

## **Stanford Waste Management Services RFP Addendum 1 – RFP Questions and Answers**

Interested Parties, please see below for answers to the questions received by the deadline of December 13, 2021 at 4pm.

*Please note that Proposers are allowed to take exception to proposed agreement terms as part of their proposal and Stanford welcomes changes to the terms that furthers Stanford's objectives or increases the performance standards of the agreement. Such exceptions shall be evaluated by the committee and the committee's recommendation for or against a proposer will be based, in-part, on the number and nature of exceptions taken.*

### **Question 1:**

#### **RFP, Section 2.1, Description of Service Area and Service Needs**

This section reviews some services that are currently being transitioned.

The transition from dual stream recycling to single-stream recycling is expected to be completed prior to the commencement of the new Agreement. The RFP also asks for a description of the proposer's experience in transitioning from dual stream to single stream recycling.

Does Stanford anticipate that the new Contractor may need to complete this transition? Can Stanford provide additional information on the transition plan and what component the new Contractor may assume?

### **Answer 1:**

Pursuant to Section 5.4.2 of the RFP, proposers are asked to "Describe the Proposer's experience with implementation of new agreements and new programs (such as roll-out of a transition from dual stream to single stream recycling, on-call clean-up and bulky service, etc.)." The examples of new programs provided in parentheses were for illustrative purposes only. The Proposer may describe their experience implementing some or all of such types of programs, and/or additional programs not listed. Stanford does not anticipate that the completion of the transition to single-stream recycling will be part of the new Contract awarded through this RFP.

### **Question 2:**

This section [RFP Section 2.1] also states that in-building container pickup will be transitioned to custodial staff, however, during the pre-proposal meeting, staff shared that the Contractor would need to enter buildings for some bins, and remove them via an elevator.

Can you please clarify the extent to which the Contractor will be required to enter buildings and remove containers in order to conduct service?

### **Answer 2:**

Please see Addendum 2 for notation of sites requiring the driver to remove containers via elevator and other special service needs. Additionally, the services requiring removal of containers from elevators specifically is summarized below, and is only required at service addresses listed in Addendum 2 as "109 MCFARLAND CT" and "102 HOSKINS CT."

Stanford University Waste Management Services RFP  
Addendum 1 – RFP Questions and Answers  
December 17, 2021

Hauler must enter basement of building and pull the landfill dumpster (around 15') on to an elevator platform, raise the platform and then roll it off for service (another 10'). Hauler is required to put the dumpster back under the chutes. PPE is required and hauler will clean up any bagged overflow items.

**Question 3:**

Can you please provide size and associated collection frequency information for containers currently in service, including carts in process of conversion to bins, bins, compactors, and public receptacles?

Could the University provide service level data, including such information as service address, material stream, cart/container size, and service frequency per week?

**Answer 3:**

Please see Addendum 2.

**Question 4:**

Can additional detail be provided on public receptacle service, including quantity of each material type, service frequency and associated service location?

**Answer 4:**

Please see Addendum 2 for public receptacles service, noted under column “Service Type” as “Public”. Please see Addendum 3 for public receptacles map.

**Question 5:**

Can you please provide additional detail on event services, such as number of events per year, the frequency of events, and the number of containers currently in stock for use by these events?

Is there a Summary breakdown by “Special Event” of containers needed by size and type? Who currently owns the 32-gallon containers?

**Answer 5:**

Stanford intends to retain event containers for use in the new Contract. However, Proposers are to provide in the cost forms pricing for providing all event containers. Proposers may propose alternative container types to the 32-gallon brute containers currently used for event services. Costs and compensation for container purchases will be adjusted during final negotiations with the selected Proposer as appropriate. In 2019, approximately 5,000 events took place, excluding athletic events and including some indoor events that did not require container delivery services. Events requiring event services described in this RFP are a daily occurrence.

**Question 6:**

**RFP, Section 2.2, Billing Process, Section 5.5.9, Billing & Draft Agreement, Section 5.11, Billing**

The RFP outlines some expectations relative to the Contractor and its billing services, noting that most billing is paid through departments, and some independently operated entities in the Service Area are billed separately. The Agreement further details that the Contractor shall bill each single-family Faculty and Staff Housing unit.

