



REQUEST FOR PROPOSALS

WASTE COLLECTION, RECYCLING & COMPOSTING SERVICES

SANTA ROSA CITY SCHOOLS
211 Ridgway Avenue
Santa Rosa, CA 95401

Request for Proposals Issued: September 27, 2021
Deadline for Submittal of Proposals: October 18, 2021

NOTICE INVITING PROPOSALS

1. Notice is hereby given that the Governing Board of Santa Rosa City Schools (“District”), of the County of Sonoma, State of California, will receive sealed proposals for Waste Collection, Recycling and Composting Services (“Project”) up to, but not later than, 2:00 p.m., on October 18, 2021, and will thereafter publicly open and read aloud the proposals. All proposals shall be received at the office of Santa Rosa City Schools Purchasing Department located at 211 Ridgway Avenue, Santa Rosa, California, 95401.
2. Each proposal shall include all elements of the RFP, required documentation, and must conform and be fully responsive to this invitation. Copies of the RFP and required documentation are available for examination at the Santa Rosa City Schools Purchasing Department, County of Sonoma, and on the District’s website:

<https://www.srscschools.org/site/Default.aspx?PageID=2222>
3. No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of proposals except as provided by Public Contract Code §§5100 *et seq.* The District reserves the right to reject any and all proposals and to waive any informalities or irregularities in the proposal.

SANTA ROSA CITY SCHOOLS

By: Kelley Cook, Director of Purchasing

DATED: September 23, 2021

Publication Dates: 1) September 27, 2021 2) October 4, 2021

REQUEST FOR PROPOSALS
WASTE COLLECTION, RECYCLING AND COMPOSTING SERVICES

Santa Rosa City Schools (hereinafter referred to as “SRCS”) is soliciting formal proposals from vendors to provide waste collection, recycling and composting services at all of its school sites and the District Office as further set forth in Exhibit “A”.

Qualified vendors are invited to submit one (1) original, five (5) copies, and an electronic version of said proposal that meet the requirements described herein no later than **2:00 p.m. on Monday, October 18, 2021**, to the following address:

Kelley Cook
Director of Purchasing
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401

This Request for Proposals does not commit Santa Rosa City Schools to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. SRCS reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals.

No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of proposals except as provided by Public Contract Code §§5100 *et seq.* SRCS reserves the right to waive any informalities or irregularities in the proposal.

Thank you for your interest in working with Santa Rosa City Schools.

Kelley Cook
Director of Purchasing

INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS

I. **BACKGROUND INFORMATION**

Santa Rosa City Schools, hereinafter referred to as “SRCS”, located in the City of Santa Rosa, provides educational services to over 15,000 students grades PreK-12th. The District operates nine (9) elementary schools, four (4) middle schools, five (5) high schools, one (1) continuation high school, and four (4) charter schools.

II. **GENERAL INSTRUCTIONS**

A. **Submittal of Proposals**

Proposers shall complete and submit the Proposal Form (including Exhibit “A”) and an executed Offer to Enter Into Agreement, References Sheets, Non-Collusion Declaration, Subcontractors List Form, and Workers' Compensation Certificate and Acknowledgement of Service Contract.

Proposals should be reviewed for accuracy before submission to SRCS since said document may not be adjusted after submission to SRCS. SRCS will not be responsible for errors or omissions in any response. SRCS reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposal.

B. **Proposal Timeline**

The following are important dates for the timeline of this proposal:

DATE / TIME	ACTION
September 27, 2021	1 st Legal advertising & release of RFP
October 4, 2021	2 nd Legal advertising
September 27- October 7, 2021	Site Visits – to be conducted independently by vendors.
October 8, 2021 by 2pm	Last day and time for vendors to submit email communications and inquiries. Inquiries need to be addressed to: Kelley Cook, Director of Purchasing at kcook@srcs.k12.ca.us
October 12, 2021	Addenda, if any, responding to written communications/inquiries will be posted to the SRCS website.
October 18, 2021 by 2 pm	Deadline for proposal submission.
October 18 – 27, 2021	Proposal Evaluation
October 25, 2021	If necessary presentations/interviews with SRCS
November 10, 2021	Recommendation of selected vendor to the SRCS Governing Board for approval.
January 1, 2022	Contract Start Date

The District reserves the right to alter any of these dates.

C. Proposal Opening and Reading

All proposals shall be publicly opened and read aloud at **2:00 p.m. on Monday, October 18, 2021** in the Santa Rosa City Schools Business Services Conference Room located at 211 Ridgway Avenue, Santa Rosa, CA 95401.

