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March 3, 2020

ADDENDUM #2 to the University of Florida ITN20NH-106 Waste and Recycling Behavior Change Consultant scheduled to be opened on **March 26, 2020 3:00 PM** at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN20NH-106** as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

This addendum consists of:

1. Responses to technical questions and inquires submitted prior to February 12, 2020.

Sincerely,

Nicola Heredia, Director
Procurement Services

Please acknowledge receipt of Addendum #2 by signing below and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

Signature

Company Name

Company Address

City/State/Zip

Responses to questions submitted for UF's ITN Florida ITN20NH-106 Waste and Recycling Behavior Change Consultant

Q1. Do you want an evaluation and recommendation on Purchasing Programs/Environmentally preferred purchasing for internal purchases?

A1. No – these items are generally not considered part of our “typical” or “day-to-day” waste, and therefore they are not included in this ITN.

Q2. Do you want evaluation and recommendations on Tenant contract language in support of waste minimization and diversion?

A2. No – these items are generally not considered part of our “typical” or “day-to-day” waste, and therefore they are not included in this ITN.

Q3. When was the last waste audit performed?

- a. What areas were audited
- b. Can we get a copy of the audit

A3. The waste audit was performed in 2013 and published in 2014. Waste samples were taken from dumpsters on campus covering a representative sample of building and occupation types. The audit and associated data are available here:

https://sustainable.ufl.edu/wp-content/uploads/2020/02/2014-UF-Waste-Composition-Study_Final.pdf
<http://sustainable.ufl.edu/wp-content/uploads/2020/02/Auditdata.xlsx>

Q4. Have you performed a waste audit of the following areas in the last 5 years?

- a. Game day materials
- b. Housing materials
- c. Move-out materials

A4. General waste from housing was audited during the 2013 audit. Game day and Move-Out materials are not considered part of our “typical” or “day-to-day” waste.

Q. Does the previous waste audit information include Athletics’ material? Would you want the waste audit (if suggested) to include a Game Day or athletic event to capture that generation?

A. No, Game Day and athletics are separate from this ITN as their contracts and operations are significantly different than other on-campus areas.

Q5. Do you have an existing donation program for textiles, furniture, office goods for move-out?

A5. Yes. However, textiles, furniture and office goods for move-out are not considered part of our “typical” or “day-to-day” waste.

Q6. Do you currently have a Campus group composed of staff, faculty, and students to address waste minimization and diversion? Do they meet on a regular basis? Do they have a leadership participant that can implement programs or actionable items?

A6. No. Such a group disbanded in 2017 due to lack of interest.

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Q9. You are requesting metrics on landfill diversion without C&D material data included. Can you provide baseline data for Diversion rate in FY16, FY17, FY18 without C&D included?

A9. Yes. Facilities Services keeps detailed data on waste collection. Diversion rates for the requested years, based on the definition provided by AASHE STARS: Waste includes all materials that the institution discards, intends to discard or is required to discard (i.e. all materials that are recycled, composted, donated, re-sold, or disposed of as trash) except construction, demolition, electronic, hazardous, special (e.g. coal ash), universal and non-regulated chemical waste.

FY16 40.36%

FY17 43.81%

FY18 41.05%

However, UF is not specifically requesting diversion metrics as part of this ITN but expects to work with the selected consultant to determine appropriate metrics for evaluation.

Q. For the initial assessment to identify current systems in place (i.e. container placement, color coding, signage, waste collection/flow processes), do you have a building-type priority list? For example, do you already have a plan in mind to start with dining areas, then student housing, and so on and so forth? If not, can you please provide one?

A. UF does not currently have a priority list and expects to develop one in coordination with the selected consultant based on their recommendations and UF's knowledge of unique operating conditions.

Q. Is the GIS layer a required element of the project?

A. It is not required; it is likely that any mapping could be incorporated into a GIS layer by University staff later. However, if the consultant maps bin locations in GIS, the University requires that layer be submitted.

Q. GIS + Bin Inventory: Does the university have GIS software that could be shared with consultants to complete GIS mapping of bins?