Can you please provide additional detail on billing, including the number of individual customers, and how invoices are delineated – such as how services are billed to individual buildings and/or departments?

Stanford University Waste Management Services RFP  
Addendum 1 – RFP Questions and Answers  
December 17, 2021

**Answer 6:**

Approximately 70-85% of services, by revenue, are invoiced by the Contractor to the Stanford Contract Manager centrally through a total of 3 monthly invoices separated by scheduled, unscheduled, and ad-hoc services. The remainder of services are billed directly to Faculty Staff Housing, independently operated entities, and Athletics. Please see Addendum 2, column “Billing Group” to see which service addresses are associated with each billing group.

**Question 7:**

Can you please confirm the ownership of the current containers, including compactors?

**Answer 7:**

Stanford intends to retain the current containers for use in the new Contract. However, Proposers are to provide in the cost forms pricing for providing all containers, including compactors. Costs and compensation for container purchases will be adjusted during final negotiations with the selected Proposer as appropriate.

**Question 8:**

At what point will Stanford determine if the previous containers are to be reused? For the sake of the proposal, should the proposer assume that all new containers will be needed for all services (including carts for Faculty and Staff Housing)?

**Answer 8:**

Yes, the Proposer should assume that all new containers will be used for all services. Stanford will determine if previous containers are to be reused during agreement negotiations.

**Question 9:**

Can you please confirm that if additional compactors are put into service, that 1) the Contractor is responsible for their purchase, and 2) at the end of the Term, Stanford could purchase those compactors as part of the one-dollar total purchase of containers?

**Answer 9:**

Yes, the Contractor is responsible for the purchase of compactors, and such compactors are part of Stanford’s option to purchase containers as part of the one-dollar total purchase described in the Draft Agreement.

**Question 10:**

**Draft Agreement, Section 5.4, On-Call Bulky Item/Reusable Materials Collection**

This section details the On-Call Bulky Item services to be provided by the Contractor, and outlines some prohibited items and other requirements.

Are there any limitations on this On-Call service, such as the allowable volume of material or other set-out requirements?

**Answer 10:**

Recyclable Materials, Yard Trimming, and Solid Waste collected through On-Call services are to be collected in a contractor Container as defined in the Draft Agreement. Bulky Item/Reusable Material on-

Stanford University Waste Management Services RFP  
Addendum 1 – RFP Questions and Answers  
December 17, 2021

call collection services are to be proposed in accordance with the definition of Bulky Items provided in Article 1 of the Draft Agreement.

**Question 11:**

This section [Section 5.4 of Draft Agreement] further provides “Contractor shall provide the service to the Customer within one (1) Working Day of the Customer’s requested service date, as mutually agreed upon by the Customer and Contractor.”

Is this effectively a requirement to provide service within 48-hours of a Customer request (if next-day service is requested), even if on a Saturday or Sunday?

**Answer 11:**

Yes. Historically, some departments, such as Residential and Dining Enterprises, have required this on-call service on weekends. However, other departments, such as Academic departments, have historically not required on-call service on weekends. Additionally, Stanford’s Commencement event occurs annually on a Sunday in June.

**Question 12:**

Is the Contractor expected to provide weight data per service location for all Customer and Container types or is this only for Drop Boxes and/or Compactors?

**Answer 12:**

The Contractor is expected to provide weight data per service location. The Contractor may propose to provide this data using scales, cameras, remote sensors, or other methods. The Contractor may propose to estimate weight data based on volume or other means. Proposals will be evaluated in part based on how accurate, timely, and actionable data that the Contractor provides Stanford is expected to be.

**Question 13:**

**Draft Agreement, Section 5.12.1.A, Customer Service Program – Availability of Representatives**

As part of the Customer Service Program Requirements, a representative of the Contractor knowledgeable of the Service Area must be available to communicate with customers in person, by phone and by email.