The Contract will be awarded, if at all, within sixty (60) calendar days after the opening of proposals to the lowest responsible and responsive proposer, subject to Governing Board approval. The time for awarding the Contract may be extended by SRCS with the consent of the lowest responsible, responsive proposer.

D. Signatures

All proposals must include a signature of an authorized officer of the vendor submitting the proposal. A signature form has been included with this document.

E. Disqualified Proposals

Any proposal received after **2:00 p.m. on Monday, October 18, 2021**, shall be refused and returned to the vendor unopened.

F. Withdrawal of Proposals

Vendors may withdraw their proposal, either personally or by written request, at any time prior to **2:00 p.m. Monday, October 18, 2021**. Any request to withdraw a proposal is effective only if *received* by SRCS before **2:00 p.m. Monday, October 18, 2021** at the following location:

Kelley Cook, Director of Purchasing
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, California 95401
Phone: (707) 890-3800 x80223
E-Mail Address: kcook@srcs.k12.ca.us

G. Copies of Proposals

Each vendor submitting a proposal must include one (1) original, five (5) copies of the original and an electronic version of the proposal.

H. Contacts

In order to control information disseminated regarding this proposal, vendors interested in submitting proposals are directed **not** to make personal contact with members of the SRCS Board of Education and SRCS Administration with the exception of the individual listed below:

Kelley Cook, Director of Purchasing
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401
Phone: (707) 890-3800 x80223
E-Mail Address: kcCook@srcs.k12.ca.us

I. Execution of Contract

After proposals are opened and evaluated the District shall circulate a Notice of Intent to Award the Contract to all entities who properly submit a proposal. Following SRCS Board Approval, a Notice to Proceed will be submitted to the approved vendor. The approved vendor shall, within ten (10) calendar days of the Notice to Proceed, sign and deliver to SRCS an executed version of the Contract along with providing certificates of insurance required by the Contract Documents. In the event the successful vendor fails or refuses to execute the Contract or fails to provide the certificates as required, SRCS may award the work to the next lowest responsible, responsive proposer, or may reject all proposals and, in its sole discretion, call for new proposals. In all cases, SRCS reserves the right, without any liability, to cancel the award of Contract at any time prior to the full execution of the Contract and approval of the Contract by the District's Governing Board.

J. Proposal Exceptions, Modification of Proposals

Proposal exceptions are not allowed. No oral or telephonic modification of any proposal submitted will be considered and a sealed written modification may be considered only if received prior to the opening of proposals. E-mailed or faxed proposals or modifications will not be accepted.

K. Discounts

Any discounts which the proposer desires to provide SRCS must be stated clearly on the proposal form itself so that SRCS can calculate the net cost of the proposal. Offers of discounts or additional services not delineated on the proposal form will not be considered by SRCS in the determination of the lowest responsible responsive proposer.

L. Quantities

The quantities shown on the specifications (Exhibit "A") are approximate. SRCS reserves the right to increase or decrease quantities as desired.

M. Prices

Proposers shall bid each item on Exhibit "A." Proposal prices must include all costs (including taxes) necessary to provide the services as outlined in the Scope of Services.

The vendor will include all applicable costs in their RFP response including, but not limited to, fuel charges, disposal fees and future costs that may apply and that are not resulting from additional services requested by SRCS, as well as any costs from a 3rd party, otherwise

additional costs in excess of the total amount proposed will be the responsibility of the awarded vendor.

Vendors shall complete the PRICING WORKSHEET with the prices for monthly waste collection, recycling and composting services.

N. Questions and Substitution Requests

Vendor shall provide the exact services specified on Exhibit "A", – to the Proposal Form. If Vendors wish to propose an alternative, but "equal" service, they shall provide such proposal and submit *via email* to the contact described above, with supporting information at least **five (5) working days** prior to the opening of proposals. Such vendors shall have the burden of demonstrating that the services are equal. If the school district determines that any alternate service is acceptable as an "equal" substitution, it shall post to its website **no later than October 12, 2021** as to the acceptance of "equal" substitution.

Any questions concerning this RFP must be submitted *by email* to the above described contact's address within the same time period as questions regarding the proposal as described above. To the extent the District deems it necessary, the District shall provide responses to individual queries as soon as practicable. An anonymous summary of all Q&A's will be posted to the SRCS website **no later than October 12, 2021**. By submitting a proposal, a proposer agrees that a proposer's failure to request clarification or interpretation of an apparent error, inconsistency or ambiguity in the proposal documents waives that proposer's right to thereafter claim entitlement to additional compensation based upon any ambiguity, inconsistency, or error, which should have been discovered by a reasonably prudent proposer, subject to the limitations of Public Contract Code §1104.