A. The University is not able to share GIS software with the consultants. A GIS layer is not required; it is likely that any mapping could be incorporated into a GIS layer by University staff later. However, if the consultant maps bin locations in GIS, the University requires that layer be submitted.

Q8. Will you be providing GIS software for bin mapping task?

A8. The University is not able to share GIS software with the consultants. A GIS layer is not required; it is likely that any mapping could be incorporated into a GIS layer by University staff later. However, if the consultant maps bin locations in GIS, the University requires that layer be submitted.

Q. Are you able to provide floor plans or detailed maps showing the location of all current waste bins?

A. Such information is not available. We anticipate working with the selected consultant to determine the best buildings and locations for mapping based on visibility, usage type, etc. There are approximately 450 exterior waste and recycling stations, each collecting 2 to 3 material streams. There are no stand-alone

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outdoor waste bins on campus. We also know that we have 642 indoor office paper collection points located across 182 buildings. There is a detailed list of the indoor paper recycling locations by building. This information can be provided to the selected consultant.

Q. Can you please provide us with a copy of your safety and egress policies? Have there been challenges/issues in the past in trying to acquire containers with respect to these policies?

If so, can you explain what those challenges/issues were (prior or existing)?

A. If necessary, during the project we can find and provide copies of the safety and egress policies. However, there have been no issues with placing containers to date.

Q. We noted some newly installed waste receptacles that are lacking signage (i.e. the chemistry building). Have there been any issues with getting approval to add signage and labelling in any areas on campus?

A. New construction on campus is an area where challenges are experienced with containers and signage due to perceived aesthetic issues as well as budgetary issues. The chemistry building is an especially unique building, and should not be considered standard for campus, but developing standards that are adhered to during the construction process is a goal of this ITN.

Q. Do you anticipate any student, faculty, and/or staff involvement in the project?

- a. To support data collection?
- b. Assist with educational events?
- c. Assist with a waste audit?

A. UF is happy to advertise for volunteers and provide contact information for professors who may have classes that would be interested in participating, but from experience it has proven difficult to encourage involvement.

Q. Can students be involved in the program? For example, could students volunteer to perform waste audits/assessments, research, informal intercept interviews/focus groups or outreach activities?

A. We are happy to advertise for volunteers and provide contact information for professors who may have classes that would be interested in participating, but in the past, we have not had much luck getting student, faculty and/or staff involvement.

Q. Waste Audit – As you've requested pricing for an audit, what do you envision for the scope of the waste audit?

- a. LEED-style audit, game day audit, building usage-type sample audit
- b. Can the waste audit be conducted on-site, or does it have to be off-site?
- c. Can we depend on student volunteers to assist with the sorting efforts?

A. If necessary, the scope would be anticipated to be similar to that of the 2013 audit (provided http://sustainable.ufl.edu/wp-content/uploads/2020/02/2014-UF-Waste-Composition-Study_Final.pdf). However, UF is open to discussion and negotiation about the scope and need for an audit.

Q. How do you define 'landfill diversion'?

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Diverting waste from the landfills, or truly limiting municipal solid waste from landfill and/or incineration? Do you have a written plan for waste diversion efforts?

A. Philosophically, it is defined as total waste reduction – so it includes source reduction and reuse as well as recycling and composting. Diversion data also reflects this as it includes typical recycling and composting as well as diversion through UF Surplus public sales, donations, scrap metal salvage, etc. There is no written plan currently, due to the complexity of operations on campus.

Q. Do you track your waste generation and costs? If yes, what was your baseline data, what is your current waste diversion rate, and what is your overall diversion goal? What is your definition of 'typical waste'? Have you done any work to date in regard to tracking and monitoring your diversion rates in STARS (since your 2017 submission) or NACUBO? If so, can you please explain in detail what steps you have taken and share any associated reports?

A. Facilities Services maintains detailed waste tracking information, which is then used for AASHE STARS reports. The UF general definition of "typical waste" is waste that is created in day-to-day business on campus, so excludes C&D, Hazardous waste, etc. For reporting, UF uses the AASHE STARS definition: Waste includes all materials that the institution discards, intends to discard or is required to discard (i.e. all materials that are recycled, composted, donated, re-sold, or disposed of as trash) except construction, demolition, electronic, hazardous, special (e.g. coal ash), universal and non-regulated chemical waste. Detailed data can be made available to the selected consultant.

