



CITY OF SELMA

**REQUEST FOR PROPOSALS
FOR
INTEGRATED WASTE MANAGEMENT SERVICES**

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FOR
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May 8, 2023

**NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS
AND MANDATORY PRE-PROPOSAL CONFERENCE**

The City of Selma requests technical and cost proposals for: (1) the collection, transfer, processing, recycling, and disposal of cart-served residential refuse, and bin-served residential, commercial sector refuse, and recurring and temporary roll-off service; (2) the collection, processing, and marketing of residential and commercial sector recyclables; and (3) the collection, processing, and acceptable landfill diversion of residential and commercial organic waste in a manner that is compliant with AB 341, AB 1826 and all relevant SB 1383 regulations. Included with these specific technical services the successful proposer should be able to demonstrate how their proposed services will satisfy each applicable SB 1383 regulation.

The RFP is available electronically at https://cityofselma.com/business/bid_opportunities.php

A mandatory pre-proposal conference will be held on May 17, 2023 at the City of Selma City Council Chambers, 1710 Tucker Street, Selma CA 93662.

Proposals will be received until 4:00 p.m. on June 30, 2023. For further information, contact Tiffany Flores, Executive Assistant, at TiffanyF@cityofselma.com or (559) 891-2200 ext. 3124.

CITY OF SELMA
 REQUEST FOR PROPOSAL
 FOR
 INTEGRATED WASTE MANAGEMENT SERVICES

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LIST OF ATTACHMENTS

Attachment 1: Existing Commercial Service Information

REQUEST FOR PROPOSAL (RFP) FOR DISCARDED MATERIALS MANAGEMENT SERVICES

Section 1 Overview of the Request for Proposal

The City of Selma (City) is requesting proposals from qualified solid waste and recycling companies to provide residential, commercial and industrial sector discarded materials management services for a period of seven (7) years, with a city option to extend services three (3) additional years (10 years total). The City is also requesting that responding firms provide guaranteed processing/diversion capacity for organic wastes for the term of this agreement. The requested services are summarized in the table below and described in detail in subsequent sections of this RFP.

Service	Description
<p>Residential Collection – The City provides residential billing service covering 5,073 units (at 4,808 accounts) at the standard rate and 330 units billed at 317 accounts at a senior discount rate. There are an additional 16 units billed by the city (at 10 accounts) for “Residential Multi-Family Bin Service” and 1 commercial cart account that is also city-billed.</p> <p>The current hauler bills 52 residential properties at the standard rate, and 88 residential properties at the senior discount rate (including 84 that are “grandfathered”).</p> <p>Currently the City removes an administrative charge (\$0.13), a street-sweeping fee (\$3.50 – residential/ 5.00 – commercial), an education fee (\$0.08), and franchise fee (10%) from residential revenues received, prior to providing hauler compensation. All payment obligations are transferred to the property tax roll to ensure no bad debt is ultimately experienced by the franchised hauler for these services.</p>	<ul style="list-style-type: none"> ➤ A 3-container SB1383 “standard compliance” approach program (14 CCR, Division 7, Chapter 12, Article 3 and all associated program and policy requirements) is preferred though not required. This service would include hauler-provided annual route reviews and seasonal (twice per-year) waste evaluations as directed by the city. ➤ Bid alternates for 1, 2 and/or 4 container “standard compliance” approach programs, and any “performance-based” compliance approach programs (14 CCR, Division 7, Chapter 12, Article 17, or as otherwise defined by 14 CCR Section 18982(a)(52.5), and all associated requirements) are permissible. Please mark such approaches as “bid alternates” and provide explanation why you believe such an approach is preferable and/or superior. ➤ Provide new containers with signage and color combinations that comply with SB 1383 regulations. ➤ Provide guaranteed tonnage capacity for organic waste processing and landfill disposal at State permitted facilities. ➤ Provide 2 free bulky-item collections (up to 4 items) per-residence per-year and host one collection event for all City-residents annually (also includes HHW). ➤ Hours of operation limited to 7am until 6pm, with no Sunday collection or the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas Day. ➤ Provide service-container sizing options (35-65-95 gallon or equivalent) with discounted pricing for senior citizens. ➤ Provide quarterly HHW collection service. ➤ Public education and outreach services on all residential services provided, including HHW and bulky items, all state mandated compliance programs, and up to four (4) City-directed messages through quarterly newsletters and billing inserts. ➤ Reporting on all collection, diversion, disposal, monitoring, and evaluation activities as directed by the city. ➤ Provide periodic sweeps of city to remove abandoned items (TBD by bidder proposal).