O. Proposal Negotiations

A proposal response to any specific item of the proposal using terms such as "negotiable," "will negotiate," or similar phrases, will be considered non-responsive.

P. Allowances

An "allowance" means an amount included in the proposal for work that may or may not be included in the Project, depending on conditions that will become known only after the Project is underway.

Q. Additive and Deductive Items: Method of Determining Lowest Proposal

Pursuant to Public Contract Code §20103.8, if the proposal solicitation includes additive and/or deductive items, the checked [X] method shall be used to determine the lowest proposal: [check one]

 X (a) The lowest proposal shall be the lowest proposal price on the base contract without consideration of the prices on the additive or deductive items.

 (b) The lowest proposal shall be the lowest total of the proposal prices on the base

contract and those additive or deductive items that were specifically identified in the proposal solicitation or Proposal Form as being used for the purpose of determining the lowest proposal price.

_____ (c) The lowest proposal shall be the lowest total of the proposal prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items that, when in the solicitation, and added to, or subtracted from, the base contract, are less than, or equal to, a funding amount publicly disclosed by the District before the first proposal is opened.

_____ (d) The lowest proposal shall be determined in a manner that prevents any information that would identify any of the proposers or the proposed Subcontractors or suppliers from being revealed to the public entity before the ranking of all proposers from lowest to highest has been determined.

If no method is checked, sub-paragraph (a) shall be used to determine the lowest proposal.

Notwithstanding the method used by the District to determine the lowest responsible proposer, the District retains the right to add to or deduct from the Contract any of the items included in the proposal solicitation.

R. Subcontractors

Every proposer shall, on the enclosed Subcontractor List Form, set forth:

a. The name and location of the place of business of each Subcontractor who will perform work or labor or render service to the proposer in or about the work or fabricate and install work in an amount in excess of one-half (1/2) of the one percent (1%) of the proposer's total proposal.

b. If the proposer fails to specify a Subcontractor for any portion of the work to be performed under the Contract in excess of one-half (1/2) of one percent (1%) of the proposer's total proposal, proposer agrees that proposer is fully qualified to and shall perform that portion of the work. The successful proposer shall not, without the written consent of SRCS:

1) Substitute any person as Subcontractor in place of the Subcontractor designated in the original proposal;

2) Permit any subcontract to be voluntarily assigned or transferred or allow the work to be performed by anyone other than the original Subcontractor listed in the proposal; or

3) Sublet or subcontract any portion of the work in excess of one-half (1/2) of one percent (1%) of the total proposal as to which the proposer's original proposal did not designate a Subcontractor.

S. Licenses and Permits

Each proposer shall at all times possess all appropriate and required licenses or other permits to perform the work that shall be required by the Contract Documents. Upon request, each proposer shall furnish SRCS with evidence demonstrating possession of the required licenses or permits.

T. Proposers Interested in More Than One Proposal

No person, firm, or corporation shall make, or file, or be interested in more than one proposal. However, a person, firm, or corporation that has submitted a subproposal to a proposer, or that has quoted prices of materials to a proposer, is not thereby disqualified from submitting a subproposal or quoting prices to other proposers or from submitting a prime proposal.

U. Proposal Protest

Any proposal protest must be in writing and received by SRCS before 5:00 p.m. no later than five (5) working days following receipt of a Notice of Intent to Award and shall comply with the following requirements:

a. The proposal protest must contain a complete statement of the basis for the protest and all supporting documentation.

b. The party filing the protest must have actually submitted a proposal for the Project. A Subcontractor of a proposer submitting a proposal for the Project may not submit a proposal protest. A proposer may not rely on the proposal protest submitted by another proposer, but must timely pursue its own protest.

c. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based.

d. The protest must include the name, address and telephone number of the person representing the protesting proposer.

e. The proposer filing the protest must concurrently transmit a copy of the proposal protest and all supporting documentation to all other proposers with a direct financial interest which may be affected by the outcome of the protest, including all other proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

f. The proposer whose proposal has been protested may submit a written response to the proposal protest. Such response shall be submitted to SRCS before 5 p.m. no later than two (2) working days after the deadline for submission of the proposal protest or receipt of the proposal protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting proposer and to all other proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

g. The procedure and time limits set forth in this section are mandatory and are the proposer's

sole and exclusive remedy in the event of proposal protest. The proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the proposal protest, including filing a Government Code claim or legal proceedings.

h. If SRCS determines that a protest is frivolous, the protesting proposer may be determined to be non-responsible and that proposer may be determined to be ineligible for future contract awards by SRCS.

i. A "working day" for purposes of this section means a weekday during which SRCS's office is open and conducting business, regardless of whether or not school is in session.

