



City of Carlsbad

Request for Proposals for:
Recycling, Organics, and Solid Waste
Collection; and,
Organic Materials Processing Services



Pre-Proposal Meeting
July 7, 2020



Agenda

- Process Schedule & Key Dates
- Process Objectives
- Scope of Services
- Proposal Requirements
- Proposal Forms
- Questions & Answers



Schedule & Key Dates

ACTIVITY	COMPLETION DATE*
City releases RFP for Collection and Processing Services	June 17, 2020
Deadline for submittal of written questions before the pre-proposal meeting	June 30, 2020 @ 3:00 p.m.
Mandatory pre-proposal meeting	July 7, 2020 @ 1:00 p.m.
Deadline for registering to receive future correspondence and announcements (note: company registering must have had a representative at the mandatory pre-proposal meeting)	July 10, 2020 @ 5:00 p.m.
Deadline to submit additional written questions	July 10, 2020 @ 5:00 p.m.
City will issue: response to written questions, summary of responses provided at the pre-proposal meeting, and RFP addendum if necessary	July 30, 2020
Proposers submit proposals	September 10, 2020 @ 3:00 p.m.
City conducts preliminary evaluation, clarifies proposal questions	September – November 2020
City conducts interviews with one or more proposers	October 2020
City negotiates with recommended/shortlisted Contractor(s)	November – December 2020
City Council selects collection and processing Contractor(s)	January – February 2021
City conducts final negotiation with selected Contractor(s)	March – May 2021 (if needed)
City Council approves negotiated Franchise Agreement	June 1, 2021 (if needed)
Selected Contractor(s) begin providing service	July 1, 2022

*All steps and dates subject to change at City's sole discretion



RFP Process Objectives

- ✓ Provide exceptionally high-quality services to Carlsbad, with a customer-focused philosophy.
- ✓ Support the “Sustainable Management Plan” including minimizing landfill disposal and use of the adopted prioritization of higher and better uses.
- ✓ Ensure compliance with State requirements and all current and future related regulations.
- ✓ Provide service at reasonable and stable rates over the term and minimize future increases.
- ✓ Engage a Contractor that collaborates with the City to allow programs to evolve over time.
- ✓ Engage a Contractor that is a strong community citizen (e.g. participation in community events and organizations).



Current Solid Waste System



Single Family Services

- Single family homes and multi-family complexes < 5 Units



Solid Waste Mandatory

Sizes: 32-, 64-, 96 gal
Frequency: weekly
Volume-Based Rates
Additional Carts for \$



Recycling Mandatory

Sizes: 32-, 64-, 96 gal
Frequency: weekly
Up to 2 Additional carts
at no charge
Household Batteries
OCC/bundle boxes
Used Oil & Filter(s)
Cooking Oil Collection



Organics Mandatory

Sizes: 32-, 64-, 96 gal
Frequency: weekly
Up to 2 Additional
carts at no charge

Alternate Proposal



Food Waste Mandatory

Sizes: 32-, 64-gal
Compostable bags
to collect food

Multi-Family Services

- Multi-family complexes with 5 or more units



Solid Waste

Mandatory

Sizes: 32-, 64-, 96 gal
1-6 cubic yards,
3 cubic yard split bin
Frequency: at least
1/wk,
no more than 3/wk
Push/pull of containers,
up to 25 ft at no charge



Recycling

Mandatory

Sizes: 32-, 64-, 96 gal
1-6 cubic yards,
3 cubic yard split bin
Frequency: at least 1/wk,
up to 6/wk
Push/pull of containers,
up to 25 ft at no charge



Organics

Mandatory

Sizes: 32-, 64-, 96 gal
1-4 cubic yards
Frequency: at least
1/wk, up to 6/wk
Push/pull of
containers, up to 25
ft at no charge

Alternate
Proposal



Food Waste

4-cart option

Sizes: 32-, 64-
gal
1-2 cubic yards
Compostable
bags for food

Residential Extra Services

- Holiday tree pickup
- ADA valet service (SF only)
- Bulk Mulch/Compost (2,000 CY/yr)
- Compost Give-a-way (1000 CY/yr)
- Revised on-call bulky item collection (up to 3/yr)
- On-call E-waste collection (up to 3/yr)
- Sharps waste collection (up to 10/yr)
- Shredding events (up to 2/yr)
- Pharmaceutical collection event (up to 2/yr)
- Container cleaning 1x per year



