

The Managing Director’s Office (“MDO”) is the Cabinet-level executive office with oversight of the City of Philadelphia (“City”) operating departments. The MDO provides support, assistance, and coordination to build sustainable infrastructure within and across departments, ensuring the efficient delivery of quality services to the public. The MDO plays a major role in the development and implementation of key policy initiatives; monitors and analyzes the performance and progress of individual departments; and serves as a catalyst to encourage cooperation and collaboration across departments. Additionally, several significant outward-facing public service programs are housed within MDO. The MDO is organized around five clusters, each of whom oversees the operating departments relevant to specific program areas.

The Department of Streets (“Streets”) plans, designs, and oversees construction of various transportation infrastructure including City bridges, retaining walls (or other structures), highways, streets, street re-paving packages, streetscapes, street lighting, multi-purpose trails, bicycle facilities, Intelligent Transportation Systems (ITS), traffic control devices (signalization and signing), and a traffic control center.

The Department of Licenses and Inspections (“L&I”) promotes Code compliance through education, consultation, response to public complaints, building plan reviews, licensing and permitting processes, on-site inspections, and enforcement actions. At all times, L&I’s focus is public safety.

The City of Philadelphia is the 6th largest city in the U.S., with a population of approximately 1.6 million people, of which 25.8% live in poverty. The City of Philadelphia consists of numerous neighborhoods and other political, planning and service districts that encompass those neighborhoods. For purposes of municipal waste collection and management, the City is divided into six Service Areas that are further subdivided into thirteen Sanitation Collection Districts. The Streets Department has adopted regulations governing the set out of trash and recycling for residents and small businesses that qualify for City trash and recycling collection services. Residential units (i.e., certain multi-family dwellings and condominium units) and businesses that do not receive City collection services have waste and recyclable collection services provided by the private sector.

The City of Philadelphia currently collects solid waste from eligible small commercial establishments and multi-unit properties for a fee of three hundred dollars ($300.00). Eligibility for the City's commercial collection services and the fee is as follows:

- Any private premises eligible under Section Seven of Regulations Governing Municipal Collection of Refuse shall be eligible for this service fee.
- Premises must have equal to or less than 6 units, and not exceed the set-out limits.
- Weekly set out limit for non-recyclable rubbish cannot exceed six 32-gallon receptacles or twelve plastic bags, or an equivalent combination of the two. There is no limit on recyclables.
- Vacant premises are not eligible for city collection or the service fee.
- Multi-unit premises occupied by the owner, and not rented will be exempt from the fee.

Waste that is not eligible for municipal residential or commercial collection is collected by the private sector.

All dumpsters placed on Private Property are required to obtain a one-time license from the Department of Licenses and Inspections. Fees vary depending upon the size and use of the dumpster. For dumpsters on private property, the following fees shall apply, as of July 2014.

**DUMPSTER SIZE/DUMPSTER/ONE-TIME FEE**

<table>
<thead>
<tr>
<th>Dumpster Size</th>
<th>Use</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 Cu. Yd.</td>
<td>Trash</td>
<td>$80</td>
</tr>
<tr>
<td>Less than 1 Cu. Yd.</td>
<td>Recycling</td>
<td>$40</td>
</tr>
<tr>
<td>Greater than or equal to 1 Cu. Yd.</td>
<td>Trash</td>
<td>$150</td>
</tr>
<tr>
<td>Greater than or equal to 1 Cu. Yd.</td>
<td>Recycling</td>
<td>$75</td>
</tr>
</tbody>
</table>

All dumpsters placed in the public right-of-way are required to obtain an annual, renewable license from the Department of Licenses and Inspections. The license applicant must also continue to obtain placement approval from the Department of Streets for any dumpster in the public right-of-way. Fees vary depending upon the size and use of the dumpster. For public right-of-way dumpsters, the following fees shall apply, effective January 1, 2010.