III. CONTENTS OF PROPOSALS

A. General

Respondents shall submit one (1) original plus five (5) copies of the RFP. Further, a CD or electronic version of the RFP shall also be presented to SRCS at the time the RFP is submitted. **The envelope in which the copies are submitted must identify the title of the RFP.**

All proposers shall follow the order and format specified below.

B. Vendor Provided Evidence of Responsibility

Vendor shall complete the Proposal Form attached to this proposal package and provide the requested information. SRCS may request additional information at its discretion. SRCS may consider all such evidence before making its decision to award the Contract. Failure to submit requested evidence may result in rejection of the proposal.

C. Warranties

Warranty periods and terms shall be for a minimum of three (3) years. The vendor agrees that all items furnished under the Contract shall be covered by most favorable commercial warranties (to included merchantability) that the vendor provides any customer for such items, and that the right and remedies provided therein are in addition to any other provisions of the Contract.

D. References and Description of Experience

This section shall identify similar projects that the vendor has completed as outlined in Scope of Services and Exhibit "A." Include the names and contact numbers of individuals familiar with your work that can be contacted by SRCS staff.

E. SRCS Required Forms

Your proposal must include SRCS Required Documents that are enclosed herein which include the Proposal Form, Offer to Enter Into Agreement; Non-Collusion Affidavit; Subcontractor List Form, and Acknowledgement of SRCS Service Contract if applicable.

F. Payment Terms

The Vendor shall invoice the District for all items upon delivery. The District shall issue Purchase Orders to the vendor for the invoice(s). Invoices must itemize the billing for materials, services and sales tax. The invoice must state the Purchase Order Number.

SRCS shall make payment within 30 days after receipt of invoices. Invoices should be sent to Santa Rosa City Schools, Attention Accounting Department, 211 Ridgway Avenue, Santa Rosa, CA 95401 or faxed to 707-890-3795.

G. Delivery Requirements

Proposers shall be required to deliver all items and services awarded to Santa Rosa City Schools during its Winter Recess. Delivery of bins, containers, etc. shall take place December 22, 2021 - January 2, 2022 **with pick-up services to begin January 3, 2022.**

All items on which proposals are accepted shall be new and in first class condition. Prior to delivery, all equipment shall be tested and integrated at the proposer's facility. All items found faulty shall be replaced prior to delivery. Delivery will be coordinated with the District's designated representative.

H. Inspection and Acceptance

All items provided under this RFP shall meet or exceed the proposal specifications outlined in Exhibit "A", and shall comply with all Federal and California State laws governing their productions, handling, processing and labeling. Inspection and acceptance of all items shall be at all SRCS school sites and District Office as outlined in Exhibit "A". Items found to be defective or not in accordance with the RFP specifications shall be replaced immediately by the vendor at no cost to SRCS. Failure to replace said items shall be considered sufficient cause for termination of the Contract.

SCOPE OF SERVICES

SRCS is soliciting proposals to establish pricing for a multi-year contract for waste collection, recycling and composting services for all 25 of SRCS's physical sites, which includes its District Offices.

SRCS is looking for pricing that incentivizes waste diversion through recycling and composting to accomplish its goal of Zero Waste District by 2030.

The successful vendor will first conduct a site analysis identifying waste, recycling and composting hauling bin locations and review with SRCS Personnel. Successful vendor shall furnish all specified containers and provide placement of containers at the request and direction of the Director of Maintenance and Operations for each SRCS location. Vendor will be responsible for placement of the containers between December 22, 2021 - January 2, 2022 with initial pick-up services starting January 3, 2022.

CONTRACT TERMS

The start of services will be January 1, 2022. The initial term of the agreement will be a period of three (3) years with the option to renew for two (2) additional one (1) year terms based on SRCS's discretion and by mutual consent, as evidenced in writing. A sample SRCS Service Contract is provided with this proposal notification.

SRCS reserves the right to terminate or cancel an agreement with 30 days' notice, with or without cause.

Any and all accepted pricing shall remain firm of the first three (3) year term. Vendors shall not request any increase to pricing until after the initial three (3) year contract term. SRCS reserves the right to refuse any increase not deemed reasonable.

Upon initial three (3) year contract expiration, Vendor shall submit a formal, written request for any proposed increase(s) ninety (90) days prior to the renewal of the contract period for year four (4) and year five (5).