Q. What are the biggest struggles you are facing with regard to recycling and composting? Have you experienced any struggles with recycling contamination from your hauler? Any fines, etc.? Have plastic bags been banned from your recycling stream. Are you required to empty the contents of recycling bags at the time of disposal and dispose of the bags as trash?

A. The biggest struggle, and the purpose of this ITN is marketing and messaging – both to students, faculty and staff on campus, and also to internal operations groups who manage different facilities on campus and who either do not like the standard bins and signage or do not believe that the standards meet their needs. We are looking for information on best practices, where we do and do not meet those best practices, and ways to better communicate with everyone on campus.

There have not been issues with contamination, UF works very closely with the processing facilities for recyclable and compostable materials. Both the compostable and recyclable materials are debagged at the request of both facilities.

Q. Do you have a budget for new communications and tools (signage/labels, containers, etc.)?

A. Due to the decentralized nature of UF, individual operational groups have limited budgets for signage and communications.

Q. Do you plan to create your own branding and signage with consultant input, or do you intend to have the chosen consultant design communications?

A. We anticipate branding and signage being a collaborative effort with the consultant and our office, with the consultant taking the lead.

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Q. University Communications

- a. Will university communications staff be available for designing and producing materials (signage, web pages, social media graphics, flyers, table tents, etc.)?
- b. Does the university desire to have the consultant prepare a campus-wide communication plan or would the university's communication staff prefer to take the lead on such a plan and involve the consultant's recommendations in the creation of the plan?

A. It is anticipated that the branding and signage will be a collaborative effort between the consultant and the Office of Sustainability, with the consultant taking the lead.

Q. Are you allowed to add signage to the existing Big Belly units on-site?

A. Specific proposals would need to be reviewed by certain infrastructure committees on campus as well as the UF Facilities Grounds Department and Recycling and Solid Waste Management Department.

Q. Is there already a standard color code in place for each waste stream that includes the proper color bag liner?

A. Current colors are Orange for paper, Blue for cans and bottles (commingle recycling), Black for landfill and Green for organics. Liners are either black for landfill or clear for all other material streams.

Q. Have recycling and composting been explored at the on-campus retail food establishments? When we visited, we did not notice any obvious collection containers/signage in the front of house, are there efforts taking place in the back of house?

A. Yes – 36 of 47 locations currently have recycling and pre-consumer composting (locations without composting are generally convenience stores with little to no food preparation taking place). The two all-you-can eat cafeterias also have post-consumer composting – however, the sorting is done back of house. Additionally, there is a new post-consumer composting station in the Reitz Union (student union) food court (Gators Beat Waste - https://www.alligator.org/news/uf-office-of-sustainability-launches-composting-station/article_167ccf32-80ff-11e9-90cf-8f9a4dc8d19e.html). Post-consumer composting also occurs in the O'Connell Center (arena) and Ben Hill Griffin Stadium for events and games.

Q. Can you clarify page 7, section 1.4 'Coverage and Participation'?

- a. Will all parts of a submission be accessible to the public?
- b. What is "the Agreement" you refer to?

The work we complete for our clients is confidential and proprietary for their use only. We are not authorized to share work samples that were developed specifically for our clients – though we welcome reference checks by direct contact – we cannot provide samples of the work created for them. Will this be an issue in the evaluation phase?

A. It is an expectation that any University wishing to adopt this solicitation as a Purchasing tool will be allowed to do so. Please see sections 2.14, 4.2.18, 5.6 and 6.39 for full details of the public record requirements. Please provide as much information in the proposal as felt necessary to convey the ability to perform the scope of work described.

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Q. Materials: Is cardboard included in "paper products"?

A. Yes. Cardboard is accepted in our paper collection, although bulk cardboard (i.e. shipping areas, docks, etc.) is generally handled separately.

