

**ADDENDUM #5**  
**City of San Ramon**  
**Request for Proposals for**  
**Collection and Processing Services**

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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”**

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**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                  |
| <b>Mandatory pre-proposal meeting</b>  | <b>February 26, 2018</b>           |
| 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 16, 2018                     |
| City will issue: response to written questions, summary of responses provided at the pre-proposal meeting, and RFP addendum if necessary                                     | March 30, 2018                     |
| <b>Proposers submit proposals</b>  | <b>May 4 May 11, 2018</b>          |
| City conducts preliminary evaluation, clarifies proposal questions   | Early May, 2018                    |
| City conducts interviews with one or more proposers  | Late May/ <u>Early June</u> , 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                    |

\* Note that the City may modify this process and/or schedule to best meet the needs of the City.

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**RFP SECTION 4.3:**  
**“PROPOSAL SUBMITTAL PROCESS”**

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**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

All proposals must be received by 3:00 p.m. on ~~May 4~~ May 11, 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 selected contractor’s 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.

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**RFP ATTACHMENT 3:**  
**“COST PROPOSAL FORMS – BASE SERVICES FORMS”**

The City requires proposers to make the following adjustments to Attachment 3: Cost Proposal Forms, Base Services Cost Forms. The City will not be posting updated forms to the RFP Web Site at this time.

**Base Proposal Forms, “Form 0 - Rates Summary”**

Please insert a row to the tab labeled “Form 0 - Rates Summary”. The new row should be in between the row for “Total Rate Revenue” and the row for “Estimated Bulky Items – On-Call Special Collection Revenue for Rate Period One”. Please title the row “Estimated Commercial Recyclables Service Revenue for Rate Period One”, as shown in Figure 1, below. Please enter the total estimated commercial recyclables rate revenue proposed to be received in Rate Period 1 directly into new cell E13 (noting that other cells in Column E should populate automatically from Forms 8-14. Please also revise the “Total Rate Revenue” formula in new cell E14 to include new cell E13 in the calculation.

**Figure 1: Base Form 0, Rates Summary**

| Form               | Title   | Rate Period 1 Total Revenue |
|--------------------|---|-----------------------------|
| 8                  | Estimated Residential Curbside Revenue for Rate Period One                        | \$0.00                      |
| 9                  | Estimated Townhome/Condo Revenue - Cart Service - Rate Period One                 | \$0.00                      |
| 10                 | Estimated Multi-Family Apartment and Condominium Shared Service - Rate Period One | \$0.00                      |
| 11                 | Estimated Commercial Solid Waste Service - Rate Period One                        | \$0.00                      |
| 12                 | Estimated Commercial Organics Service - Rate Period One                           | \$0.00                      |
| 13                 | Estimated Drop Box Collection Revenue for Rate Period One                         | \$0.00                      |
| N/A                | Estimated Commercial Recyclables Service Revenue for Rate Period One              | \$0.00                      |
| Total Rate Revenue |   | \$0.00                      |
| 5                  | Proposed Rate Period 1 Cost   | \$548,648.06                |
|                    | Surplus/(Deficit)*  | -\$548,648.06               |

\* Note: The proposed annual cost should be no more than \$1,000 different from the Total Rate Revenue.

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**RFP ATTACHMENT 3:**  
**“COST PROPOSAL FORMS – ALT. SERVICES FORMS”**

The City requires proposers to make the following adjustments to Attachment 3: Cost Proposal Forms, Alternative Services Cost Forms. The City will not be posting updated forms to the RFP Web Site at this time.

**Alternative Services Proposal Forms, “Form 5A - Comp”**

Please delete rows 33 through 41, on the tab labeled “Form 5A – Comp” as shown in Figure 2, below.

**Figure 2: Alt. Form 5A, Comp**

| Summary of Proposed Costs   |   | City of San Ramon Alternative Services             |                           |   |   |                                |                                |       |
|---|---|--|---------------------------|---|---|--------------------------------|--------------------------------|-------|
| Proposer Name:  |   |  |                           |   |   |                                |                                |       |
| Note to proposer: Input data in yellow shaded areas only. Show incremental costs compared to base proposal for one-year period, reflect cost savings as negative value. |   |  |                           |   |   |                                |                                |       |
| RATE PERIOD 1   | Required Alternative Service Options          |  |                           | Optional Alternative Service                              | Other Service Enhancements and Innovative Services (At Proposer's Option) |                                |                                | TOTAL |
|   | Mandatory 3-Stream Collection for all Sectors | On-Call Bulk Item and Reusable Material Collection | Recycling Drop-Off Events | Mandatory 3-Stream Collection Plus Mixed Waste Processing | Proposed Service #1 (Describe)  | Proposed Service #2 (Describe) | Proposed Service #3 (Describe) |       |
| From January 1, 2020 to December 31, 2020   |   |  |                           |   |   |                                |                                |       |
| <b>Cost of Operations</b>   |   |  |                           |   |   |                                |                                |       |
| Labor-Related Costs   |   |  |                           |   |   |                                |                                | \$0   |
| Vehicle-Related Costs   |   |  |                           |   |   |                                |                                | \$0   |
| Fuel Costs  |   |  |                           |   |   |                                |                                | \$0   |
| Other Costs   |   |  |                           |   |   |                                |                                | \$0   |
| Direct Depreciation   |   |  |                           |   |   |                                |                                | \$0   |
| Total Allocated Costs - Labor, Vehicle, Fuel & Other  |   |  |                           |   |   |                                |                                | \$0   |
| Total Allocated Costs - Depreciation & Start-Up   |   |  |                           |   |   |                                |                                | \$0   |
| <b>Total Cost of Operations</b>   | \$0   | \$0  | \$0                       | \$0   | \$0   | \$0                            | \$0                            | \$0   |
| <b>Profit</b>   |   |  |                           |   |   |                                |                                | \$0   |
| <b>Pass-Through Costs</b>   |   |  |                           |   |   |                                |                                |       |
| Disposal Cost   |   |  |                           |   |   |                                |                                | \$0   |
| Net Recyclables/Reusable Processing Costs   |   |  |                           |   |   |                                |                                | \$0   |
| Organics Processing Costs (Residential)   |   |  |                           |   |   |                                |                                | \$0   |
| Organics Processing Costs (Commercial)  |   |  |                           |   |   |                                |                                | \$0   |
| Interest Expense  |   |  |                           |   |   |                                |                                | \$0   |
| Direct Lease Costs  |   |  |                           |   |   |                                |                                | \$0   |
| Total Allocated Costs - Lease   |   |  |                           |   |   |                                |                                | \$0   |
| <b>Total Pass-Through Costs</b>   | \$0   | \$0  | \$0                       | \$0   | \$0   | \$0                            | \$0                            | \$0   |
| <b>Total Costs before Fees*</b>   |   |  |                           |   |   |                                |                                | \$0   |
| <b>Fees</b>   |   |  |                           |   |   |                                |                                |       |
| Franchise Fee   | ---   | ---  | ---                       | ---   | ---   | ---                            | ---                            | \$0   |
| AB-333 Fee  | ---   | ---  | ---                       | ---   | ---   | ---                            | ---                            | \$0   |
| Vehicle Impact Fee  | ---   | ---  | ---                       | ---   | ---   | ---                            | ---                            | \$0   |
| <b>Total Fees</b>   | ---   | ---  | ---                       | ---   | ---   | ---                            | ---                            | \$0   |
| <b>Total Proposed Costs</b>   | ---   | ---  | ---                       | ---   | ---   | ---                            | ---                            | \$0   |

DELETE ROWS