Any and all requests for maximum increases must be in accordance with the percentage scale provided in your proposal for year four (4) and year five (5).

GENERAL SPECIFICATIONS:

1. **Maintenance:** All bins supplied by the vendor shall be steam cleaned inside and out, disinfected and deodorized as often as required, but not less than once per year, to assure that all bins are sanitary. Cleaning of bins is to take place off site. The vendor shall replace bins that SRCS considers unsafe or unsanitary within 48 hours of SRCS's request. Bins must be leak proof.

2. **Waste Diversion, Conservation Measures and Cost Savings:** The vendor is responsible for identifying and communicating any cost saving and/or waste reduction opportunities based on observations during the formation of the waste management service proposal and ongoing service(s) to sites annually at a minimum or as updates occur.
3. **Bin Signage:** Vendor is to ensure that all bins provided to SRCS include proper signage as to delineate intended materials to be placed in that bin.
4. All bins are to be equipped with proper four (4) swivel ball-bearing casters unless SRCS requests that the bins be on skids. Bin design and cleanliness shall be in accordance with all applicable federal, state, and local rules and regulations. The Vendor will provide a locking bar, locks and keys to all bins.
5. **Safety:** Vendor shall be responsible that all practices, material and equipment shall comply with the Federal Occupational Safety and Health Act as well as any pertinent Federal, State and or local safety or Environmental Codes.
6. **Responsibility:** The vendor has total responsibility of waste collection, delivery and disposal and shall bear all costs incurred regardless of cause.
7. **Materials Not Included:** Neither Hazardous waste nor construction and demolition debris collection will be included in this RFP and is handled through another vendor.
8. **Contact:** The vendor will provide a point of contact for the contract. The individual identified should be able to provide a full range of “customer service” options and is expected to produce satisfactory and timely results of any issues and service needs.
9. **Clean Up:** Vendor shall perform all work in such a manner as not to create a nuisance. Waste spilled or scattered on the sidewalks, gutters, parking lots and roadways during collection shall be immediately cleaned up by the vendor.
10. **Bulk Items:** The vendor shall provide bulk item collection services on an as needed basis. Items may include refrigerators, furniture, tires, etc. The vendor shall provide this service within three weeks by the District to have the bulky items collected.

SITE VISITS:

Proposers must conduct independent site visits in order to confirm bin types and sizes at each location prior to proposal submission. Current SRCS bin type and sizes are outlined in Exhibit “A.” Site visits are scheduled for September 27 - October 7, 2021. All site principals, secretaries and head custodians will be made aware of the schedule. Proposers are required to check in with each sites front office prior to conducting site tours. **At this time, face masks are required both indoors/outdoors at all SRCS sites.**

WASTE DISPOSAL SERVICES:

1. Vendor will be responsible for all containers and containers shall be; in excellent condition, clean, recently painted, and operable. Once a year, the containers shall be inspected and scheduled for repair, painted, and cleaned if required and the cost shall be included in the supplier’s pricing throughout the contract term.
2. Frequency of service is specified under the proposal worksheet in Exhibit “A.” Vendor will establish pick up points mutually agreed by SRCS. Pick-up schedules may vary in the event the frequency or size of containers requires changing. One-week lead-time will be given in the event the frequency or size of containers requires changing.

3. Containers are to be emptied at the times specified per site. Vendor will be responsible to verify acceptable schedules of service with SRCS's Director of Maintenance and Operations.
4. Large 20 yd. rollways will be provided on an ongoing basis for waste generated through SRCS's Maintenance and Operations Department and Warehouse.
5. If containers are taken from property for repair, etc., a replacement container shall be provided, at no additional cost, until such time that the original containers are returned to service at SRCS locations.
6. Any trash that is accumulated outside of the container while waiting for the return must be cleaned up by the vendor. Any spills that occur due to the driver not verifying that the hopper is emptied before removal of the compactor from the hopper will be picked up by the vendor before the compactor is reconnected.
7. Vendor will pick up after all special collection events and supply collection containers for designated Green Events as mutually agreed.
8. Upon a 24-hour or 48-hour notice, SRCS may reduce or increase the number of pick-ups for each bin and SRCS will be obligated to pay only for bin services actually received.

