



Minnesota Pollution Control Agency

Environmental Specifications: B-351(5) Bags: Compostable Plastic

SPECIAL TERMS, CONDITIONS, AND SPECIFICATIONS

7. RECYCLED PACKAGING: Responders shall state on the Bid Sheet the percentage of post consumer recycled paper in the packaging that contain the bags.

8. SAMPLES AND TESTING. Responders shall include a minimum of 30 bags of each size indicated on the pricing pages to represent the quality of the bags proposed to be evaluated and approved prior to award. Samples must be packaged separately and clearly marked with responder's name and the RFB title. Samples will be used to test fit, strength and everyday use in typical school cafeteria food waste situations. The State reserves the right to request additional samples prior to award.

12. ENVIRONMENTAL SPECIFICATIONS. Compostable plastic bags must meet ASTM D6400 and be certified by the Biodegradable Products Institute (BPI). A copy of the Responder's certification must be included in their response. Bags must be stable, during normal shipping and use conditions. The State desires to promote the use of renewable or natural materials. Preference will be given to those products that demonstrate incorporation of renewable or natural materials. All renewable content claims must be supported by data from ASTM D6866.

The State prefers the bags to be green, however, will consider other colors. The Responder shall include the color of the bag on the pricing sheet provided.

All manufacturers will warrant fitness for use for the size containers listed on the pricing pages and shall indicate if their bags are designed as "liners" or are suitable for load bearing applications. The minimum desired thickness must be 0.8 mil, unless the manufacturer can demonstrate consistent satisfactory performance with thinner gauges

EVALUATION

AWARD. The award will be made to the financially responsible and technically responsive vendor whose response conforms to all conditions and requirements of the RFP, and which is most advantageous to the State, with price and other factors considered.

Except at the invitation of the AMS, no activity or comments from responders regarding this RFP shall be discussed with any of the evaluation committee persons during the evaluation of the responses. A responder who contacts an evaluation committee member may, as a result, have its response rejected.

PHASES.

The State shall conduct an evaluation of responses to this RFP. The evaluations will be conducted in four phases:

Phase I - Review and select responsive, compliant responses

Phase II - Evaluate responses

Phase III - Select finalist[(s)]



Minnesota Pollution Control Agency

Phase IV - Sign Contract[s]

Non-selection of any response will mean that either another response was determined to be more advantageous to the State or that the State exercised its right to reject all responses. At its discretion, the State may perform an appropriate cost and pricing analysis of a vendor's response, including an audit of the reasonableness of any response. During the evaluation process, all information concerning the responses submitted will remain private and will not be disclosed to anyone whose official duties do not require such knowledge. At any time during the evaluation, the State may request that a responder provide explicit written clarification to any part of its response.

Phase I - Review and Select Responsive, Compliant Responses

The purpose of this phase is to determine if each response complies with the mandatory terms, conditions, and specifications in the RFP. A pass/fail criteria will be used. A response must comply with all instructions listed in this RFP. The State reserves the right to reject any and all responses, to modify these RFP specifications, or to waive any informalities in the RFP. Any response found to be non-responsive will be eliminated from further evaluation. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating the Contract with the selected vendor. If no award is made the responses are not made public. The State will notify all responders in writing of the evaluation results.

Phase II - Evaluate Responses

Only those responses found to be responsive under Phase I will be considered in Phase II. The samples provided will be tested for compliance with the specifications. The State may request clarification from one or more responders. The responses must be made in writing as the State will only use what is in writing for evaluation purposes. The response to the request for clarification may be considered along with the original response for the evaluation.

However, the State reserves the right to make an award without further clarification of the responses received. Therefore, it is important that each response be submitted in the most complete manner possible.

Responses will be rated as follows:

Cost Component	700 Points
Environmental Specifications	100 Points
Testing/Evaluation	150 Points
<u>Acceptance of Terms & Conditions</u>	<u>50 Points</u>
TOTAL	1000 Points

As indicated above, points will be awarded based on the level of acceptance of the State's terms and conditions as specified in this RFP. Acceptance of all terms and conditions will result in the award of the maximum points available. Responders should note that the State reserves the right to pursue negotiations on any exception taken. In the event that negotiated terms cannot be reached, the State



Minnesota Pollution Control Agency

reserves the right to reject the proposal. Responders should also note that the awarding of points does not automatically mean that the State has accepted the Responders proposed language.

Phase III - Select Finalist(s)

Only those responses that are found to be responsive under Phases I and II will be considered in Phase III.

The State reserves the right to request oral presentations, and/or Best & Final offers by the responders and the opportunity to interview key personnel during Phase II and/or III. The State reserves the right to select the number of responders for the Best & Final offer, oral presentations, and/or to enter into negotiations. The evaluation scores may be revised as a result of the responses to the oral presentations, Best & Final offer, and/or negotiations.

First consideration will be given to the responder with the highest total points in the criteria listed in this RFP. In the event that contract negotiations are unsuccessful, the responder with the next highest number of points will be selected for consideration. Except at the invitation of the evaluation chairperson and with the approval of the AMS, no activity or comments from responders regarding this RFP shall be discussed with any of the evaluation committee persons during the evaluation of the responses. A responder who contacts an evaluation committee member may, as a result, have its response rejected.

The final award decision will be made by the commissioner of Administration or designate. The commissioner may accept or reject the recommendation of the evaluation team.

Phase IV - Sign Contract with Awarded Vendor.