Commercial Services

- Commercial Businesses



Solid Waste

Mandatory

Sizes: 32-, 64-, 96 gal
1-6 cubic yards,
7-, 20-, 30-, and 40-
cubic yard drop box
Frequency: at least
1/wk,
No more than 3/wk
Push/pull of containers,
up to 25 ft at no charge

Recycling

Mandatory

Sizes: 32-, 64-, 96 gal
1-6 cubic yards,
3 cubic yard split bin
7-, 20-, 30-, and 40-
cubic yard drop box
Frequency: 1 - 6/wk
Push/pull of containers,
up to 25 ft at no charge

Organics

Mandatory

Sizes: 32-, 64-, 96 gal
1-2-cubic yards
Frequency: 1 - 6/wk
Push/pull of
containers, up to 25
ft at no charge

Alternate Proposal



Food Waste

4-cart option
Sizes: 32-, 64-
gal
1-2 cubic yards
Compostable
bags for food

Key Contract Terms

- Modernized, State-of-the-Industry Agreement Structure
- Duration: 10 years w/ City's option to extend for 5 years
- Enhanced local customer service function
- Modernized, flexible education & outreach program
- Expanded recordkeeping & reporting for SB 1383
- Contractor responsible for recyclables processing
- City direction or integration of organics processing
- Continue delivery of material to Palomar Transfer Station



Compensation and Rates

- Hauler compensation approach:
 - Annual index adjustment
 - Annual multi-index adjustment
 - Cost-based review for change in law/scope
- City Reimbursements
 - Franchise fee: Historically @ 7.5% of Gross Receipts
 - AB 939/SB 1383 fee: 2% of Gross Receipts
 - Storm water fee: set by City, not subject to franchise fee
- Option to transition all billing to Contractor



Proposal Requirements

Proposal Document

- Conform to Proposal Outline (Section 5)
- 6 bound double-sided copies of the complete proposal.
- 100% Post-Consumer Recycled Content
- Electronic media (e.g. USB drive) with:
 - A PDF of the technical proposal;
 - All completed cost proposal forms formatted Microsoft Excel; and,
 - A Draft Franchise Agreement in track-changes mode formatted for Microsoft Word.

Addenda 1
Removed Planet
Bids Submittal



Proposal Requirements

- Alternative Services
 - Required vs. Optional
 - Separate Set of Forms
 - Operating Statistics and Costs for Each Proposed Alternative Service
 - Incremental Cost Differences Above/Below Base Proposal
 - If Alternative Services Chosen, Base Proposal Costs Adjusted Accordingly



Proposal Components and Alternative Services

- Collection Proposal Alternatives (Required)
 - SB 1383 Mandatory 3-Stream for All Sectors
 - Extra Cardboard Collection
 - Single-Family Food Pails
 - Multi-Family Move-in Kits
 - Used Motor Oil & Filter + Cooking Oil Collection
 - Containers for City Illegal Dumping Clean-ups
 - Bulk Compost and Mulch
 - Compost Give-Aways
 - Large Event & Venue Services
 - Prohibited Container Contaminant Monitoring
 - SB 1383 Compliant 4-Stream Collection
- Organic Materials Processing
(Required; Collection Proposal Not Required)
- Other Service Enhancements and Innovations
(Optional)



Proposal Requirements

- Exceptions to Agreement:
 - Electronic Redline/Strike-Out
 - Only Exceptions Identified in Proposal will be Considered
 - Carlsbad Not Obligated to Accept
 - Exceptions Considered in Evaluation
 - Carlsbad May Negotiate Exceptions During or After Interview Process



Proposal Requirements

- Labor Policy (AB 1669)
 - All proposers required to comply
 - No 10% Preference
- “Confidential” Documents
 - Must Meet Legal Standard
 - Clearly Labeled
 - Separate Sealed Envelope



Proposal Forms

- Use Excel File Provided
 - Don't Edit Formulas
 - Do Fill In Yellow Shaded Cells
- Forms Included:
 - General Information
 - Operating Statistics
 - Staffing Plan
 - Equipment Plan
 - Annual Cost of Service Summary
 - Rate Proposal



Operational Information

Form 1: General

- General Information
 - Contact Information and Support Facilities
 - Vehicle and Container Specifications
 - Processing Facilities