RECYCLING SERVICES:

1. SRCS's intent is to have cost neutral recycling programs.
2. Vendor will be responsible for all containers and containers shall be; in excellent condition, clean, recently painted, and operable. Once a year, the containers shall be inspected and scheduled for repair, painted, and cleaned if required and the cost shall be included in the vendor's pricing throughout the contract term.
3. Frequency of service is specified under the proposal worksheet in Exhibit "A." Vendor will establish pick up points mutually agreed by SRCS. Pick-up schedules may vary in the event the frequency or size of containers requires changing. One-week lead-time will be given in the event the frequency or size of containers requires changing.
4. Containers are to be emptied at the times specified per site. Vendor will be responsible to verify acceptable schedules of service with SRCS's Director of Maintenance and Operations.
5. Container specified shall be supplied at each site by the vendor.
6. Listed are examples of items that will be recycled in the program along with best practices in recycling. SRCS shall collect all acceptable recyclables and will be responsible, when possible, for the following:
 - a. Cardboard shall be flattened
 - b. Collect in plastic bags bottles for PET#1 and #2 (Polyethylene terephthalate)
 - c. Collect in plastic bags Aluminum and metal containers
7. Large rollways will be provided for metal recycling and construction debris during construction or renovation to campuses upon request. This will include miscellaneous building metal materials, replacement parts, wire, motor, etc. and revenue will be shared with appropriate SRCS sites.
8. Vendor may pick up after special collection events and supply collection containers for designated Green Events as mutually agreed.

9. Existing Recycling Program: SRCS currently utilize recycling bins for mixed recyclables including cans, glass, plastic, mixed paper, cardboard and newspaper. Please propose pricing and/or credits for the current program on a per bin basis which includes providing bins and pick-ups in accordance with the information below.
10. Recycling Program Recommendations: SRCS requests that Proposers include within their proposals any specific recycling recommendations for SRCS Recycling Programs. These recommendations may be suggestions for consideration which would allow SRCS to potentially improve our Recycling Programs, enhance conservation, improve the quality of the environment, and potentially save money.
11. Please list any and all recyclable materials that your agency can collect in a commingled bin.
12. Please list any additional materials that your agency has the capacity to recycle.

COMPOST/ORGANIC SERVICES:

1. Materials designated as organics shall include:
 - a. Green waste such as weeds, grass clippings, leaves, branches
 - b. Food
 - c. Food-soiled paper
 - d. Compostable utensils and other like materials
2. Large 20 yd. rollway will be provided on an ongoing basis for landscape materials generated through SRCS's Maintenance and Operations Department.
3. Please provide a list of additional materials that your agency has the capacity to compost
 - a. Existing Organic Waste Program: Currently SRCS separates organic waste and has collection services for its Central Kitchen located at the District Office as well as at various school sites.
 - b. Organic Waste Program Recommendations:

Pursuant to SB 1383: Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reduction and effective on January 1, 2022, schools and local education agencies will be required to prevent, reduce the generation of, and recycle organic waste. Additionally, effective on January 1, 2024, schools and local education agencies with an on-site food facility will be required to recover edible food. Information on these requirements can be found on the Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reductions website for schools and local education agencies.

The law requires local education agencies to establish solid waste and recycling programs (effective 2022) and recover edible food (effective 2024 if they have a food facility). Local education agencies will need to:

- 1) Subscribe to an organic waste collection service, or self-haul organic waste to a recovery facility.
- 2) Provide containers for the collection of organic waste and non-organic recyclables in all areas where disposal containers are located, except restrooms.
- 3) Prohibit employees from placing organic waste in a container not designated for organic waste.

- 4) Periodic inspections of containers for contamination and inform employees if containers are contaminated.
- 5) Provide information to employees and students on methods for prevention of organic waste generation.

SRCS is looking at reducing solid waste removal by increasing composting of organic waste. SRCS requests that Proposers include within their proposals specific recommendations for the expansion of composting programs for SRCS as it relates to SB 1383 compliance. Provide pricing on a per bin basis for removal of compostable materials.

- 1) SRCS requests that the vendor include within their proposal specific recommendations for the expansion of an organics collection program in order to reduce solid waste and meet SB 1383 compliance.
 - 2) The Vendor is expected to provide organics collection and handling training to custodial staff and other appropriate staff training.
 - 3) The Vendor shall provide organic waste containers, carts, or bins, as necessary, for organic materials and appropriate signage for staffed food service areas on each campus. Locations to be identified.
- c. Food waste/compostable materials shall have specific designated bins for pick-up at locations specified under the proposal worksheet in Exhibit "A."

REPORTING SERVICES:

The vendor shall provide the following.