Does the Call Center need to be located in California, and are there any other location/distance requirements for the operations serving Stanford University?

**Answer 13:**

Stanford does not require that the services described in Section 5.12.1.A be provided through a Call Center. Stanford does not require that a Call Center, if proposed, be located in California.

**Question 14:**

Can a dedicated onsite office be provided for the Account Manager/Zero Waste Specialist in order to better service Stanford?

Will the on-campus Recycling Center provide office space for the contract required manager and Waste Diversion Zero Specialist position?

**Answer 14:**

Stanford University Waste Management Services RFP  
Addendum 1 – RFP Questions and Answers  
December 17, 2021

Proposers must provide proposals that exclude the use of onsite dedicated space for the Contractor, including office space.

**Question 15:**

**Draft Agreement, Section 5.12.1.C, Customer Service Program – Website and Email Access**

The Agreement requires the Contractor to develop and maintain a website.

Can you please confirm that Stanford is requiring a separate, dedicated website rather than a Stanford-designated page (or pages) within the Contractor's website?

**Answer 15:**

The Contractor can utilize their existing website and create Stanford-designated webpage(s) within the Contractor's website.

**Question 16:**

**Draft Agreement, Section 6.5, Wood Chip Service**

This section notes that the "Contractor may grind tree logs in the Service Area, or transport tree logs out of the Service Area and deliver wood chips to Stanford."

Would it be acceptable for the Contractor to drop a 40 CY debris box for Stanford-designated staff to deposit tree logs, or is the expectation for piles of logs to be collected at various points by the Contractor?

**Answer 16:**

The Contractor is expected to pick up tree logs from temporary debris boxes. The Contractor will not be expected to pick up tree logs that are not placed in debris boxes.

**Question 17:**

**Draft Agreement, Section 6.7, Street Sweeping Services**

The Agreement states that the Contractor is required to clean all storm drains located in the swept streets and parking lots.

Can you please detail the extent to which the storm drains need to be cleaned? Are we correct in our assumption that storm drain cleaning refers to only the grates and covers?

**Answer 17:**

Sump cleaning for storm drains, including the vacuuming of dirt and debris from the catch basin, is also required as a part of street sweeping services.

**Question 18:**

Can you please provide curb miles, sweeping hours and service schedule for sweeping services?

**Answer 18:**

Please see Addendum 4.

**Question 19:**

Can you please confirm that the only staff required to be 100% designated to the Stanford Agreement are the Account Manager and Zero Waste Specialist?

**Answer 19:**

Yes, the only staff that are prescribed as 100% designated to the Stanford Agreement at the Account Manager and Zero Waste Specialist.

**Question 20:**

**Draft Agreement, Section 7.6.I, Personnel – Displaced Workers**

This section provides “Contractor shall offer employment to displaced workers currently employed by Stanford’s current contractor at equivalent wages and benefits to the extent such displaced workers are needed to perform the services described in the Agreement.”

Can you please provide the current wages and benefits of workers currently employed by PSSI including when compensation adjustments become effective and any known or anticipated adjustments in compensation?

**Answer 20:**

For Fiscal Year 2021, total driver compensation is as follows:

Base wages: \$2,784,091

Overtime wages: \$45,388

Benefits: \$1,287,368

**Question 21:**

**Exhibit A, Stormwater Discharge Requirements**

Under the Street Sweeping item, the following requirement is included: “At the end of each working day or as directed by Stanford Project Manager, clean and sweep roadways, haul routes and on-site paved areas of all materials attributed to or involved in the work. Do not use water to wash or flush down streets in place of street sweeping. Do not use kick brooms or sweeper attachments without dust control (water) or vacuum”

Can you please confirm that this requirement does not apply to the completion of Contractor service routes?

**Answer 21:**

This requirement does not apply to the completion of Contractor service routes.

**Question 22:**

**Attachment 1, Historical Tonnage Information:**

How were the weights of the individual recyclable commodities determined?

**Answer 22:**

Historical weights were derived from weight tags received from the current Contractor.