Q. Institutional Comparisons: With respect to 'comparable institutions,' are there specific institutions in mind? If so, would it be possible to receive clarity on which institutions are considered comparable?

A. There is not a specific set of "comparable institutions" in mind. In general, we tend to look at other Doctoral-level institutions in the US with over 20,000 students for comparisons but are open to others that have aspects that are similar to UF (e.g. dual-stream, Florida, southeastern US, public, etc.).

Q. Evaluation: In our experience, we have found a lack of published information pertaining to efficacy of different interventions aimed at decreasing contamination and/or increasing recycling rates, and we believe that this project represents an opportunity to contribute to the literature on this topic. Given that evaluation is part of the scope of work, is the university interested in publishing the results in some form or fashion?

A. There would be interest in working with the selected consultant to publish the results if there was interest and/or co-present at AASHE or another appropriate conference.

Q. Housing: Does the university have operational control of Greek housing? Generally, please describe the nature of the relationship between the university and Greek housing and how waste/recycling systems are managed. Additionally, please confirm whether Greek housing is to be included in the scope of work.

A. Greek housing is a hybrid of on-and off-campus operationally. Houses are managed by independent entities but are responsible for meeting University standards. Waste and recycling systems in the Greek houses are an on-going challenge, with fraternity housing being especially challenging. Several sororities have robust recycling and composting systems while several fraternities do not recycle. On campus Greek housing is included in the scope of work but not considered the main part. Suggestions and ideas based on best practices from other institutions are encouraged.

Q. Current Recycling System: Could you provide a general summary of the interventions that have been tried previously?

A. The Office of Sustainability in cooperation with partners around campus have tried a variety of efforts over the years, including the standard web-based and social-media based information campaigns. Other efforts and campaigns include:

- Specific recycling information and suggestions through our Green Office Certification program (<https://sustainable.ufl.edu/campus-initiatives/neutral-uf-coalition/grow-offices/>)

- Housing Eco-reps

- Waste-related campaigns/contests

- Paper towel composting initiative with messaging and signage in restrooms

- Assorted student projects

 - This specifically includes a graduate student project looking at the efficacy of positive versus negative messaging for proper sorting behavior (results were never provided to us)

- Participating in RecycleMania annual contest

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- Composting initiatives in Ben Hill Griffin Stadium (football) and the O'Connell Center (Basketball, special events)

Q. Facilities + Custodial Services: ITN says university facilities are managed by at least 7 different groups

a. Clarify roles of custodians: Is there a trash/recycling crew (or specialists) or do all custodians do all services? How are custodians trained--same across all units?

Clarify how custodians are managed, i.e. by all 7 different groups or one custodial services unit?

A. Facilities/Building Services custodians provide all services for a building or set of buildings. Building Services also services most buildings on campus. However, the other groups all have their own custodial services and provide their own training. All collection from exterior waste and recycling locations (trash and recycling stations, Big Belly, carts, dumpsters, compactors, etc.) is performed by FS Recycling & Solid Waste Management by staff that specialize in this area.

Q. Reusable Products: ITN pg. 6 describes desired outcomes, one of which is "Increase in use of reusable products." Could you please clarify:

a. By students + employees with their own personal products? and/or

b. By the university + strategic sourcing?

A. UF is looking for ways to encourage students & employees to use their own personal reusable products and would be interested in suggestions for increasing the availability of reusable products (e.g. Zero Waste kits). Current initiatives include discounts through Gator Dining for reusable cups (<https://gator dining.com/what-we-are-doing-on-campus/>), the Fill it Forward/Cuppanion campaign with Gator Dining and Office of Sustainability (<https://sustainable.ufl.edu/campus-initiatives/wellness/fill-it-forward-with-cuppanion/>), and reusable clamshells through Gator Dining (<https://gator dining.com/what-we-are-doing-on-campus/>).

Q. Are the University's hospitals or satellite campuses outside of Gainesville included in the scope of the project? Is the football stadium?

A. No. This ITN is only focused on "main campus", which is the educational portion of campus and excludes the hospitals, athletic facilities and satellite campuses.