Operational Information

Form 2: Operating Statistics

Last 12 Months of Rate Period One From July 1, 2019 to June 30, 2020		Cart Service (Form 6A)			Bin Service (Form 6B)			Drop Box (Form 6C)				Bulky Items (Form 6D)	TOTAL
		Garbage	Recyclable Materials	Organic Materials	Garbage	Recyclable Materials	Organic Materials	Garbage	Recyclable Materials	Organic Materials	C&D Materials	Bulky Items	
1 Account Information													
# of weekly accounts (customers)													
Labor Information													
2 # of regular route personnel													
3 Labor hours/day/person													
4 Total labor hours/year													
Route Information													
# of routes per													
5 Weekday													
6 Saturday													
7 Sunday													
# of persons per route per													
8 Weekday													
9 Saturday													
10 Sunday													
# of route hours/day/route per													
11 Weekday													
12 Saturday													
13 Sunday													
# of route hours per year per:													
14 Weekday													
15 Saturday													
16 Sunday													
17 Total Route Hours per Year (all routes)													
18 # of FTE routes													
19 Total # of cart setouts per day for all routes													
20 # of cart setouts/day/FTE route													
21 # of cart setouts per week for all routes													
22 # of household drive-bys per wk for all routes													
23 Set out rate (%)													
24 # of lifts or pulls per week for all routes													

Example Forms – See RFP Package for Exact City Requirements



Operational Information

Form 3: Labor Assumptions

- Full Time Equivalent Staffing
- Add Positions As Appropriate

Note to proposer: Input data in yellow shaded areas only.

Route Personnel Headcount (include fraction of employee)	# of Regular Personnel	# of Casual/Pool	Total	Average Hourly Rate	Benefits cost/year/hour
Cart Garbage	0		0		
Cart Recyclable Materials	0		0		
Cart Organic Materials	0		0		
Bin Garbage	0		0		
Bin Recyclable Materials	0		0		
Bin Organic Materials	0		0		
Drop Box Garbage	0		0		
Drop Box Recyclable Materials	0		0		
Drop Box Organic Materials	0		0		
Drop Box C&D	0		0		
Bulky Items	0		0		
Subtotal Route Personnel	0	0	0		
Other Personnel Headcount (include fraction of employee)	Notes	# of Employees	Average Hourly Rate	Benefits cost/year/hour	
Executive Management (CEO, CFO, COO, etc.)					
General Manager					
Operations Manager					
Route Supervisor					
Dispatcher					
Container Distribution					
Container Maintenance/Welder					
Maintenance Supervisor					
Maintenance Personnel					
Controller					
Staff Accountant					
Office Manager					
Accounting Clerk					
Customer Service Supervisor					
Customer Service Representatives					
Recycling Manager					
Recycling Coordinator					
Other (specify):					
Other (specify):					
Other (specify):					

Example Forms – See RFP Package for Exact City Requirements



Operational Information

Form 4: Capital Requirements

	Quantity									Total Capital Cost Over Contract Term (in 2019 dollars)	Average Price	
	New			Used			Total					
	Actual	Spare	Total	Actual	Spare	Total	Actual	Spare	Total			
Vehicles												
Collection Vehicles												
Cart Garbage			0			0	0	0	0		N/A	
Cart Recyclable Materials			0			0	0	0	0		N/A	
Cart Organic Materials			0			0	0	0	0		N/A	
Bin Garbage			0			0	0	0	0		N/A	
Bin Recyclable Materials			0			0	0	0	0		N/A	
Bin Organic Materials			0			0	0	0	0		N/A	
Drop Box Garbage			0			0	0	0	0		N/A	
Drop Box Recyclable Materials			0			0	0	0	0		N/A	
Drop Box Organic Materials			0			0	0	0	0		N/A	
Drop Box C&D			0			0	0	0	0		N/A	
Bulky Items			0			0	0	0	0		N/A	
Hard to Service Trucks (Garbage)			0			0	0	0	0		N/A	
Hard to Service Trucks (Recyclable Materials)			0			0	0	0	0		N/A	
Hard to Service Trucks (Organic Materials)			0			0	0	0	0		N/A	
Subtotal	0	0	0	0	0	0	0	0	0		\$0	
Other Vehicles												
Pickup Trucks			0			0	0	0	0		N/A	
Container Distribution			0			0	0	0	0		N/A	
Mobile Service Truck			0			0	0	0	0		N/A	
Other (specify):			0			0	0	0	0		N/A	
Other (specify):			0			0	0	0	0		N/A	
Subtotal	0	0	0	0	0	0	0	0	0		\$0	
											Total Vehicle Cost	\$0
Containers												
Carts												
Garbage 20-gallon			0			0	0	0	0		N/A	
Garbage 32-gallon			0			0	0	0	0		N/A	
Garbage 64-gallon			0			0	0	0	0		N/A	
Garbage 96-gallon			0			0	0	0	0		N/A	
Recyclable Material 64-gallon			0			0	0	0	0		N/A	
Recyclable Material 96-gallon			0			0	0	0	0		N/A	
Organic Materials 64-gallon			0			0	0	0	0		N/A	
Organic Materials 96-gallon			0			0	0	0	0		N/A	
Subtotal	0	0	0	0	0	0	0	0	0		\$0	
Bins												
1 cubic yard			0			0	0	0	0		N/A	
2 cubic yards			0			0	0	0	0		N/A	
3 cubic yards			0			0	0	0	0		N/A	
4 cubic yards			0			0	0	0	0		N/A	
5 cubic yards			0			0	0	0	0		N/A	
6 cubic yards			0			0	0	0	0		N/A	
7 cubic yard			0			0	0	0	0		N/A	
Subtotal	0	0	0	0	0	0	0	0	0		\$0	