**DUMPSTER SIZE DUMPSTER/USE/ANNUAL FEE**

<table>
<thead>
<tr>
<th>Dumpster Size</th>
<th>Use</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 Cu. Yd.</td>
<td>Trash</td>
<td>$200</td>
</tr>
<tr>
<td>Less than 1 Cu. Yd.</td>
<td>Recycling</td>
<td>$100</td>
</tr>
<tr>
<td>Greater than or equal to 1 Cu. Yd.</td>
<td>Trash</td>
<td>$500</td>
</tr>
<tr>
<td>Greater than or equal to 1 Cu. Yd.</td>
<td>Recycling</td>
<td>$250</td>
</tr>
</tbody>
</table>
The responses to this RFI will be used for informational purposes. This is not a request for a proposal of any kind. The City of Philadelphia will not pay for any information received or costs incurred in preparing responses to the RFI; therefore, any costs associated with voluntary responses are solely at the interested vendor’s expense.

The City may, in its sole discretion, issue addenda to this RFI containing responses to questions, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda will be posted on the City’s website at http://www.phila.gov/rfp/Pages/default.aspx (“Additional Opportunities”). It is the Respondent’s responsibility to monitor the Additional Opportunities site for Addenda and to comply with their terms.

The Responses submitted by Respondents to this RFI may be used by the City in the process of preparing a potential future contracting opportunity in order to select an organization to be a provider of commercial dumpster collection models, methods, services, equipment, systems, and technologies. All Respondents may submit proposals to any potential future notice of contracting opportunity once it has been posted to the City of Philadelphia websites. A response to this RFI is not a requirement to submit a proposal for the contracting opportunity.

2. Purpose of Request for Information

Conditions around private dumpsters are generally poor. They are at a minimum an “eyesore” and at often a public nuisance and/or public health hazard. These conditions negatively impact nearby businesses and residents and detract from beauty and utility of our city’s public spaces. As a result, the MDO, Streets, and L&I collectively are issuing this Request for Information to gather input regarding alternative administrative, regulatory, and/or organizational models, operational methods, services, equipment, systems, and technologies that can be utilized to reduce the number of dumpsters, particularly those in the right-of-way, improve city-wide waste reporting, improve the city-wide waste diversion rate, decrease traffic impacts caused by collections operations, optimize collection routes, and reduce the litter and public health hazards (such as vermin) that often accompanies private commercial dumpsters due to leaking, insufficient collection schedules, and unattractive and inadequate dumpsters. The City's overall objective is to mitigate issues associated with overflowing dumpsters, an over-crowded right-of-way, litter conditions, and health and sanitary conditions to improve the quality of life for its residents and businesses in a cost-effective and efficient manner.

3. Information Requested

The City is seeking information in each of the following subject matters. Respondents need not address every subject matter to respond to this RFI, but should identify the subject matters it will address in and describe its approach and methods for each. Respondents may identify subject matters that are not listed, but in addition to the foregoing information, should explain why the subject matter is important to a successful program implementation.

a) “Smart” or Other Internet of Things (“IoT”) dumpster technologies, including:
i. Dumpster mounted cameras/sensors to monitor the waste stream;
ii. Dumpster mounted cameras/sensors that track waste level;
iii. Communications devices to notify hauler when pickup required and completed;
iv. A platform for analyzing data obtained from smart dumpsters, such as performance/efficiency data and waste stream reporting;
v. Other Internet of Things (IoT) solutions consistent with the subject matter of this RFI.

b) Models, methods, services, equipment, systems, and technologies for implementing a pay-as-you-throw model that allows multiple businesses or entities to utilize the same dumpster or container.
c) Models, methods, services, equipment, systems, and technologies that reduce the footprint of dumpsters in the right-of-way.
d) Models, methods, services, equipment, systems, and technologies that optimize collections route efficiency and effectiveness.
e) Models, methods, services, equipment, systems, and technologies to help businesses cut waste costs and maximize diversion.
f) Models, methods, services, equipment, systems, and technologies that improve waste stream data collection and reporting capabilities.
g) Models, methods, services, equipment, systems, and technologies that increase efficiency of collections operations.
h) Models, methods, services, equipment, systems, and technologies that facilitate code enforcement and compliance.
i) Models, methods, services, equipment, systems, and technologies that would reduce the litter and public health hazards (such as vermin) that often accompany dumpsters.
j) Models, methods, services, equipment, systems, and technologies that would allow the retrofitting of existing trucks or dumpsters to enable any of the above.

