

ADDENDUM #4
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 3: SCOPE OF SERVICES FOR
ALTERNATIVE PROPOSALS**

3.2 Scope of Services for Alternative Proposals

The City wants to evaluate the potential benefits and costs of several alternative services to determine if they will be included in the scope of services for the future contractor to implement. For this reason, the proposer is required to consider each of the new services identified as “Required” separately and present its approach to providing the service and incremental costs (or savings).

In addition, the City is interested in other innovative and/or cost saving approaches to providing the requested services. Proposers are invited to provide incremental cost and operating information for the services identified as “Optional”. The alternative services include the following:

1. Mandatory 3-Stream Collection for All Sectors (Required)
2. On-Call Bulky Item and Reusable Materials Collection (Required)
3. Recycling Drop-Off Events (Required)
4. Street Sweeping Services (Required)
5. Mandatory 3-Stream Collection Plus Mixed Waste Processing (Optional)
6. 2-Stream (Wet/Dry) Collection and Processing (Optional)
7. Processing Only (Optional)
8. Other Service Enhancements and Innovations (Optional)
9. Street Sweeping Only (Optional)

Each service is generally described below, and described in more detail in the relevant section of the Draft Franchise Agreement (identified below).

New Section: 3.2.9 Street Sweeping Only (Optional)

Proposers may choose to propose to provide only street sweeping services. Under this alternative, the street sweeping-only proposer would not be required to submit a base proposal or the required alternatives described in Sections 3.2.1 through 3.2.4. Street sweeping-only proposers would only need to complete Alternative Services cost proposal Form 1 “Gen Info”, and Form 5B “Street Sweeping”.

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Proposers must note that all proposers wishing to provide collection services must include both collection and street sweeping services in their proposals, and must submit a base proposal and the required alternative proposals. Proposers who submit integrated collection and street sweeping proposals are not required to submit a separate “street sweeping only” proposal in order to have their street sweeping proposal considered even if they are not awarded collection services. The City reserves the right to combine street sweeping services proposed by one proposer with collection services proposed by another proposer, at the proposed cost and rates. The City may, for example, select one proposer for collection services and require the selected collection contractor to utilize a street sweeping contractor who submitted a street sweeping only proposal. The City may also choose to select collection services from one integrated proposal and street sweeping services from a different integrated proposal. **Pricing submitted for street sweeping services (either as part of a stand-alone or an integrated proposal) may not be contingent upon which proposer is selected as the collector.**

**RFP SECTION 4: RFP CONDITIONS AND
PROPOSAL SUBMITTAL**

4.1 Rights Reserved by the City

The City reserves the right, in its sole discretion, to pursue any or all of the following actions in regard to this RFP process:

- Issue addenda and amend the RFP and Draft Franchise Agreement;
- Request additional information and/or clarification from proposers;
- Extend the deadline for submitting proposals;
- Allow for the timely correction of errors and waive minor deviations;
- Withdraw this RFP;
- Reject proposals that do not fully comply with the requirements detailed in this RFP, its attachments, addenda, or clarifications;
- Reject incomplete proposals; proposals containing errors, inconsistencies, false, inaccurate or misleading information; proposals submitted after the deadline; and/or, proposals with other process or content errors or deficiencies;
- Reject a proposal if it is not in the best interest of the City and its residents and businesses;
- Award the new Franchise Agreement to a proposer based on a combination of its qualitative and quantitative attributes;

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- Award the new Franchise Agreement to a proposer without further discussion or negotiation;
- Negotiate changes in the services proposed and/or described in the RFP or to incorporate programs proposed by others; and negotiate changes to the Draft Franchise Agreement;
- Combine processing services or street sweeping services proposed by one proposer with collection services proposed by another proposer, at the proposed rates;
- Negotiate with the selected contractor for a later commencement date;
- Issue subsequent RFP(s) for the same, similar, or related services at a later date;
- Amend the City Municipal Code; and,
- Take any other actions the City deems are in the best interest of the City, its residents, and/or businesses.

**SECTION 5: PROPOSAL SUBMITTAL
REQUIREMENTS**

Section 5 includes the required proposal outline and a description of the specific information proposers must include. Proposer must provide the information identified in this section as part of its proposal. Failure to provide all the required information may be grounds for rejection of a proposal.

5.1 Proposal Outline

Proposer shall present its proposals in accordance with the outline provided in Figure 16. Items that are not required elements of the proposal are noted as “Optional.” At proposer’s option, the proposer may include additional information or data on other relevant topics or more detail on the information requested herein that is relevant to the proposal. Any additional information shall be included as attachments to the proposal.

Figure 16: Proposal Outline

- i. Title Page
- ii. Cover Letter
- iii. Table of Contents
- ES Executive Summary
- 1. Company Description
 - A. Business Structure
 - B. Collection Experience
 - C. Service Initiation Experience
 - D. Key Personnel

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- E. Labor Agreements and Wages
- F. Past Performance Record
- G. Financial Information
- 2. Technical Proposal for Base Proposal
 - A. Collection
 - B. Recyclable Materials Processing
 - C. Residential Organic Materials Transfer (If proposed)
 - D. Commercial Organic Materials Processing
 - E. Solid Waste Transfer (if proposed)
 - F. Residential Neighborhood Clean-Up Days and Bulky Item Collection
 - G. Multi-Family/Commercial Recycling Technical Assistance
 - H. Customer Service
 - I. Billing
 - J. Public Education and Outreach Plan
 - K. Implementation Plan
 - L. Other Required Plans
 - M. Subcontractors
 - N. Existing Management and Customer Service Systems
 - O. Corporation Yard and Maintenance Facilities
- 3. Technical Proposal for Alternative Services
 - A. Mandatory 3-Stream Collection for All Sections (Required)
 - B. On-Call Bulky Item and Reusable Materials Collection (Required)
 - C. Recycling Drop-Off Events (Required)
 - D. Street Sweeping (Required)
 - E. Mandatory 3-Stream Collection Plus Mixed Waste Processing (Optional)
 - F. 2-Stream (Wet/Dry) Collection and Processing (Optional)
 - G. Processing Only (Optional)
 - H. Other Service Enhancements and Innovations (Optional)
 - I. Street Sweeping Only (Optional)
- 4. Environmental Considerations
- 5. Acceptance of RFP and Franchise Agreement
- 6. Cost Proposal
 - A. Base Cost Proposal
 - B. Cost Proposal for Alternative Services
- 7. Other Proposal Forms
 - A. Secretary's Certificate
 - B. Anti-Collusion Affidavit
 - C. Iran Contracting Act Certification
- Attach. Additional material may be included at proposer's discretion (Optional)