<p>Commercial Collection – Approximately 423 commercial accounts including multi-family.</p> <p>Commercial recurring containers in service include:</p> <p>Trash Service</p> <p>108 - 96-gallon carts 21 – 1-cubic-yard bins 33 – 1.5 cubic-yard bins 62 – 2-cubic-yard bins 176 – 3-cubic-yard bins 84 – 4-cubic-yard bins 60 – 6-cubic-yard bins</p> <p>Information on permanent roll-off containers and self-contained compactors will be provided at mandatory bidders meeting.</p> <p>Recycling Service</p> <p>25 - 96-gallon carts 0 – 1-cubic-yard bins 2 – 1.5 cubic-yard bins 4 – 2-cubic-yard bins 10 – 3-cubic-yard bins 18 – 4-cubic-yard bins 10 – 6-cubic-yard bins 1 – 8-cubic-yard bin 1 – permanent roll-off container</p> <p>Organics Service</p> <p>117 - 64-gallon carts 55 - 96-gallon carts</p>	<ul style="list-style-type: none"> ➤ A 3-container SB1383 “standard compliance” approach program (14 CCR, Division 7, Chapter 12, Article 3 and all associated program and policy requirements) is preferred though not required. This preferred service would include hauler-provided annual route reviews and seasonal (twice per-year) waste evaluations as directed by the city. ➤ Bid alternates for 1, 2 and/or 4 container “standard compliance” approach programs, and any “performance-based” compliance approach programs (14 CCR, Division 7, Chapter 12, Article 17, or as otherwise defined by 14 CCR Section 18982(a)(52.5), and all associated requirements) are permissible. Please mark such approaches as “bid alternates” and provide explanation why you believe such an approach is preferable and/or superior. ➤ Provide guaranteed tonnage capacity for organic waste processing and landfill disposal at State permitted facilities. ➤ Provide new containers with signage and colors that comply with SB 1383 regulations. ➤ Hours of operation limited to 7am till 6 pm, with no Sunday collection or the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas Day. ➤ Public education and outreach services on all commercial services provided (including general service requirements, all state mandated compliance programs, and up to four (4) City-directed messages through quarterly newsletters and billing inserts. ➤ Provide annual steam cleaning of disposal enclosures for all customers receiving organic waste recycling services. ➤ Reporting on all collection, diversion, disposal, monitoring, and waste evaluation activities as directed by the city.
<p>Construction/Demolition and Temporary Bins</p>	<ul style="list-style-type: none"> ➤ Roll-off and bin service for construction, deconstruction, and temporary/clean-up work. All such for-hire hauling is incorporated into the City’s exclusive franchise. Only exception is contractor self-haul.
<p>City Facilities</p>	<ul style="list-style-type: none"> ➤ Free special event services at up to seven (7) events per-year. ➤ Free recurring trash, recycling and organics recycling services at City facilities (13), City parks (10). ➤ Free monthly collection of abandoned items, collected by city crews and consolidated at the City Yard.
<p>Collection Vehicles</p>	<ul style="list-style-type: none"> ➤ All collection vehicles must be no older than 2017 model year and be fueled by CNG, LNG, electric power, or other alternative fuels as approved by the city. ➤ Preference points may be awarded to firms that commit to using renewable natural gas (RNG) that assists the city in meeting SB 1383 procurement requirements. ➤ All vehicles must be equipped with GPS systems and have the ability to show vehicle location on designated dates/times, as requested by the city. ➤ All vehicles must be equipped with safety/notification equipment to alert drivers to pedestrians or bikers in the vicinity of collection vehicles.

Through this procurement process, the city declares its intention to maintain reasonable rates and the highest level of service for the collection, transfer, processing, landfill diversion and disposal of residential, commercial, and industrial sector wastes generated within City limits. Written questions will be accepted for two weeks after the mandatory pre-proposal conference, with written answers provided electronically to all bidders on Friday of that week. Verbal answers will only be provided at the pre-proposal conference. However, written responses will govern. Communications regarding this solicitation should be conducted exclusively through Fernando Santillan, City Manager, and via email only (FernandoS@cityofselma.com).

RFP Schedule

<u>Activity</u>	<u>Milestone</u>
Electronic Delivery of RFP packages	May 08, 2023
Mandatory Pre-Proposer Conference	May 17, 2023
Deadline for submittal of proposals	June 30, 2023 4:00 p.m., Pacific Time
Complete proposal evaluation	July 7, 2023
Interview selected proposers	July 14, 2023
Select proposer	July 21, 2023
Finalize agreement	August 11, 2023
Recommendation to the City Council	August 21, 2023
Preparation for transition to new Solid Waste Handling Services	September 2023 – June 2024
Roll out of commercial program	July 1, 2024
<u>Roll out of residential program</u>	<u>July 1, 2024</u>

*These dates are subject to change by the city.

