

Post Collection Services RFP Pre-Proposal Meeting

April 9, 2024
Pre-Proposal Meeting



Today's Agenda

- Proposal Mechanics
- Non-Negotiable Terms
- Process Integrity Policy
- Post Collection Service Types
- Submittal Components
- Exceptions to the Draft Agreement
- Cost forms

RFP Schedule

- Issue RFP – April 2
- Pre-proposal meeting – April 9
- Questions due – April 16
- Answers posted – April 26
- **Proposals due – May 31**
- Evaluation – June
- Negotiation – August
- Award/s – October 24
- Services begin – March 1, 2027

Communication

- Email: RFP2024@recyclesmart.org
 - With questions.
 - To receive subsequent communications and addenda.
 - To submit proposal/s, exceptions, cost forms and attachments.

How to Submit Proposal

- Proposers shall email proposals RFP2024@recyclesmart.org,
 - SUBJECT: CCCSWA Post - Collection Proposal.
- Your email submission may contain a link to SharePoint, Drop Box, or another means of submitting large documents.
- Proposals shall be submitted in PDF format.
- Cost proposal forms shall be submitted in Excel.
- Proposed exceptions to the draft Agreement(s) shall be submitted in Word.

Non-Negotiable Terms

- Rates for post-collection services the same regardless of which company the Authority selects to collect or transfer the materials
- Post-collection agreements must be signed before collection RFP is issued in October 2024

Process Integrity Policy

The Process Integrity Policy:

- No gifts
- Limits campaign contributions
- Lays out explicit communication guidelines

The **cover letter** for each proposal:

- must unequivocally indicate that the proposer unconditionally agrees to the policy.
- acknowledge that the proposer is responsible for ensuring compliance with the policy on behalf of their employees, agents, consultants, lobbyists, or other entities and individuals acting on their behalf.

A proposer's failure to adhere to any section of the policy may result in the Authority disqualifying that proposer from award of a franchise.



Post-Collection

- Transfer Station
- Landfill
- Recyclables Process Facility (MRF)
- Organics Composting Facility
- Mixed Waste Processing Facility

Transfer Station

(Section 3.1.1)

- Facilities \leq 25 miles from our service area = direct haul in collection vehicles
- Facilities $>$ 25 miles from our service area require a transfer station.
 - Landfills, composters, and processors that are $>$ 25 miles from our service area are encouraged to propose their own, dedicated transfer station
 - The Authority is also requesting proposals for a stand alone transfer station that will deliver materials to any destination facility selected by the Authority.

Stand Alone Transfer Station

- Propose \$/hour transportation rate
- Term = 15 years
 - Automatic renewal
 - Unless either party gives 5 years notice

Stand Alone Transfer Station

- May propose on one or more services:
 - Solid waste to landfill
 - Organic materials to composting facility
 - Commercial food scraps pre-processed and delivered to EBMUD
 - Recyclable materials to processing facility
 - Solid waste to mixed waste processing facility
 - Mixed waste processing facility residue to landfill

Landfill

(Section 3.1.2)

- Term = 15 years
 - Automatic renewal
 - Unless either party gives 5 years notice
- Could receive only single-family solid waste if commercial & multi-family are sent to mixed waste processing
- Authority may direct mixed waste processing residue to our contracted landfill

Recyclables Processing

(Section 3.1.3)

- Base Bid = Materials required by SB 54
 - Plus tin/steel cans
 - Additional materials may be included in base bid for no additional charge
- Bid Alternate = Additional materials for an additional charge
- Revenue sharing = 75% Authority
- Term = 10 years

Organics Composting (Section 3.1.4)

- Commingled Organic Materials
 - Yard trimmings
 - Food Scraps
 - Uncoated food-soiled paper
 - Clean wood
- BPI-certified compostable plastic bags accepted
- Contingency for commercial food scraps
- Composter must guarantee Authority compliance with SB 1383 procurement requirements
- Term = 10 years

Mixed Waste Processing

(Section 3.1.5)

- Potential new service
 - In addition to source separation
 - Recover compostable and recyclable items from the garbage
 - Might be limited to commercial & multi-family sectors only
- Dispose of the residue
 - May propose own landfill
 - Authority may direct residue to its contracted landfill
- No recyclables revenue share
- Term = 10 years

Required Submittal Components (Sections 4.1& 4.2)

- Cover/Transmittal letter
- Company Description
- Key Personnel
- Collective Bargaining Agreement
- Past Performance Record
 - Relevant experience
 - Litigation & regulatory actions
 - Fines, settlements or damages
 - Three jurisdiction references
- Financial Information
 - Most recent Federal Tax return

Technical Proposals

(Section 4.3.1)

- One technical proposal for each service type
- General site information
- Permits and regulatory compliance
- Available processing capacity
- Operational ability, staffing, safety measures
- RDRS reports
- Planned Changes in next 5 years
- CARB ZEV Fleet Replacement Plan (TS only)
- Current materials tracking methodology

Technical Proposals

(Section 4.3.2)

- Processing methods
 - Flow diagram
 - Overs/estimated material comp. (Compost & MW only)
- Commodities/Products/Markets
 - Marketing plan
 - SB 54 plan (recyclables only)
- Proposed diversion rates
 - By service type
 - Residue (MW processing only)
 - Mixed plastic residue (recyclables only)
 - Glass contamination rate (recyclables only)
- Recyclable Materials Characterization Study Restrictions

Evaluation Criteria (Sections 5.2 & 5.3)

- Minimum Qualifications
 - Ability
 - Capacity
 - Experience
 - Financial Resources
 - Responsiveness
- Evaluation
 - Environment
 - Cost
 - Service Quality
 - Market
 - Technical Proposal
 - Value for rate- payers

Exceptions to Agreement (Section 4.4)

- If differences between RFP and the draft Agreement, the Agreement prevails.
- For each exception, proposer shall:
 - identify the exception, explain its concern, and provide alternative language for consideration by the Authority.
- To document exceptions:
 - proposer shall record exceptions and proposed alternative language directly in an electronic (MS Word) version of the draft Agreement using the track changes and comments functions.
- If proposing to provide more than one service, proposers may utilize one Agreement to document exceptions to sections that are identical.
- Proposer must complete the cost forms assuming no proposed exceptions to the Agreement will be accepted by the Authority.
 - Use Word doc to propose cost reductions if exceptions are accepted