

Washington State Department of Transportation

Sign Recycling

Request for Information (RFI)

RFI-2015-0630

Release Date: June 30, 2015

Due Date and Time: August 3, 2015 3:00 PM PST

The RFI Coordinator is the **SOLE POINT OF CONTACT** at WSDOT for this procurement. All communication between the bidding Proposers and WSDOT shall be with the RFI Coordinator.

Tim Carroll, RFI Coordinator
Phone: 360-705-7595
Email: carroltt@wsdot.wa.gov

Request for Information (RFI)

WSDOT Sign Recycling

1. Introduction

The Washington State Department of Transportation (WSDOT) would like to utilize recycled aluminum in the making of signs at its Central Sign Shop in Union Gap. WSDOT no longer has a source for recycled aluminum. WSDOT requires a new source that can provide recycled aluminum. WSDOT is seeking interested Vendors that have the capability to recycle used WSDOT signs and supply them back to WSDOT. This RFI invites interested Vendors to present their capabilities in meeting WSDOT's sign recycling request.

1.1 Current and Desired Business Process

WSDOT does not currently have a Vendor that can recycle used signs. WSDOT's intent in posting this RFI is to focus on Vendor responses that can address WSDOT's specific needs with regard to recycled aluminum signs. Aspects of the recycle program may be adjusted or customized if a vendor meets most of WSDOT's needs and the process works more efficiently.

2. RFI Schedule

Release RFI	June 30, 2015
Vendor Questions Due by 4:00 Pm PT*	July 13, 2015
Responses to Vendor Questions Due	July 16, 2015
Vendor Submissions Due by 3:00PM, PT*	August 3, 2015

*Pacific Time

WSDOT reserves the right to adjust the timeline.

3. Administrative Requirements

3.1 RFI Coordinator

Vendor communications concerning this RFI should be directed to the RFI Coordinator listed below.

RFI Coordinator	Tim Carroll
Address	Washington State Department of Transportation 310 Maple Park Ave SE

	Olympia, WA 98504
Phone	360-705-7595
Email	carrolt@wsdot.wa.gov

3.2 Response Preparation Instructions

WSDOT requests that Vendors respond with any preprinted materials that would provide the information requested in Appendices: A, B and C.

Vendors are to provide responses in an electronic format such as Adobe Acrobat or Microsoft Word. All communications must reference the RFI acquisition number RFI 2015 0630. This will assist in our review process.

Responses to this RFI should be submitted to the RFI Coordinator no later than 3:00 p.m. August 3, 2015, Pacific Time (PT). Only one electronic copy needs to be submitted.

3.3 Requested Information

We request that Vendors complete documentation required below:

- Fill out Appendix A (<5 minutes) – Vendor Product Overview: What is the name of the vendor who we can contact for further discussion.
- Fill out Appendix B (10 minutes +) – What recommendations does the vendor have for WSDOT regarding the business process for a sign recycle program.

3.4 Optionally, fill out Appendix C (20 minutes +) – Which of WSDOT’s needs are met by the vendor’s product? . If you determine there is not enough overlap between WSDOT’s needs and your product we would still like to receive a response to Appendix and B. **Request for Information Process**

After a review of the RFI responses and assessment for the marketplace, the WSDOT may or may not choose to issue a Request for Qualifications and Quotes (RFQQ).

Participation in the RFI process is not a requirement of any subsequent competitive procurement, although the results of this RFI may be used to build and refine an RFQQ.

WSDOT reserves the right to refrain from issuing an RFQQ or any other formal solicitation document for this product. **This RFI is not a formal solicitation and no contract will be awarded as a result.**

3.5 Cost of Response Preparation

Vendors will not be reimbursed for costs associated with preparing or presenting any response to this RFI.

3.6 Vendor Comments and Questions

Vendors may submit comments and questions to the RFI Coordinator prior to responding to the RFI by the date indicated in the RFI schedule in Section 2. Responses to Vendor questions will be considered addendums to the RFI. Modifications to the RFI that may result from Vendor comments will be sent to all Vendors. Where there appears to be a conflict between the RFI and any amendment or addenda issued, the last amendment or addendum issued will prevail.

3.7 Response Property of WSDOT

All materials submitted in proposal to this RFI become the property of the WSDOT. WSDOT has the right to use any of the ideas presented in any proposal to the RFI. Selection or rejection of a proposal does not affect this right.

3.8 Public Records and proprietary Information

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submissions as proprietary or confidential will be rejected as non-responsive.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Vendor's information marked confidential or proprietary. If a request is made to view Vendor's proprietary information, WSDOT will notify the Vendor of the request and of the date that the records will be released to the requester unless the Vendor obtains a court order enjoining that disclosure. If the vendor fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

WSDOT's sole responsibility shall be limited to maintaining the above data in a secure area and to notify the Vendor of any request9s) for disclosure for so long as WSDOT retains the vendor's information I WSDOT records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by the Vendor of any claim that such materials are exempt from disclosure.

3.9 Interested Parties

By submitting a response to this RFI, Vendor representative information will be placed on the interested parties list for an RFQQ that might be developed from this RFI. If you prefer not to be added to his list, please say so in your response.

Appendix A – Vendor and Product Overview

1. Vendor Name: (what is the name of your company?)

2. Vendor Contact Information: (how can we contact you – phone, email, postal and email)

3. Brief Sign Recycling Product Overview: (tell us about your product and how it is utilized)

Appendix B – Vendor’s Recommendations

1. Given your knowledge of your recycling process/product, and the information provided about WSDOT’s business process for utilizing recycled aluminum, what would your company recommend?

2. Choose either A, B, or C below.
 - A. Our product has most of the features that WSDOT needs
 - B. Our product has some of the features that WSDOT needs – please take a closer look at our product
 - C. Our product is not really suited for WSDOT’s needs.

3. Additional comments:

Appendix C - Statement of Work

WSDOT is looking for Vendors that can provide all, or most, of the following tasks related to recycling/refurbishing used signs for new projects.

- Provide transportation services for used signs that will either be refurbished or scrapped from WSDOT field locations.
- Sort the used signs for refurbishment or scrap (recycle)
- Strip old sheeting from the used signs (this is the refurbishing process)
- Clean refurbished sign blank and remove sharp edges and burs
- Ability to cut down sign blanks to different sizes, supply rounded corners and holes per WSDOT standards
- Transport the finished sign blanks to the Central Sign Shop in Union Gap, WA
- Delivered signs are sorted by size and thickness, stacked, and on a quality pallet
- Provide full accounting for scrap and refurbished signs

The information from this RFI capturing the capability of Vendors to provide all, or some, of the items above may be used to prepare a Request for Qualifications and Quotes