Rights of the City

The City's rights include, but are not limited to, the following:

- Issue addenda to the RFP, including extending or otherwise revising the deadline for submittals.
- Request clarifications and/or additional information from any proposer at any point in the procurement process.
- Reject all proposals and accept or reject all or any part of any proposal.
- Discontinue its negotiations after commencing negotiations with a proposer if progress is unsatisfactory in the judgement of the City and commence discussions with another qualified proposer.
- Reissue or modify the RFP.

Project Background and Administration

The City of Selma (City) is soliciting proposals from qualified firms interested in providing discarded materials management services for residential, commercial, and industrial accounts, as well as temporary construction/deconstruction waste hauling. The City is soliciting proposals because it intends to select a single service provider for all residential, commercial, and industrial solid waste collection and to provide waste diversion programs that ensure the City's compliance with AB 939, AB 341, AB 1826, SB 1383 regulations and additional State legislation as may be in place at the time RFP responses are received. The City's franchise agreement will stipulate the process to be followed should new legislation and State mandates be passed after award of the franchise.

Proposals should be prepared according to the guidelines presented in the following sections:

Section 1	Project Background
Section 2	Required Proposal Format
Section 3	Discarded Materials Management Specifications
Section 4	Proposal Evaluation Criteria
Section 5	Selection Process
Section 6	Other Related Information

Proposals must be delivered to:

City Clerk
City of Selma
1710 Tucker Street
Selma, California 93662

AND

Submitted electronically to TiffanyF@cityofselma.com

Proposals must be submitted no later than 4:00 p.m. (PST), on Friday, June 30, 2023. Postmarks will not be accepted as proof of receipt. All responses received after this time and date will be returned unopened.

To be considered, you must provide an electronic copy of your proposal and proposed pricing and two (2) hard copies of your complete proposal. One (1) proposal copy must be bound, printed doubled-sided on recycled paper, and bear an original signature and be stamped "original." One (1) copy must be left unbound and submitted in a sealed package. You must list all proposed rates for residential, commercial, and industrial on a bidder created document and label it as Attachment 1 to your proposal. If you wish to levy any special charges (overage fees, contamination fees, roll-outs, locks, etc.) they must be included within your Attachment 1. Only the rates and charges you submit in Attachment 1 will be eligible for inclusion into the new franchise agreement and allowable charges to franchise customers. Your Attachment 1 shall be submitted to the City in a separate sealed envelope marked "pricing".

Please note that failure to provide any requested information in the appropriate format is grounds for immediate disqualification.

The city does not warrant or guarantee the information contained in this RFP. The City, by releasing this RFP, is not obligated to select any of the submitted proposals and reserves the right to enter or to terminate exclusive negotiations at any time. The City also reserves the right to reject or accept any or all incomplete submissions, or parts of submissions, waive irregularities in the RFP, and issue addenda to the RFP. The City may request clarification or additional information from a proposer at any point in the process.

Submission of a response shall constitute acknowledgment and acceptance of all the terms and conditions contained in the RFP unless exception to terms and conditions are expressed in writing in your proposal. This RFP is not to be construed as a contract of any kind. The City is not liable for any costs or expenses incurred in the preparation of proposals.

Section 2 Required Proposal Format

All responses must be typed and include the following information as a minimum.

1. **Complete and submit all proposed pricing in separate sealed envelope:** Each proposal must contain a hauler-prepared price sheet covering all services and charges (see Attachment 1) in a sealed envelope. Pricing for services must be by container size and program type and be all-inclusive.
2. **Transmittal letter:** Each response must contain a transmittal letter signed by an officer of the responding company who has the authority to bind the firm to bids and to sign contracts. Said transmittal letter must specify that the signatory has all required authority.
3. **Introduction:** A response should have an introductory chapter that identifies the contents of the submission and demonstrates knowledge and familiarity of the firm with the City of Selma.
4. **Related experience by area:** A response must address all the identified service areas in Section 3, Discarded Materials Management Services, in this RFP solicitation document. Clearly identify your firm's relevant experience and identify current and previous work for cities in the general vicinity of the City of Selma or in Central California.
5. **Project team:** Identify all members of your proposed project team, including but not limited to subcontractors, processors, and disposal site operators. State their qualifications and experience in your response.
6. **Other resources including equipment:** Identify proposer resources that can be used to implement the required programs, including but not limited to, the collection fleet, alternative fuel vehicles, transfer station, processing center or Material Recovery Facility (MRF), organic waste processing and/or diversion facilities (designate as owned or contracted), bin inventory, recycling containers, special bins, promotional items and brochures, and special equipment. Identify special services that can be provided including public education, route audits, facility diversion audits, waste audits, employee training, video transmission, bilingual specialists, etc. Be sure to include the age of fleet

vehicles proposed for the start of the City of Selma agreement.

