



# Upcycle Innovation Submissions Process For the Upcycle Pilot Project

SUBMISSIONS DEADLINE: SEPTEMBER 17, 2020

## I. BACKGROUND & PURPOSE

Metro generates both construction and operational waste. As one of the largest transportation agencies in the US, Metro acquires, moves, uses and disposes of thousands of tons of material each year. As the system grows, it is expected that the quantity of waste generated will grow under a Business as Usual model.

Waste disposal has land-use, human health implications and generates regional GHG emissions. This is why Metro is looking for new ways to get more out of the materials we use. We're working to reduce, reuse, recycle and repair as we support the movement to zero waste and a sustainable circular economy. We know we need to be innovative to meet the aggressive waste diversion and reduction goals outlined in *Moving Beyond Sustainability (MBS)* and Metro's *Master Plan for Solid Waste Reduction and Reuse*.

Upcycling is the idea of taking a waste material and rather than downgrading the material through recycling - upcycling or repurposing that material into something new. Metro is already successfully upcycling our vinyl banners through our [Banner to Bags program](#). The upcycle pilot project is aimed at identifying additional materials in Metro's waste stream that could be repurposed or upcycled into new and useful materials.

We are looking to partner with manufacturing and creative innovators to repurpose additional materials that would otherwise end up in the landfill.

In the event that this project progresses to a competitive procurement, Metro's procurement policies and procedures will apply. Metro may, at any time, choose not to proceed further with any submissions.

## **II. SUBMISSION CONTENT**

Each submission must include, at a minimum, the following information. A Submission Form (Exhibit A) is included for guidance in this process.

1. Primary Information
  - a. Category: Indicate the category of waste most applicable to the submitter
  - b. Contact information:
    1. Name of submitter / Name of business
    2. Business address, incorporation / locations(s)
    3. How to contact you (phone, email, website address)
  - c. List of California business licenses currently held
2. Business Summary
  - a. Please provide a brief narrative overview of the individual or company's history, highlights and accomplishments related to upcycling or repurposing materials – how this project relates to you or your business / expertise.
3. Project Approach
  - a. Identify the Metro waste stream(s) most applicable to the submission
    1. See Waste Streams reference document
  - b. Describe the end product of the waste stream and its intended use(s).
4. Additional pertinent information

## **III. SUBMISSION REVIEW PROCESS**

The purpose of this stage in the process is for Metro to receive written submissions to better understand the scope of available options and approaches to diverting Metro's waste from landfill and screen approaches to determine whether to request additional and detailed information.

The submissions may be used by Metro in the process of preparing a future opportunity for organizations, individuals, teams or similar in our waste diversion programs and/or projects.

The submission is not a requirement, or connected to, participating in any future contracting opportunity. This is not a promise or guarantee of procurement. At this time, we are looking for innovative ways to divert our waste from the landfill and repurpose it into something useful.

Upon receipt of a submission, Metro will take the following steps:

- Promptly acknowledge receipt of the submission (letter to submitter);
- Confirm the submission includes all required content and attachments;

- Review the submission to determine whether it supports innovative ways to divert our waste from landfill and repurpose objectives; and
- Respond to submitter with (i) request for more information or (ii) notification that submission will have no further action with explanation.
- Notification if the project progresses to competitive procurement.

#### **IV. SUBMISSIONS TIMELINE**

##### **A. Electronic Submission**

Submission by email due September 17, 2020, 5pm (PST) to Halli Bovia at [boviah@metro.net](mailto:boviah@metro.net). Maximum file size is no larger than 10MB to ensure delivery. Submitters are asked to limit responses to 10 pages.

#### **V. GENERAL SUBMISSION REQUIREMENTS**

##### **Prohibition of Use of Confidential Information**

If Metro's decision is to pursue a competitive procurement, Metro personnel does not intend to use any data, or any confidential patented, trademarked or copyrighted part of the Upcycle Innovative Submission, or confidential technical or financial proprietary information as the basis, or part of the basis, for a solicitation or in negotiations with any other firm, unless the submitter is notified of and agrees to the intended use. Concepts or ideas are not considered proprietary by Metro but specific implementing methodologies that are unique to the submitter will be recognized.

##### **Public Records Act**

*Upcycle Innovation Submissions are subject to the provisions of the California Public Records Act (California Code Government Code §6250 et seq.).*

Public Contract Code Section 22164 provides that: information that is not otherwise a public record pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title I of the Government Code) shall not be open to public inspection. Any documents provided by the submitter to Metro marked "Trade Secret," "Confidential" or "Proprietary," or any financial records provided by the submitter to Metro, shall be clearly marked with the submitter's name. Metro will use its best efforts to inform the submitter of any request for any financial records or documents marked "Trade Secret," "Confidential" or "Proprietary" provided by submitters to Metro. Metro will not advise as to the nature or content of documents entitled to protection from disclosure under the California Public Records Act.

In the event of litigation concerning the disclosure of any records, Metro's sole involvement will be as a stakeholder, retaining the records until otherwise ordered by a court. The submitter, at its sole expense and risk, shall be fully responsible for any and all fees for prosecuting or defending any action concerning the records and shall indemnify and hold Metro harmless from all costs and expenses, including attorney's fees in connection with any such action.