Other	Description	
Offices		
Processing Site(s)		
Transfer Station		
Corporation Yard/Maintenance		
Container Storage Yard		
Shop Equipment		
Fueling Equipment		
Computer and Office Equipment		
Other (specify):		
Other (specify):		
Total Other Cost		\$0
Total Capital Cost		\$0

- ALL Capital
- Add Equipment as Appropriate
- Costs Should Tie to Depreciation

Example Forms – See RFP Package for Exact City Requirements



Cost Forms

Form 5: Operating Cost Summary

Last 12 Months of Rate Period One From July 1, 2019 to June 30, 2020	Cart Service (Form 6A)			Bin Service (Form 6B)			Drop Box (Form 6C)				Bulky Items (Form 6D)	TOTAL
	Garbage	Recyclable Materials	Organic Materials	Garbage	Recyclable Materials	Organic Materials	Garbage	Recyclable Materials	Organic Materials	C&D Materials	Bulky Items	
Cost of Operations												
Labor-Related Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle-Related Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fuel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Processing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Allocated Costs - Labor, Vehicle, Fuel & Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Allocated Costs - Depreciation & Start-Up	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost of Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Profit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pass-Through Costs												
Disposal Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct Lease Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Allocated Costs - Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Pass-Through Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs before District Fees*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District Fees												
Contract Administration Fee	---	---	---	---	---	---	---	---	---	---	---	\$0
AB 939 Fee	---	---	---	---	---	---	---	---	---	---	---	\$0
Public Education and Outreach Payment	---	---	---	---	---	---	---	---	---	---	---	\$0
Total District Fees	---	---	---	---	---	---	---	---	---	---	---	\$0
Total Proposed Costs	---	---	---	---	---	---	---	---	---	---	---	\$0

* Amounts to tie to Forms 6A through 6D.

Example Forms – See RFP Package for Exact City Requirements



Cost Forms

Forms 6A – 6E: Operating Cost Detail

Form 6: Summary

	Last 12 Months of Rate Period One
SUMMARY (Total Costs from Forms 6A through 6C)	July 1, 2019 through June 30, 2020

Labor-Related Costs (include regular & pool personnel)	
Regular Wages	\$0
Overtime Wages	\$0
Holiday Wages	\$0
Vacation Wages	\$0
Sick Leave Wages	\$0
Workers Compensation Insurance Premiums	\$0
Workers Compensation Claims	\$0
Health & Welfare	\$0
Pension/ Retirement Benefits	\$0
Payroll Taxes	\$0
Other (Please List)	\$0
Total Labor Related-Costs	\$0
Vehicle-Related Costs (do not include depreciation)	
Tires & Tubes	\$0
Parts & Supplies (fluid, oil, etc.)	\$0
Taxes & Licenses	\$0
Other (Please List)	\$0
Total Vehicle-Related Costs	\$0

Form 6A: Carts

CART COSTS	Last 12 Months of Rate Period One From July 1, 2019 through June 30, 2020			
	Garbage	Recyclable Materials	Organic Materials	Subtotal
Labor-Related Costs (include regular & pool personnel)				
Regular Wages				\$0
Overtime Wages				\$0
Holiday Wages				\$0
Vacation Wages				\$0
Sick Leave Wages				\$0
Workers Compensation Insurance Premiums				\$0
Workers Compensation Claims				\$0
Health & Welfare				\$0
Pension/ Retirement Benefits				\$0
Payroll Taxes				\$0
Other (Please List)				\$0
Total Labor Related-Costs	\$0	\$0	\$0	\$0
Vehicle-Related Costs (do not include depreciation)				
Tires & Tubes				\$0
Parts & Supplies (fluid, oil, etc.)				\$0
Taxes & Licenses				\$0
Other (Please List)				\$0
Total Vehicle-Related Costs	\$0	\$0	\$0	\$0