7. **Safety record:** Describe and document the firm's safety record, and include a description or quantification of industrial accidents, driving accidents, workers' compensation claims, etc., over the past five years.
8. **Ownership and Financial records:** Provide a detailed description of the business ownership and relationships to parent companies, subsidiaries, or partial owners. Be prepared to make available for review (within 2-days of City request) financial reports describing the fiscal health and wellbeing of the firm, references (name, phone number and address) of banking representatives, and a recent audit of firm accounting practices and financial records. If audited records are not available, explain the reason and provide other records such as financial ratios and profit and loss statements.
9. **Insurance:** Provide a listing of the insurance held by the firm, including general liability, workers' compensation, vehicular insurance, property liability, and environmental impairment. Include the amounts, and name and contact person for each insurance policy. Provide copies of the policies that must include termination dates. Identify any previous and pending claims against the policies or past policies, including any dismissed or rejected claims. Identify any CERCLA claims as well.
10. **References:** Provide a listing of all municipal clients currently or previously worked for under franchise or exclusive contract for the past 10 years in Central California. Include name, contact person, phone number and address, and identify the term of the contract. If a proposer cannot meet this requirement, it must explain why.
11. **Disposal and processing facility capacity:** Identify long-term commitment(s) of the firm regarding disposal and/or processing facility capacity. Commitments that can be provided to the city in the form of agreements or other instrument. The interest is whether proposing firm can assist the City in meeting facility capacity requirements in SB 1383 regulations.
12. **Environmental record:** Disclose any incidents or claims for CERCLA and/or CalRecycle compliance orders within past five years. Identify the presence or absence of any violations of codes for littering, illegal disposal, and water quality practices. Include actions, warning letters, orders, notices of violations, administrative complaints, etc., from regulatory agencies with respect to compliance with permits and law for proposers' and subcontractors' hauling and service operations in referenced franchise or exclusive contract area(s).
13. **Customer service:** Disclose firm's customer service record for the past year. Quantify number of claims on contracts and provide number of potential accounts served under those same contracts.
14. **Rates and costs:** Only provide residential, commercial, and industrial rates proposed for the City of Selma in Attachment 1 and not in the main body of your proposal.
15. **Operation:** Provide evidence of ability to meet schedules and conduct exclusive collection of solid waste without commingling Selma's wastes with another city. It will be a requirement of the contract that the selected vendor either not commingle waste from Selma with another city or provide an acceptable methodology for commingled waste allocation.

16. **Exceptions:** Clearly identify any exceptions proposer has with city-requirements addressed in this document. If no exception is claimed, please specify this in your letter of transmittal.
17. **SB 1383 Compliance:** Proposer will be expected to demonstrate a familiarity with all relevant SB 1383 regulations as they relate to proposed collection, processing, landfill avoidance, reporting, route and facility audits, customer education and monitoring, and/or other services and functions required to demonstrate compliance within the services or activities proposed.

Section 3 Discarded Materials Management Specifications

A proposer must demonstrate experience in all the following required areas to be deemed qualified. Any additional assistance from subcontractors can be provided but must be clearly identified. The City reserves the right to accept or reject proposed subcontractors and/or their personnel.

The information provided within this section is intended to guide the proposer in its preparation of the proposal. Each proposer should carefully examine this section and address each service area with a description of its experience, how it would implement the services, and suggestions, if any, to the proposed program, including whether any exceptions are taken with the City's approach in this RFP. The following areas are discussed in more detail below:

- Services provided
- Legal requirements
- Reporting and compliance with local, state, and federal mandates
- Indemnification (CERCLA and AB 939)
- Collection equipment
- Special wastes (construction and demolition wastes, tires, and bulky items)
- Transfer station and diversion facility capabilities
- Organic waste and landfill disposal capacity

Services provided

A. General and implementation plan

The firm is expected to provide discarded materials management services within the City of Selma in accordance all city code provisions as identified therein.

The proposer must submit a detailed implementation plan describing your approach to

facilitating a smooth transition to the new types of service and new solid waste hauler as applicable. The information must clearly demonstrate that your firm can implement the services in accordance with the schedule shown on page 3, RFP Schedule, including procurement of all necessary collection equipment, personnel, including administrative and maintenance staff, and public education materials. You should describe completely any assumptions, justify them, and specify your expectations for the city and current haulers' involvement in transition process. Items for consideration should include but are not limited to disposition of customers' containers and delays due to the service provider transition.

