

ADDENDUM #2
City of San Ramon
Request for Proposals for
Collection and Processing Services

The purpose of this addendum is to repost revised sections of the Request for Proposals (RFP) document. All other specifications, terms and conditions of this RFP not addressed by this or other formal addenda issued by the City of San Ramon remain unchanged.

RFP SECTION 1.4
“RFP SCHEDULE”

1.4 RFP Schedule

The key activities and completion dates for the RFP process are provided in Figure 1. The RFP process is described in detail in Section 4. All questions regarding the RFP must be submitted in accordance with guidelines specified in Section 4.3.

Figure 1: RFP Schedule

ACTIVITY	COMPLETION DATE*
City releases RFP for Collection and Processing Services	January 26, 2018
Deadline for submittal of written questions before the pre-proposal meeting	February 16, 2018
Mandatory pre-proposal meeting	February 26, 2018
Deadline for registering to receive future correspondence and announcements (note: company registering must have had a representative at the mandatory pre-proposal meeting)	March 9, 2018
Deadline to submit additional written questions	March 9 <u>March 16</u> , 2018
City will issue: response to written questions, summary of responses provided at the pre-proposal meeting, and RFP addendum if necessary	March 23 <u>March 30</u> , 2018
Proposers submit proposals	April 27 <u>May 4</u> , 2018
City conducts preliminary evaluation, clarifies proposal questions	Early May, 2018
City conducts interviews with one or more proposers	Late May, 2018
City Council selects collection and processing contractor(s)	June, 2018
City negotiates with selected contractor(s)	August, 2018
City Council approves negotiated Franchise Agreement	September, 2018
Selected contractor(s) begin providing service	October 1, 2019

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RFP SECTION 4.3
“PROPOSAL SUBMITTAL PROCESS”

4.3.2 Step Two – Submission of Written Questions

The City directs proposers to submit all questions and requests for information in writing directly to its dedicated email address, and refrain from contacting City employees directly. Therefore, any questions, requests for clarification, or requests for additional information regarding this RFP must be submitted in writing via email to RecycleRFP@sanramon.ca.gov. Questions submitted on or before 5:00 p.m., February 16, 2018 will be addressed at the pre-proposal meeting. Proposers may submit additional questions on or before 5:00 p.m., ~~March 9~~ March 16, 2018. The City or its consultant will respond to all written questions and requests for clarifications submitted by proposers by ~~March 23~~ March 30, 2018. Such response will be in writing and made available via the City’s RFP Web Page, with notification to the RFP Distribution List.

4.3.4 Step Four – Proposal Submittal

Proposer shall submit four (4) bound double-sided copies of the complete proposal. In addition, a flash drive, computer disk, or other generally accepted electronic storage device containing: 1) a PDF of the technical proposal; 2) a copy of all completed cost proposal forms (i.e., those provided in Attachment 3 of the RFP) formatted for the PC version of Microsoft Excel; and, 3) a copy of the Draft Franchise Agreement in track-changes mode formatted for the PC version of Microsoft Word. Proposals must be printed on 8½ inch by 11 inch paper. All pages shall be consecutively numbered; although, each section may start with a new page number if proceeded with the section number (e.g., Page 2-1 for the first page of Section 2).

The package shall be clearly labeled:

PROPOSAL FOR SAN RAMON COLLECTION AND PROCESSING SERVICES

Name of Proposer:
Address:
Contact Person:
Telephone Number:
E-mail:

The proposal may be mailed or hand delivered to:

City of San Ramon
Attn.: Renee Beck, City Clerk
7000 Bollinger Canyon Rd.
San Ramon, CA 94583

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All proposals must be received by 3:00 p.m. on ~~April 27~~ **May 4**, 2018. Proposals received after this time and date may be rejected. Postmarks will not be accepted as proof of receipt.

Each proposal must be accompanied by surety made payable to the City of San Ramon in the amount of \$25,000 and in the form of a certified check, cashier's check, or bid bond. The surety shall be submitted with the proposal in a separate, clearly labeled envelope. The purpose of the surety is to guarantee that the successful contractor will execute a new Franchise Agreement with the City. If the selected contractor does not execute the new Franchise Agreement within 30 calendar days after receiving notice of the award of new Franchise Agreement, the City may keep the surety to offset the potential cost associated with identification of an alternate service provider and schedule delays and has the right to pursue additional and reasonable costs incurred by the City in this event. Checks and bonds will be returned to all proposers no later than 10 calendar days after the City has executed the new Franchise Agreement with the successful contractor.