

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

Rea # 36800

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Recycle Bank for the product and/or services described herein.
(Name of Person or Firm)

This is a request for _____ (One-Time Contractor Requisition # _____, copy attached) or X Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the _____ (Attach List) Pre-Assigned Specification No. _____
(Program Name) Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: _____ Company or Agency Name: _____
 Specification #: _____ Contract or Program Description: _____
 Mod. #: _____ (Attach List, if multiple)

LISA CLARK 744-41607 Lisa Clark Streets & SAN 1/29/08
Originator Name Telephone Signature Department Date

Indicate SEE ATTACHED in each box below if additional space needed:

<input checked="" type="checkbox"/> PROCUREMENT HISTORY	See attached
<input checked="" type="checkbox"/> ESTIMATED COST	See attached
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS	See attached
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY	See attached
<input type="checkbox"/> OTHER	

S. S. R. B.
 DATE 2/11/08
 RECOMMENDATION APPROVED 3-0 (I abstain)
 CONDITIONALLY APPROVED
 RETURN TO DEPT PN
 REAPPROVED

APPROVED BY: Robert Richardson 1-29-08
DEPARTMENT HEAD OR DESIGNEE DATE

[Signature]
BOARD CHAIRPERSON

2/9/08
DATE

Recycle Bank Pilot Program

Procurement History:

This is a brand new program for the Department of Streets and Sanitation. Therefore, there is no procurement history on this service.

Estimated Cost:

The City will pay Recycle Bank \$20 per ton for the initial 36 months. If the City chooses to exercise the extension option of the Contract a new price per ton may be negotiated for years four, five and six. We estimated the initial 36 months will cost \$1,000,000

Schedule Requirements:

This pilot program will be 3 years in length. We would like to add 3, 1-year extension options to the term..

Exclusive Capability:

Recycle Bank is the only provider for this type of service and holds the patent. See attached proposal for the patent information.

Who else?

Please see attached scope of work for further details on the program.

DPS PROJECT CHECKLIST

For DPS Use Only

Date Received _____
 Date Returned _____
 Date Accepted _____
 CACN's Name _____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: 1-28-08
 REQ No.: 36804
 Specification No.: (if known): 63408
 PO No.: (if known): _____
 Modification No.: (if known): _____
 Project Description: Recycle Bank

Contact Person: LISA CLARK
 Tel: 4667 Fax: 43267 E-mail: LISACK@cityofchicago.org
 Project Manager: CHRIS SCONE
 Tel: 44616 Fax: _____ E-mail: _____@cityofchicago.org
 Previous PO No.: (if known): _____

FUNDING:

- City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway Grant* Other
 Federal: FHWA FTA FAA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
01	08	100	81	2020	0185	0185				

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply. Estimated Value \$ 1,000,000

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

- Blanket Agreement
 Standard Agreement
 Small Orders

MOD/AMENDMENT

- Time Extension
 Vendor Limit Increase
 Scope Change/Price Increase/Additional Line Item(s)
 Other (specify): _____

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: 3 yrs Requested Term (number of months): 3 (1-yr) options

PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference? Yes No Requesting Site Visit? Yes No

DPS PROJECT CHECKLIST

WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Risk Management:

- Will services be performed within 50 feet (50') of CTA train or other railroad property? Yes No
- Will services be performed on or near a waterway? Yes No
- Will services require the handling of hazardous/bio-waste material? Yes No
- Will services require the blocking of streets or sidewalks which may affect public safety? Yes No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:



City of Chicago
Richard M. Daley, Mayor

Department of
Streets and Sanitation

Michael J. Picardi
Commissioner

Administrative Services
City Hall, Room 701
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3997
(312) 744-3267 (FAX)
<http://www.cityofchicago.org>

MEMORANDUM

TO: Brent Walters
Deputy Procurement Officer

FROM: *Michael J. Picardi* ^{MR}
Michael J. Picardi, Commissioner
Department of Streets and Sanitation

DATE: February 8, 2008

SUBJECT: Recycle Bank
Non- Competitive Review Board
Exclusivity and Unique Capability

The Department of Streets and Sanitation(DSS) met with the Non-Competitive Review Board on February 5, 2008 to discuss our desire to award a contract to RecycleBank. The purpose of this letter is to explain in detail the exclusivity and/or unique capability of Recycle Bank's service.