B. Residential Sector

The proposer shall present a discarded materials management program that collects and removes solid wastes that have been discarded into carts at all residential properties in the City of Selma (approximately 5,403 units). These residential properties include single-family homes and multi-family dwellings of 4-units or less. The selected firm shall provide the preferred three-container system, which includes:

- A grey or black container for non-organic waste for disposal.
- A blue container for non-organic recyclables, and the following types of organic wastes: paper products, printing and writing paper, wood and dry lumber and textiles (optional).
- A green or brown container for organic waste.

Provision of both collection and support services for the above 3-container program must demonstrate that it is meeting all standard compliance approach regulations of SB 1383.

The proposer may include a bid-alternate program (standard or performance-based compliance approach) in lieu of the 3-container program described as "preferred" above, if they can demonstrate their bid alternate is advantageous and/or superior for residential sector discarded materials management, inclusive of all support services required by SB 1383 regulations, in the opinion of the City.

C. Commercial Sector

Upon commencement of the contract, the selected firm shall collect and remove discarded materials that have been placed in carts, bins, roll-off containers, and compactors, from all commercial generators within the City that require recurring service per the City Code. Currently this includes the 332 businesses and 90 multi-family properties receiving franchised commercial service. The City of Selma is approximately 25% compliant with AB 341 through hauler-provided recycling services. With regards to AB 1826 compliance, approximately 40% of businesses are in compliance through hauler provided programs. We estimate an additional 30%+ will qualify for waivers. Approximately 10% of the City's commercial multi-family properties have food waste recycling programs. The city plans to reach 100% compliance by October 1, 2023 (prior to new franchise start date). The proposer should use their own best judgment when estimating additional required containers, and levels of service required, beyond those provided in Attachment 1 to this document. To accurately estimate the services needed to

adequately handle the waste stream of the customers/generators we suggest proposers tour the City's commercial areas. The selected firm will be required provide the appropriate container sizing and frequency of collection for the amount and type of discarded materials generated by each customer. The RFP's requirement is that the proposed services and pricing be inclusive of all discarded materials management services mandated by the State of California and the City's municipal code. The selected service provider must also provide temporary bin and roll-off services, including but not limited to bins for construction and deconstruction projects, and perform or contract to have performed all waste diversion activity to meet CalGreen requirements. On an annual basis the selected firm must provide steam cleaning services at all enclosures where organic waste recycling services are provided.

For commercial sector services the City's preferred program would be a three (3) container program. As with residential services above, the City requires hauler support services in keeping with a standard compliance approach as described in SB 1383 regulations. As also discussed, the city will allow bid alternate services to be proposed, either in lieu of the listed "preferred services" or in addition to. If the proposer's bid alternate is ultimately determined to be the better program, the City may select it.

D. Industrial Sector

The proposer must provide temporary bin and roll-off services, including but not limited to bins for construction and deconstruction projects. These services shall be performed in a manner that complies with CalGreen requirements, which currently include a 65% minimum diversion rate stipulation at all covered projects.

E. Organic Waste Recycling Services

Organic waste recycling services provided to residential and commercial generators must be through a process and/or vendor approved by CalRecycle and be performed at a facility or facilities that are fully permitted to perform all processing and landfill diversion services required. Proposers that cannot meet these criteria may have their proposals removed from consideration at the City's discretion.

F. City Facilities

The proposer shall provide all State-required discarded materials management services, at the following locations within the service area, and at no additional charge to the City or other entities:

- City facilities located at:
 1. City Hall - 1710 Tucker Street
 2. City Hall Annex – 1711 Tucker Street
 3. Police Department – 2055 Third Street
 4. Old Police Station – 1935 E. Front
 5. City Corporation Yard – 1325 Nebraska Ave
 6. Fire Station #1 – 1927 W. Front
 7. Fire Station #2 – 2857 A Street

8. Fire Department Training Center – 1325 Nebraska Ave
9. Future Fire Station – Thompson Ave / Huntsman Ave
10. Selma Arts Center – 1935 High Street
11. Salazar Youth Center – 1800 Sheridan Street
12. Nick Medina Senior Center – 2301 Selma Street
13. Weed & Seed Office – 2099 Mitchell
14. All Downtown Street Receptacles (currently estimated at 18, but may vary)

▪ City parks located at:

1. Lincoln Park – McCall/Rose
2. Shafer Park – Floral/Thompson
3. Berry Park – Second/Whitson
4. Pioneer Village – 1880 Art Gonzales Parkway
5. Brentlinger Park – Rose/Olive
6. Little League Park – Orange/Rose
7. Thompson Ave Park (Future) – Thompson / Saginaw
8. Ringo Park – Nebraska/Mitchell
9. Salazar Park – 1800 Sheridan
10. Nebraska Dog Park