Example Forms – See RFP Package for Exact City Requirements



Cost Forms

Form 7: Processing Costs

Disposal/Processing Costs

	Rate Period One (May 1, 2019 through June 30, 2020)				
	Garbage	Recyclable Materials	Organic Materials	Construction and Demolition	Reusable Materials
Disposal/Processing Cost (\$/ton)					
Disposal/Processing Facility Regulatory Fees & Taxes (list separately)					

Total Regulatory Fees (\$/ton)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Disposal/Processing Cost (\$/ton)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Processor Fee and Curbside Supplemental Revenues from CRV (\$/ton) (show as a negative value)					
Revenues from the Sale of Materials (\$/ton) (show as a negative value)					
Net Disposal/Processing Cost (\$/Ton)*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* If the net is a revenue, net processing cost/ton is to show as a negative amount.

Transfer Costs (if applicable)

	Rate Period One (May 1, 2019 through June 30, 2020)				
	Garbage	Recyclable Materials	Organic Materials	Construction and Demolition	Reusable Materials
Transfer Station Cost (\$/Ton)**					
Transfer Station Regulatory Fees & Taxes (list separately)					

Total Regulatory Fees (\$/ton)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Transfer Cost (\$/ton)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

** Transfer station fee to include all transfer facility-related costs and the long-haul transportation costs from the transfer station to the processing facility.

Example Forms – See RFP Package for Exact City Requirements



Cost Forms

Forms 8 – 13: Rates

			Rate Period One July 1, 2022 through June 30, 2023		
Size of Solid Waste Container	Service Frequency	Rate Factor	Proposed	Average # of	Estimated Rate
			Maximum Rate	Service Instances per Month	Period One Revenues
32-gal Cart	1 pick-up/week	1.00			\$0
64-gal Cart	1 pick-up/week		\$0.00		\$0
96-gal Cart	1 pick-up/week	1.50	\$0.00		\$0
Additional Solid Waste Cart	1 pick-up/week	0.12	\$0.00		\$0
Upgrade to two Recycle Material Carts	1 pick-up/week	0.00	\$0.00		\$0
Upgrade to three Recycle Material Carts	1 pick-up/week	0.00	\$0.00		\$0
Additional Recycle Materials Carts (4+)	1 pick-up/week	0.12	\$0.00		\$0
Upgrade to two Organics Material Carts	1 pick-up/week	0.00	\$0.00		\$0
Upgrade to three Organics Material Carts	1 pick-up/week	0.00	\$0.00		\$0
Additional Organics Carts (4+)	1 pick-up/week	0.12	\$0.00		\$0
Back Yard Service Fee (Added to Curbside Rate)	1 pick-up/wk	1.38	\$0.00		\$0

- Rate Relationships Prescribed, DO NOT Adjust
- Enter Rates ONLY for Shaded Rate Categories
- Enter Est. No. of Accounts for Each Service Level
- Total Rate Revenue (Form 0) NO MORE than \$1,000 Difference from Total Cost of Service (Form 5)

Example Forms – See RFP Package for Exact City Requirements



Cost Forms

Alternative Services

RATE PERIOD 1 From July 1, 2022 to June 30, 2023	Required Alternative Proposals										Other Service Enhancements and Innovative Services (At Proposer's Option)		
	Extra Cardboard Collection	Single-Family Food Pails	Multi-Family Move-In Kits	Used Motor Oil & Filter + Used Cooking Oil Collection	Provide Containers for City Illegal Dumping Clean-Ups	Bulk Compost & Mulch	Compost Give-Aways	Large Event & Venue Services	Prohibited Container Contaminant Monitoring	Source Separated Food Scraps Collection (4th Stream)	Proposed Service #1 (Describe)	Proposed Service #2 (Describe)	Proposed Service #3 (Describe)
Cost of Operations													
Labor-Related Costs													
Vehicle-Related Costs													
Fuel Costs													
Other Costs													
Direct Depreciation													
Total Allocated Costs - Labor, Vehicle, Fuel & Other													
Total Allocated Costs - Depreciation & Start-Up													
Total Cost of Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Include Only Incremental Differences Compared to Base Services Proposal

Example Forms – See RFP Package for Exact City Requirements



RFP Correspondence

- Register for the PlanetBids RFP Distribution List to receive RFP Updates
- Submit Acknowledgement of Communication Policy to SMM Email Address
- Acknowledge Addenda Receipt in Proposal
- Deadline to Submit Questions: July 10, 2020

SustainableMaterialsManagement@CarlsbadCA.gov