1. Provide quarterly reports on District and school sites waste diversion progress or efforts due to requirements per Public Resources Code 42926 in order to submit an Annual Waste Management Report to the California Department of Resources Recycling and Recovery.
2. Provide quarterly reports for dumpster recycling inventories to SRCS representatives.
3. Provide quarterly reports for progress in implementing organics collection, as required by Public Resource Code 42926.
4. Provide an example of a regular report used to track waste diversion efforts.
5. Availability to track and report the progress and success of the recycling and composting programs.

Santa Rosa City Schools is looking for a partner in both waste diversion and waste reduction. SRCS is open to working with the awarded vendor on grant applications and pilot programs that reduce vendors' need for pick-ups and community waste events.

ADDITIONAL SERVICES

Additional Services may be requested of the awarded vendor to meet SRCS requirements.

PERMITS, LICENSES, and CERTIFICATIONS

The vendor will procure and provide all necessary licenses, permits, franchise agreements, etc. including covering associated fees, submittals, and proof of permission to operate with all federal, state, and local agencies as required. Submittals may include but are not limited to the following:

1. Business License
2. The vendor hereby certifies that all truck drivers performing services under this Agreement are fully licensed as required by state law.
3. The vendor will secure, pay for, and maintain necessary franchise, permit, or other applicable authorization from the local jurisdiction(s) governing the service area covered under this RFP.
4. The vendor shall transport or haul all collected organic material including food material, to a solid waste facility with a full permit to operate in California. Refer to CALRecycle's website for more information.
<http://www.calrecycle.ca.gov/SWFacilities/Permitting/PermitType/FullPermit/>

SCHEDULED SERVICE HOURS FOR SRCS

Vendor shall perform services according to the defined SRCS schedule. Collection services shall be performed between the hours of 6:00 a.m. and 7:30 a.m. or when no students are present. In the event service must be provided when students are on-site, the route manager or other supervisor must accompany the truck to provide safety supervision. In no circumstances shall collection services occur before 6:00 a.m. without written authorization from SRCS.

SCHOOL HOLIDAYS- Santa Rosa City Schools Sites are Closed on the Following Dates / Periods:

New Year's Day
Martin Luther King Jr. Day
Lincoln's Day
President's Day
Spring Break
Memorial Day
Summer Break (with the exception of extended school year programs at various sites and District Office)
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Holiday Recess
Winter Recess (late December)

Any additional closings will be provided to successful vendor.

SUBMITTAL PROVISIONS

1. Submission of proposal signifies compliance with all terms, conditions and specifications unless otherwise stated. Any item that does not perform or meet test standards, as specified, or as claimed by the vendor, the items will be replaced at no cost to the purchaser.
2. Specifications reflect quality expected and no reduction in quality will be negotiated. All substitutions require prior written approval of SRCS.

3. All proposals shall be based on an F.O.B. *inside delivered price* including all freight charges and fuel charges to the delivery points listed below. The vendors will be responsible for all claims against the manufacturer or manufacturing defects and against the carrier for all freight and damage.
4. A purchase order will be issued for items needed. Submit invoice as per purchase order instructions. Invoices shall indicate purchase order number, description of items, unit and extended price.
5. The purchase order must appear on all itemized invoices and packing slips.
6. Award for this RFP will be made to the vendor providing best value for product or product categories or all or none.
7. Purchase will be conducted provided funding is secured and the purchase is approved by the campus administration.
8. Pricing to be held firm for 180 days after the proposal closes.
9. The terms and conditions of this RFP will govern any purchases made from the awarded vendor.

EVALUATION CRITERIA PROCESS

All Requests for Proposals shall be evaluated based on the following criteria listed below by members of an evaluation committee. Such a committee shall consist of individuals who have expertise regarding, or some experience with the subject matter, of the RFP, or individuals who will be the beneficiaries or users of the RFP's subject matter. Missing information shall be considered incomplete or non-responsive.

1	The purchase price;	0-40 points
2	Qualifications/experience/service needs met;	0-20 points
3	The vendor's reputation- (relevant references in scope and size);	0-10 points
4	The quality of the supplier's goods and services;	0-10 points
5	The supplier's past performance;	0-10 points
6	The total long-term cost to SRCS to acquire supplier's goods and/or services;	0-5 points
7	Other relevant factors: - Enhanced services offered at no cost - Thoroughness and Completeness of Proposal	0-5 points
TOTAL		100 points

The information that shall be provided under each of the above criteria factors shall be as follows (failure to comply may result in disqualification):