▪ Community events:

1. Selma Raisin Festival
2. July 3rd Celebration
3. Marching Band Festival
4. TBD
5. TBD
6. TBD
7. TBD

G. Public Education and Outreach

The selected firm will be required to prepare and implement a public education and outreach program at its sole expense that is consistent with the City's SRRE, and regulatory requirements established via AB 341, AB 1826, AB 827 and within SB 1383 regulations. The program shall be prepared in coordination with the City. This program shall at a minimum familiarize residents, property owners and managers, business owners and managers, and designated institutional representatives with essential waste prevention and recycling concepts, program elements, and all State mandated services. Outreach shall be consistent and frequent, explaining the benefits and attributes of recycling. Materials shall explain the purpose and manner of discarded materials management programs; emphasize the materials and practices that fall under various State mandates; and show residents and businesses how to obtain further information.

City-approved slogans and logos shall be used in all activities. They will identify the City as the sponsor, and be used as a means to integrate and unify program activities, attract attention, and send a positive message to the public to encourage individual participation.

Before the residential and commercial program roll outs, the selected firm shall prepare and distribute a series of documents for public consumption. After the initial roll out campaign, the selected service provider shall promote recycling and waste prevention through continued education and outreach. The selected firm shall provide an annual progress report to keep residents and businesses informed about the status of the City's discarded materials management program, suitable for use as an insert in the quarterly City newsletter.

H. City Fees

The selected firm will be required to remit the following fees to the City.

- Franchise Fees – 10% of gross receipts of any kind that are related to the franchise granted, with the lone exception being revenue from the sale of recyclable items from the discarded materials managed through franchise service.
- Franchise Monitoring and Compliance Assistance Fee – \$75,000 payable January 1st of each calendar year and adjusted by CPI.
- RFP Reimbursement Fee - Upon execution of the Agreement, the selected service provider(s) will be required to remit to the City a combined, one-time administrative fee of \$45,000 to reimburse the City for staff time, consultant, and attorney fees, and out of pocket expenses for developing and awarding the franchise(s).
- Business License – The selected service provider and any of its subcontractors will be required to maintain appropriate business licensing during the term of the agreement.
- Street Sweeping – A monthly payment equal to \$3.50 per residential customer and \$5.00 per commercial customer to support City's efforts to keep its streets free of litter and other debris.

Legal requirements

A. Performance Bond and Cash Bond

Contemporaneously with the execution of the Agreement, the selected firm will be expected to deposit funds payable to the City in the form of surety bond or other financial instrument to guarantee performance to the satisfaction of the City. This instrument will be used if required to provide service to customers in the event of nonperformance by the selected proposer. The size and type of performance guarantee shall be in the sum of two hundred and fifty thousand dollars (\$250,000.00). The cash bond shall be deposited in a manner similar to the performance bond but shall be used to pay the City for any payments not received in a timely manner or in lieu of payments if the selected firm were to become insolvent for any reason. The size of the cash bond shall be no less than fifty thousand dollars (\$50,000.00).

B. Ownership of waste

Once discarded materials are placed in the selected firm's containers or bins for collection at curbside or at designated locations, ownership shall transfer to the selected proposer. Disposed materials will become the property of the disposal site or as required through agreement obtained with the disposal site owner/operator. The right to direct materials and refuse will be retained by the City to the maximum extent permissible by law.

C. Annual review

The City shall conduct an annual review of the selected firm's performance by evaluating said performance and quality of service, which may include holding a public hearing to solicit customer comments. Noncompliance with any provision of the agreement may be grounds to terminate the agreement.

D. Term of Agreement

The term of this Agreement shall be for a period of seven (7) years, with the City-option to award an extension for up to three (3) years based upon successful demonstration of exemplary contract performance.

E. Permits, Licenses, and Insurance

The selected proposer and its subcontractors, if any, shall be required to secure or maintain in force during the term of the agreement resulting from this solicitation any applicable license, permit, and/or insurance required by law for the operation of the business.

Reporting and compliance with local, state, and federal mandates

A. Monthly reports

The selected service provider will be expected to submit monthly reports for the length of the Agreement commencing upon final approval by the City Council. These reports shall be due within thirty (30) calendar days from the end of the reporting month. These reports will address tonnages hauled and diverted, hauler-customer compliance (AB 341, AB 1826, etc.), and gross revenues and gross receipts. At the City's discretion, monthly reports can be expanded to include additional contracted service or State compliance measurements.

B. Annual reports

The City may require that within 120 days after the close of the selected proposer's first calendar year under agreement, and every year thereafter, that a written annual report in a form approved by the City Manager be submitted to the City.