**Question 23:**

Is the tonnage [in Attachment 1] associated with Bulky Waste representative of all Bulky Waste collected or only the Bulky Waste directed to landfill?

**Answer 23:**

The tonnage associated with Bulky Waste is representative of Bulky Waste directed to landfill only.

Stanford University Waste Management Services RFP  
Addendum 1 – RFP Questions and Answers  
December 17, 2021

**Question 24:**

Can data be provided on the amount of Universal Waste currently collected?

**Answer 24:**

Universal Waste data is not available. Note that the selected Contractor will only be required to collect Universal Waste for Faculty and Staff housing.

**Question 25:**

Can detailed tonnage information be provided for the requested specialty recycling programs (i.e. lab glass, lab plastics, plastic film, and expanded polystyrene) and any other specialty wastes that are produced from the specialized facilities on site (medical and other lab related)?

**Answer 25:**

Information regarding tonnage for specialty recycling programs can be found in Stanford's 2019 waste characterization study. The link to the study results can be found in Section 1.8 of the RFP.

**Question 26:**

Can you please provide sample daily tonnages for each material type and the associated residue rate?

**Answer 26:**

Information regarding daily tonnage and residue rate can be found in Stanford's 2019 waste characterization study. The link to the study results can be found in Section 1.8 of the RFP.

**Question 27:**

Can you please provide a list of all entities that attended each of the pre-proposal meetings?

**Answer 27:**

Stanford declines to provide this list.

**Question 28:**

How many roll off compactors are owned by Stanford vs current hauler?

**Answer 28:**

Stanford intends to retain the current roll off compactors for use in the new Contract. However, Proposers are to provide in the cost forms pricing for providing all containers, including roll off compactors. Costs and compensation for container purchases will be adjusted during final negotiations with the selected Proposer as appropriate.

**Question 29:**

How many new roll off compactors are anticipated for conversion from FEL bins to roll off compactors during the first 3 years of the new contract?

**Answer 29:**

No such conversions are anticipated. Dual to single stream recycling conversions are not anticipated to include additional compactors.

**Question 30:**

Stanford University Waste Management Services RFP  
Addendum 1 – RFP Questions and Answers  
December 17, 2021

Please provide what the start and end time for hours of collection and any service location that has a time constraints?

**Answer 30:**

Please refer to Sections 5.1 – 5.3 in the Draft Agreement for hours of collection by service area. Details are also provided in Addendum 2 to the RFP.

**Question 31:**

Drop off of Latex Paint, used motor oil, filters and antifreeze. Will this be part of the recycling center? If so, is it for Stanford students and faculty?

**Answer 31:**

This service is only for Stanford faculty, and staff. Proposers can propose whether drop off of latex paint, used motor oil, filters, and antifreeze will be collected at a recycling center or directly from residents.

**Question 32:**

Curbside E-Waste collection of batteries, CFL's and E-waste. Is this for single family homes only?

**Answer 32:**

This applies to all Faculty and Staff housing, including the 2 multifamily Faculty and Staff Housing complexes.

**Question 33:**

For street sweeping, will a staging site on campus be provided for roll off boxes for the sweeper to dump into (especially during leaf season). Is there a street sweeping schedule/map that defines the number of curb miles and or parking lots?

**Answer 33:**

Proposers should propose based on having no permanent dedicated space on campus. Temporary debris boxes for construction and demolition debris, tree logs, and other needs such as street sweeping may be dropped off as approved by Stanford.

**Question 34:**

What are the current staffing levels to service this contract? At a minimum, how many drivers does the current contractor have to serve this contract?

**Answer 34:**

There are 20-26 drivers for the current contract, including 3 backup drivers.

**Question 35:**

Are current route maps available?

**Answer 35:**

Current route maps are not available.

**Question 36:**

Can you provide a list of container locations that require pull out service? If this is not available, can you estimate the number of containers that require this service?

Stanford University Waste Management Services RFP  
Addendum 1 – RFP Questions and Answers  
December 17, 2021

**Answer 36:**

Please see Addendum 2 for notation of sites requiring the driver to dismount and other special service needs.