Q. The Deliverables header under the Scope of Work section refers to mapping "publicly accessible bin locations and bin types for both exterior areas and strategic interior areas". Can you detail approximately how many individual bin stations this would cover for indoor and (separately) outdoor locations?

A. There are approximately 450 exterior waste and recycling stations, each collecting 2 to 3 material streams. There are no stand-alone outdoor waste bins on campus. There are 642 indoor office paper collection points located across 182 buildings. We have a detailed list of the indoor paper recycling locations by building. This information can be provided to the selected consultant. It is anticipated that UF and the selected consultant will work together to determine the best buildings and locations for mapping based on visibility, usage, etc.

Q. The "Operational and Behavior Change Recommendations" header under the Scope of Work section refers to assessing for best practices and recommending strategies. Can you confirm "operational" is defined narrowly in this context as being specific to front-of-house bin infrastructure and service

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arrangements, but that it excludes operational aspects specific to collection efficiency, back of house materials handling systems, labor, procurement policies, etc. not-specifically addressing behavior and improved recovery?

A. This is correct – UF is specifically looking for suggestions to improve recovery and behavior change, and is not looking for operational efficiency improvements at this time.

Q. Who currently provides hauling services to the University?

A. Waste hauling services are provided by either Facilities Services or our contracted private hauler, WCA. The waste hauling contract is currently listed as an ITN for Waste Stream Handling Solutions on the UF Procurement website (<https://procurement.ufl.edu/vendors/pending-award>) The ITN documents give a detailed description of all current hauling services.

Q. Would you accept direct campus sustainability experience as commensurate experience / expertise in weighing references and examples of project implementation?

A. The proposal will be evaluated, and decisions made according to what is decided to be best value to the University of Florida. All relevant information should be included in proposal submitted.

Q. How many and what staff positions (which departments) do you anticipate making available to coordinate project implementation with the consultant?

A. Staff from the Office of Sustainability (Communications Coordinator, Senior Program Coordinator, Director) and Facilities Services Recycling and Solid Waste Management (Assistant Director, Recycling & Solid Waste Coordinator) will be the primary positions helping coordinate the project. Staff from other departments may be available depending on project needs.

Q. Can you share high level details about the paper towel program to date: current capture rate; how many bathrooms/cafeterias already implemented in?

A. The paper towel composting program has been fully implemented in 83% (112 of 134) of campus buildings that have janitorial services provided by UF Facilities Services, plus the O'Connell Center and the Reitz Union.

Q. Does this project have a budget range or cap?

A. The Office of Sustainability has approximately \$100,000 set aside for this project PLUS implementation

Q. Can the 2013 waste audit report be made available?

A. The audit and associated data are available here:

https://sustainable.ufl.edu/wp-content/uploads/2020/02/2014-UF-Waste-Composition-Study_Final.pdf;

<http://sustainable.ufl.edu/wp-content/uploads/2020/02/Auditdata.xlsx>

Q. Who would shoulder the costs for implementing the pilot?

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A. This will be discussed during the evaluation phase of this ITN. Creative options are encouraged.

Q. Is there an idea of when this project would kick-off? Would you want to consider summer semester as an end of project or is the project flexible in order to accommodate blocks of time that the population of campus would be changing?

A. This work should begin as soon as possible, but the start date is flexible, and timing will be discussed during the evaluation/negotiation phase of the ITN. Summer term on campus is less busy than Fall and Spring terms, but campus is still open and active during the summer.

Q. Can we get a list of the companies that were invited to submit a proposal?

A. The ITN was publicly posted on the UF Procurement Services website and is open to any vendor to respond. The information was also distributed through the Green Schools (GRNSCH-L) and RECYC-L) listservs through Brown University.

Q7. Coordination of behavior change on a campus this size will require several meetings with staff, faculty, students, and groups associated with the campus. Would you prefer an hourly rate submission for meetings to ensure you are able to meet with all appropriate groups?

Or would you prefer to hold these meetings yourself and report back the results of discussions?

A7. The Office of Sustainability has experience facilitating meetings but would prefer that the consultant be the lead for these meetings. An hourly rate should be submitted for any additional/ongoing work. The hourly rate should be provided per job title.