C. SB 1383 Studies and Compliance Reporting

The selected firm will be expected to assist the City with all aspects of SB 1383 compliance

related to the collection, processing, and ultimate disposition of organic wastes and other collection programs that may impact the City's compliance. As such, route and/or waste evaluation studies will be required at the frequencies established in SB 1383 regulations and/or by CalRecycle staff reviewing and judging the City's compliance efforts. Customized reports, as may be deemed necessary by CalRecycle, shall also be prepared, and provided by the selected firm, at the time(s) and frequency required.

Indemnification (CERCLA)

Provisions shall be included in the Agreement specifying the level and degree of indemnification afforded the City and the selected service provider. The City will obligate the selected service provider and/or disposal site operator to fully indemnify the City against CERCLA liability to the extent that the selected service provider controls the waste stream.

Collection equipment

For each type of service, the proposer is expected to identify and describe the equipment it plans to use to fulfill the terms and conditions of its agreement. All collection vehicles must be new or refurbished to "as new" appearance and operation, and if considered non-standard (i.e., dual collection vehicles), you must provide examples of where the proposed equipment is currently being used and the experience of the proposer with the equipment.

Under no circumstances can collection vehicles be older than 2017 model-year. All collection vehicles are expected to comply with existing air quality mandates and be fueled by CNG, LNG, electrical power, or other fuel approved by the city. Special consideration will be given to proposer's who will guarantee purchase and use of renewable natural gas (RNG) that qualifies as "city procurement" under SB 1383 regulations. GPS tracking and reporting capabilities, and safety/warning equipment is required on all collection vehicles.

All collection containers shall be in the colors mandated by SB 1383 and maintained, in appearance, function, and signage, in good condition and free from graffiti or other damage that could render the equipment "unsightly" in the opinion of the City, or non-compliant in the opinion of the State. The selected service provider shall change-out, or otherwise remedy, unsightly and/or non-compliant containers within three days after receiving notice from the City.

Special wastes (construction and demolition wastes, tires, and bulky items) and environmental component

The City desires a comprehensive special waste program that shall consist of the following items:

A. Construction and Demolition (C&D) debris recycling

The city requires that the selected firm provide source separated recycling service and/or mixed waste processing service for C&D debris for all developments and re-developments, and will require the selected service provider to provide any and all services to developers and contractors

who construct or demolish structures within the City limits so that they may achieve the 65% diversion level mandated by CalGreen (exceptions granted for non-recyclable materials on a case-by-case basis).

B. Bulky item pick-up

For purposes of this RFP, bulky items are defined as objects that cannot easily fit into compaction units of front-loader waste collection vehicles.

The selected firm must provide free bulky item collection twice per-year to both residential and multi-family residential customers in the City. Up to four (4) bulky items may be included per-collection. To the maximum extent possible bulky items may not be disposed of in landfills until the following hierarchy has been followed: 1) reuse, 2) disassembly, 3) recycle, and 4) disposal. The cost for additional bulky item collections, beyond twice per-year, should be detailed in proposer's pricing. In addition, one community clean-up event per year at a suitable location within the city limits should be hosted and open to all Selma residents. Furthermore, to address items that are abandoned in the public right-of-way, the city will require the selected firm to provide periodic sweeps of the city to remove such items and that the selected provided respond within 24 hours to city-requests for abandoned item removal. Proposers should detail their abandoned item "sweep" and collection program. This proposed program shall be provided as a no-cost service to the city.

C. Environmental component

The city expects the selected firm to provide an environmental component to the overall program. The selected firm will be expected to describe any potential negative environmental effects (e.g., traffic) from any of the proposed programs and to identify and/or propose mitigation measures. In addition, the city expects the selected firm to describe procedures for identifying and handling hazardous waste disposed within the municipal solid waste stream. The plan shall describe screening procedures, an employee training program, a notification plan, and corrective actions plan for use in instances when residents or businesses set out hazardous or other inappropriate materials.

D. Household Hazardous Wastes (HHW)

The city currently provides HHW collection services through the franchise agreement and wishes to continue this arrangement with the selected firm or its subcontractor on a quarterly basis. Proposers should detail their quarterly collection program and any subcontractors they plan to use, and their qualifications, and describe how promotion and scheduling will be conducted.

E. Disaster preparedness

The selected service provider shall assist the City in development of a waste mitigation emergency plan to deal with any human or natural disaster. The response to the RFP shall demonstrate the firm's ability to assist the City in this task.

