

## **ADDENDUM #2: ALBANY RFP QUESTIONS AND ANSWERS**

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- Q1. Cost form 10 - Rates Commercial Recycling: This form shows no charge for recycling material. Our understanding is that CM customers will get 96 gals of recycling included in their MSW rate, but additional recycling carts/bins above that can be charged. Since there's no current recycling rate - where do we populate the first price in order to get the rest of the prices to populate? Can we make our own recommendation for that first price?
- A1. The City intends on keeping the current rate structure (including no charge recycling service) in place. Please do not add rates for recycling service at any subscription level.
- Q2. Cost form 12: Similarly for RO and compactor Recycling rates on cost for 12, since there's no current recycling rate, where do we populate the first price in order to get the rest of the prices to populate? Can we make our own recommendation for that first price?
- A2. The City intends on keeping the current rate structure in place. Please do not add rates for recycling service at any subscription level.
- Q3. What source do we use to fill out the "Average # of Service Instances per Month" in the cost forms? Do we use the data from the RFP? If we use the data from the RFP, should we use 2019 or 2020 data? Also, the data from the RFP is missing detail such as container frequencies. Shouldn't all bidders be using the same numbers? Will this data be provided?
- A3. Each proposer is required to conduct their own due diligence related to current and anticipated service levels. Data provided in the RFP is the best information available to the City. However, it represents point in time actuals, which may have changed and will continue to change. Each proposer may make different estimates based on their outreach, education, and diversion strategies.
- Q4. Please confirm that a single rate for residential 32-gallon MSW service should drive the entire rate sheet's service rates (Form 8).
- A4. Correct.
- Q5. On Form 13 (Rates Other) - "Trip charge" and "Stand By Charge" are zero dollars. Please confirm -- are we allowed to propose charge rates for these services?
- A5. Only add/propose rates for services where indicated in the cost forms.
- Q6. In section 4.12 Service Exemptions, letter B. Vacancy Exemptions (of the draft franchise agreement) please clarify what type of customers (SFD, MFD, and/or CM) and circumstances this would apply to. Is this meant for self-haulers/back-haulers?
- A6. The Vacancy Exemptions are provided for single-family customers in the event that the property will be vacant for 30 days or longer. This is not meant to apply to self-haulers or back-haulers.
- Q7. In section 4.13 CONTAMINATION MINIMIZATION PROGRAM, A. Hauler Route Reviews, Methodology and Frequency (of the draft franchise agreement) please confirm, are you in agreement that we can utilize our Smart Truck technology as our proposed method for identifying prohibited container contaminants?
- A7. Contractors proposed contamination management plan must meet the requirements of the proposed Franchise Agreement. However, the City is open to proposals for the specific

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approach for meeting those requirements. The City values an educational approach over a penalty-based approach.

Q8. What is the City's estimate for the reimbursement expense for the City's procurement (staff time, legal etc) as it related to section 3.11, which is currently blank? What is the current engagement cost for the HF&H consulting agreement?

A8. The City anticipates the procurement reimbursement expense to be approximately \$300,000. However, that is dependent on a number of factors related to the process that have not yet occurred. HF&H's current consulting agreement budget is \$288,900. The final amount will be negotiated with the selected contractor.

Q9. Can we please be provided with the customer count by service level? A detail listing of all service carts and bins per customer count (i.e. the number of customers with 10 gal, 20 gal., 32 gal, 64 gal and 90 gal, as well as commercial bin/cart service)?

A9. Each proposer is required to conduct their own due diligence related to current and anticipated service levels. Data provided in the RFP is the best information available to the City. However, it represents point in time actuals, which may have changed and will continue to change. Each proposer may make different estimates based on their outreach, education, and diversion strategies.

Q10. What are the current employee wages, by position type?

A10. The City has requested this information and will provide to all interested parties upon receipt of the information.

Q11. Can you provide a copy of the current CBA?

A11. The City has requested this information and will provide to all interested parties upon receipt of the information.

Q12. Can you please provide the current customer lists, complete with service levels, cart/container size, and service frequency?