4. Additional Submission Requirements

Each Respondent who submits a Response to the RFI shall include the following items in the order listed.

a) Company Overview: The Respondent shall provide a brief description of the company, services, business size, and point(s) of contact, including name, address, phone and email address. Note company’s operations including the number of years the company has been supporting this solution; number of full-time employees; and location of the office from which this effort will be managed and all other office locations. Also, provide the company name, physical address, phone number, fax number, and web address.
b) Areas of Expertise: Respondent shall identify areas of subject matter expertise
c) Subject Matters Utilized: Respondent shall indicate which subject matters contemplated by the RFI are utilized in the response. If a particular matter is not contemplated by the RFI but is included in the response, Respondent should explain why the subject
d) Experience: Respondent shall identify experience with similar projects with clients of similar size and scope to the City of Philadelphia.
5. **City Contact: Questions.**

The City’s contact person for this RFI is as follows:
Matthew Fisher, Esq., LL.M., Director of Special Projects
Managing Director’s Office
Municipal Service Building, Room 1430
Philadelphia, PA 19102
E-mail address: Matthew.Fisher@phila.gov
Phone #: (215) 686-1955

The City reserves the right, in its sole discretion, to answer or not answer any question submitted. No oral response by any employee or agent of the City shall be binding on the City, or shall in any way constitute a commitment by the City.

6. **Submission Date/Time; Schedule; Response Format.**

- Post Request for Information, January 8, 2018
- Deadline for questions, requests for clarification, or request for additional information (email to Matthew.Fisher@phila.gov) due by 5 p.m. (EST) on January 26, 2018.
- City Responds to Questions ([http://www.phila.gov/rfp/Pages/default.aspx](http://www.phila.gov/rfp/Pages/default.aspx) (“Additional Opportunities”) on February 2, 2018
- Responses must be submitted by electronic mail (email to Matthew.Fisher@phila.gov) by 5 p.m. (EDT) on February 16, 2018.

Responses must be typewritten and should be organized in accordance with the sections of this RFI. Responses must be signed by a person authorized to bind the Respondent to the terms of the RFI or submitted under a cover letter signed by such a person. The City anticipates that Respondents will be selected for Discussions in March 2018. The City reserves the right to select none, one, or more than one Respondent for Discussions. The City reserves the right to modify this schedule as it deems appropriate.

7. **Conditions Regarding Responses.**

a. The Respondent shall be fully responsible for all costs associated with the development, preparation, transmittal, and submission of any Response or material submitted in response to this RFI. The City assumes no contractual or other obligations as a result of the issuance of this RFI, the preparation or submission of a Response by a Respondent, the evaluation of Responses, or the selection of any Respondent for Discussions.

b. It shall be the Respondent’s responsibility to ensure that its Response is complete, accurate, and submitted by the Submission Date/Time.

c. Upon submission, a Respondent’s Response shall be the property of the City and will not be returned.
d. Respondent will promptly send representatives for interviews with City officials when requested by the City.

8. Rights and Options Reserved.

In addition to the rights reserved elsewhere in this RFI, the City reserves and may exercise, in its sole and absolute discretion, any one or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City and the project:

a. To reject, or decline to consider, any Response or all Responses; to cancel the RFI at any time; to elect not to proceed with Discussions with a Respondent or with any Respondent; or to reissue the RFI or to issue a new RFI (with the same, similar or different terms);

b. To waive, for any Response, any defect, deficiency or failure to comply with the RFI (collectively, “Defect”) if, in the City’s sole judgment, the Defect is not material to the Response;

c. To extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;

b. To require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to Responses by some or all Respondents at any time before or after the Submission Date/Time;

d. To require, request or permit, in Discussions with any Respondent, any information relating to the project that the City deems appropriate, whether or not it was included, described, identified or otherwise reflected in the Response;

d. At any time determined by the City, to discontinue Discussions with any Respondent or all Respondents, and/or initiate Discussions with any other Respondent or with vendors that did not respond to the RFI; and,

e. To do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole and absolute discretion, elects to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, Responses to this RFI shall become the property of the City, which shall have unrestricted use thereof. Responses may be subject to public disclosure under the Pennsylvania Right-to-Know Law. However, a “record that constitutes or reveals a trade secret or confidential proprietary information” is exempt from access by a requester under that law. Ultimate determination of the application of that exemption cannot be assured, but Respondents are advised to mark clearly any portion(s) of any submittal believed to qualify for that exemption. By submitting its Response, the Respondent agrees to the terms.