DSS has not used this type of service in the past. This is a new program and therefore, there is no past procurement history available.

RecycleBank is currently providing this service in Philadelphia, Delaware and New Jersey.

In order to understand the type of service RecycleBank will provide, it may be helpful to explain the current Blue Cart Recycling Pilot Program. The blue cart program has been rolled out to nine communities or approximately 80,000 households to date. Each household is issued a blue 96 gallon cart to place their recyclables in a co-mingled or single-stream fashion. DSS collection crews and trucks pick up the recyclable material from the blue cart and drop it off to a Contractor who then processes the material and pays the City for the sale of recyclable material collected. DSS competitively bid a revenue generating contract for the processing of single stream recyclables back in 2007. Contract Numbers: 16712, 16720 and 16730 were awarded for the handling and processing of this single-stream recycling material.

RecycleBank provides a different type of service than what is discussed above. RecycleBank does not pick up or process recyclables. They do not pay the City for the sale of any recyclables. RecycleBank provides to both the City and its residents a measurement and performance tracking system.

RecycleBank is an Incentive Based Recycling provider for residents and a community outreach and information provider to and on behalf of the City.

NEIGHBORHOODS
Alive!
BUILDING CHICAGO TOGETHER



Each household will have an RFID tag attached to their blue cart, installed by Recycle Bank. The DSS truck will also be equipped with a device that will record the weight of recyclables in that blue cart when tipped. That data will be collected and sent to the DSS. This allows DSS to measure how much recycling material each individual household is producing. In addition, the individual household is rewarded with RecycleBank "points" or "dollars" based on the amount of recycling material (in pounds) set out for collection every two weeks. Each household will also have their own individual account where they can track what they have recycled and where they can redeem their RecycleBank points. It is this individual household data collection, tracking, and participation incentive which makes RecycleBank's program unique. No other recycling company offers a reward system based on participation coupled with the unique internet-based account system.

Here is a listing of some of RecycleBank's unique elements:

- 1) Individual household data collection and tracking
- 2) Incentive to the resident in the form of "RecycleBank" points
- 3) Community outreach team to provide environmental messaging to residents
 - a) Creation of a unique RecycleBank account for each resident
 - b) Both internet-based and direct mail
- 4) Potential stimulus of local businesses

Attached please find letters from the City of Wilmington, Delaware and Cherry Hill Township in Philadelphia. These letters explain how these municipalities also contracted with RecycleBank on a non competitive basis for Incentive Based Recycling services.

The Department conducted an internet research and could not find another company that provides this type of service.

If you have any questions, please contact Lisa Clark 744-4667.

cc: Bobby Richardson
Charles Wren
Chris Sauve
Sadhu Johnston
Valleta Smith
File

JAMES M. BAKER
MAYOR

City of Wilmington Delaware

LOUIS L. REDDING - CITY/COUNTY BUILDING
800 FRENCH STREET
WILMINGTON, DELAWARE
19801 - 3537



February 7, 2008

Scott Lamb
Chief Operating Officer
RecycleBank
1800 JFK Blvd., Suite 502
Philadelphia, PA 19103

Dear Scott:

Pursuant to our discussion earlier today, I wanted to outline the City of Wilmington's process for selecting a vendor where there are no other competitive vendors.

In a situation where there is only one company that can provide goods or services to the City, the Law Department, along with the department requesting the good or services, will perform due diligence and attempt to identify competitive vendors. If a competitive vendor cannot be found, the Law Department will require the vendor to submit a letter stating that they are the only company to provide the goods or services being sought; subsequent to the receipt of that letter from the company, the Law Department will recommend to the Wilmington City Council approval without going through the competitive bid process.

With regards to RecycleBank specifically, the City of Wilmington determined that there were no other companies that provided Incentive Based Recycling services, therefore the Law Department acknowledged that the competitive bid process was not necessary for the City of Wilmington to enter into a contract with RecycleBank. A contract with RecycleBank was negotiated and approved by the Wilmington City Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Alfonso Ballard". The signature is fluid and cursive, written over a faint circular stamp or watermark.

Alfonso Ballard
Director of Operations - Department of Public Works
City of Wilmington