❑ *Transfer Station and Diversion Facility Capabilities*

The response to the RFP must include a disclosure and description of all transfer stations, material recovery facilities (MRF), organic waste diversion facilities, and/or other facilities and locations where City waste will be taken after collection. The proposer should present the facilities it plans to use for franchise collection, provide all information it believes the City should have to determine if proposed facilities can be deemed effective and capable of ensuring the City's compliance with all State mandates.

❑ *Disposal and Diversion Capacity*

Proposer must include in its submission a description of its proposed disposal site(s) to be used. While the City reserves the right to direct waste to a specific site, proposers are at liberty to propose one or more alternative sites if they provide a cost benefit.

SB 1383 regulations require our jurisdiction to demonstrate capacity for organic waste processing and diversion from landfills, under a process that is deemed acceptable by the State. The successful proposer shall provide proof that it has the capacity, either under contracted arrangement or at a facility the proposer owns or otherwise controls, to process and divert all organic waste the City will reasonably be required to demonstrate such capacity for, over the term of this agreement.

❑ *Rates*

Proposer must include, in a sealed envelope that accompanies the RFP response (Attachment 1), a complete listing of its proposed rates for residential, commercial, and industrial services. In addition, any additional charges the proposer wishes to levy shall be included on this list of rates. Rates presented must be all-inclusive as the city will not allow line-item charges for fees or surcharges to be used. The city also requires that only proposed rates be allowed in the franchise. Any rates not disclosed and approved through the RFP process will not be allowed.

Section 4 Proposal Evaluation & Selection Criteria

All proposals will be reviewed by a review panel selected by the city. The panel will use, but not be limited to the following criteria as important guidelines in selecting the most qualified and responsible firm who can best serve the residents, businesses, and interests of the city. Price will be an important criterion, but the City reserves the right to select a service provider that presents the best qualifications but not necessarily at the lowest price. The City also reserves the right to request further written information and interview top-ranked proposers.

1. Document organization and completeness
Compliance with RFP instructions, conformity with format, completeness in level of detail, typed not handwritten, bound and appropriate number of copies submitted.
2. SB 1383 compliance assistance
Clarity, completeness, and demonstration of understanding of SB 1383 compliance activities and the franchise-haulers role in minimizing City costs while maximizing compliance with regulations.
3. Project team and resumes
Experience of individuals working specifically with the City of Selma.
4. Related experience and capabilities
Municipal contracts and references within Central California. Commercial and residential services provided, with particular emphasis on curbside and commercial recycling, green and food waste diversion programs and status of your City-clients' compliance with AB 341, AB 1826, and SB 1383. Also described experience with bulky item pick-up, City-event services, litter control, C&D debris recycling, diversion facilities owned-operated or under contact, education and outreach programs with emphasis on SB 1383, AB 1826 & AB 341, program rollouts, MRF processing, reports and reporting, contracting and subcontracting, route audits and waste composition/generation studies.
5. Guaranteed Organic Waste capacity
Long term organic waste processing agreement(s) and related description of your organics markets and State approved facilities.
6. Safety and Customer service program and record
Equipment and personnel safety training and performance. Call center and/or other services offered to ensure exemplary customer service.
7. Financial records
Financial strength, insurance ratings, ability to post faithful performance bond, existing indemnification agreements, evidence of liquidated damages, defaults and terminations, ability to finance equipment, history of payment of revenues to client cities, and AB 939 and CERCLA liability and indemnification.

9. Exceptions
Number and extent of exceptions to RFP/City requirements.
10. Other resources and equipment
Age of fleet and containers, compatibility with proposed services, signage, quality of education/ outreach materials etc.
11. Operation
Schedules and ability to maintain schedules, personnel, exclusive collection of City waste (avoid commingling of City's waste with adjacent cities or other customers' wastes), familiarity with local area.
12. References
All municipal and County franchises/agreements in Central California must be listed with contacts and phone numbers; references are positive or negative; strength of response.
13. Valued added services, programs, or community support
Additional benefits over and above standard service. Community service activities and actions, etc.
14. Proposed rates

Section 5 Final Selection Process

Based on the results of the evaluation process, with priority given to pricing, the number and type of exceptions taken, and technical merits of the proposer, and the other key decision points listed above, the City will then negotiate and finalize execution of the Agreement with the firm whose RFP response is deemed best. At its sole option, the City may elect to interview multiple firms and/or enter negotiations with multiple firms to determine its final selection.

Section 6 Other Related Information

Proposer must complete and submit an Attachment 1 as described herein. Proposer may also include any other relevant information including brochures, reference letters, etc., which should be suitably identified in the proposal and which the City will consider in its deliberations.

City of Selma
REQUEST FOR PROPOSAL
FOR INTEGRATED WASTE MANAGEMENT SERVICES

LIST OF ATTACHMENTS

Attachment 1: Current Service Information