A12. Each proposer is required to conduct their own due diligence related to current and anticipated service levels. Data provided in the RFP is the best information available to the City. However, it represents point in time actuals, which may have changed and will continue to change. Each proposer may make different estimates based on their outreach, education, and diversion strategies.

Q13. Can you provide more information on the current abandoned waste collection program? Does this include homeless encampments, litter collection, and sharps? Can you also provide tonnages and frequency of abandoned waste collection?

A13. Section 5.11 of the current collection agreement describes the abandoned waste collection program. This program does not currently include sharps, litter, or homeless encampment cleanup. Current tonnages and frequency have not been provided to the City and is not available.

Q14. Can you provide information on the current process to address bad debt?

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A14. The City is able to and historically has assessed liens on delinquent residential properties.

Q15. How many routes are required to conduct container and cart delivery under the current agreement?

A15. Each proposer should conduct their own due diligence to determine the operating requirement for this contract. The information provided in the RFP is the best information available to the City. Each proposer may make different assumptions based on the type of program being offered in their proposal.

Q16. How many routes are required to conduct the bulky item collection program under the current agreement?

A16. Each proposer should conduct their own due diligence to determine the operating requirement for this contract. The information provided in the RFP is the best information available to the City. Each proposer may make different assumptions based on the type of program being offered in their proposal.

Q17. What is the annual estimated bad debt?

A17. The amounts owed through the Special Assessment program for residential customers (not including City/County admin fees) for 2019 – 2021 have amounted to between \$15,000 and \$20,000 annually.

Q18. What is your current collection process for extra cardboard?

A18. No current extra cardboard collection provided under current agreement.

Q19. Since schools & federal facilities are not part of the franchise, what will be the expectation if the current provider for those facilities is not awarded the contract?

A19. The City can't make any commitment related to these agreements but values provision of integrated services throughout the community, and would be interested in working with the selected contractor to maximize cooperation with those entities.

Q20. Does the term "Container Division" refer to the Commercial line of business?

A20. Yes.

Q21. Does the Container Division Annual Revenue include the current providers revenue for "Snap Shot" charges (overages) or other ancillary fees? If not, could you provide those fees?

A21. All revenues by line of business are captured in the Annual Revenue figure.

Q22. Thank you for providing the route maps with the proposal. However, these seem to be for residential routes. Can you provide more information on commercial routes? How many commercial routes does the current provider run daily? Can you provide more information on the number of commercial customers and the frequency of their services?

A22. The City has provided all route information made available to them. Each proposer should conduct their own due diligence to determine the operating requirements of this contract.

Q23. 5.4.2 Collection Experience (RFP) -- Can we use Albany as an example? How many examples are needed or recommended?

A23. Yes, you can use Albany as an example. Three examples are recommended but not required.

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Q24. 5.11 Diversion Requirements (draft franchise agreement) -- For the Minimum Diversion Rate formula and proposing a rate for the chart, can you confirm, is the diversion rate based on collected material only? Or does residue after collection need to be factored in?

A24. It is only collected material because residue is a function of the processing agreement. The contractor will be evaluated primarily based on collected tonnage. However, the City would like to discuss the interface between collection and processing related to contamination with the selected contractor to ensure that contamination levels delivered for processing are within the specifications of the City's separate contracts for that service.

Q25. Can we propose ancillary services and rates not listed in the cost form? If so, how can we submit them? Can we attach an additional document?

A25. No, all rates that the City intends to allow are presented in the rate forms.

Q26. Many ancillary charges show no charge on the cost form such as Lock service, enclosure, trip, and stand by charges. Are we not allowed to add charges for these ancillary rates?

A26. Please only propose fees/rates in shaded cells where requested.

Q27. The cost form is using "rate factors" based on existing current rates, but the new cost forms have significant changes in structure as compared to current rates. Specifically recycling services changed from free to chargeable for sizes larger than 96 gallon. Why are these rate factors in place given the change in recycling structure? Why is this cost form so restrictive and driven by one single rate?

A27. The rate factor for all recycling services is set to zero. Regardless of the proposed 32-gallon waste rate, recycling will remain at a zero dollar charge. The cost form is designed to be driven by one single rate to maintain current rate relationships. However, the City is willing to discuss altering rate relationships during the negotiations process.