1. Price: The price for Collection Services

- a. The vendor will include all applicable costs in their RFP response including, but not limited to, future costs that may apply and that are not resulting from additional services requested by SRCS, otherwise additional costs in excess of the total amount proposal will be the responsibility of the awarded vendor.
 - b. Vendor must agree to hold firm any and all pricing for the term of the agreement. Any changes to this must be submitted and approved in writing by a duly authorized representative of SRCS.
 - c. SRCS reserves the right to refuse any rate increase it may deem unreasonable. Supplier shall not consider a “no response” as an approval to proceed.
 - d. Pricing submitted by each vendor will apply to all current locations and any properties SRCS may acquire in the future. Proposer must specify any locations they are not able to service.
2. The extent to which the goods or services meet SRCS needs
 - a. Provide company name, address, telephone number and date the company was established under this proposal.
 - b. What is the experience providing goods and/or services equal to those requested? Who will be the proposed account executive?
 - c. Outline a quality assurance program, processes, training or any other information that demonstrates your firm’s commitment to providing a quality service/product.
3. The vendor’s reputation: Provide previous experience and references.
 - a. Provide a list of three (3) completed projects with goods/services relevant under this RFP in accordance with the format included in this RFP. If available, please include relevant higher education/K-12 experience other than SRCS projects.
 - b. Provide three (3) references in which similar goods/services were provided for similar-sized projects (in addition to any previously completed projects).
4. Quality: Provide the quality-control plan your company will follow to ensure that SRCS will receive the best quality of service requested under this RFP.
 - a. Provide a brief summary of quality features included in the services proposed and why these features make these services better than other similar services.
 - b. Outline a quality assurance program, processes, training or any other information that demonstrates your firm’s commitment to providing quality service.
 - c. Brief overview of Safety Program and Safety Training.
 - d. EMR/s and Man-Hours for the last three years.
5. The long-term cost: Request that vendor hold pricing for year 1, 2 and 3 of contract. Provide percentage of increase for optional renewal years. Provide supporting documentation for any future perceived need for price increases.

Provide percentage of increase for the following years (if applicable)

Year 4 _____

Year 5 _____
6. Other relevant factors-

- a. Provide any recommendations or enhanced services that your company can provide, which is relevant to the RFP.
- b. This proposal factor will evaluate the comprehensiveness of your company's response to the proposal including all attachments and required information provided to assess your company's capacity, experience, staffing and quality control measures shall be included in the proposal including training and/or installation.

EVALUATION

SRCS shall evaluate proposals based upon the previously listed weighted criteria. Responders will be contacted if clarifications are needed.

PROVISIONS FOR RECOMMENDATION

SRCS reserves the right to:

1. Reject any and/or all Proposals.
2. Revise the RFP and/or to issue addenda to the RFP in the event it becomes necessary. Addenda will be provided to all those who received the RFP notice.
3. Accept any Proposals or portion thereof that, in the opinion of SRCS, is the most advantageous to SRCS.
4. Cancel this RFP in partial or total; to make a partial award; or to make no award if it determines that such action is in the best interest of SRCS.
5. Request additional references when deemed necessary.
6. Conduct a post-award meeting with the successful vendor as deemed necessary.
7. Request additional information from the vendor(s).

STANDARD OF CONDUCT

All employees of the vendor shall be subject to the "Standards of Conduct" developed to protect the health, safety and welfare of all members of the SRCS community. In accordance with these standards, the following items are prohibited at all project sites:

1. Use or possession of drugs or alcohol;
2. Possession of firearms or other weapons;
3. Smoking on SRCS campuses: Smoking **is not** allowed on any SRCS site;
4. Harassment (sexual, racial or otherwise) or intimidation of any member of the SRCS community;
5. Violation of applicable traffic or public safety regulations or of SRCS rules and procedures;
6. Unauthorized use of SRCS vehicles, equipment or property;
7. Use of SRCS telephones for personal business;
8. Removal or theft of SRCS property;
9. Unauthorized duplication or possession of SRCS keys;
10. Entering unauthorized areas of a facility without permission;
11. Transfer of personal identification card or parking pass to unauthorized personnel;
12. Conduct or behavior that endangers the health, safety and welfare of any member of the public SRCS community;
13. Interference with the work of other employees;

14. Work attire other than the specified uniform;
15. Loud, vulgar behavior or the use of profanity;
16. All electronic devices shall be silenced when working in the buildings during operating hours only.

WORKSITE DAMAGES

Any damage including damages to surfaces and grounds, resulting from the performance of the services under the resulting contract, will be the sole responsibility of the vendor and will be repaired to SRCS satisfaction at the vendor's expense.

SAFETY

The vendor is reminded that all work under this RFP will be carried out on busy SRCS school sites. Safety is of utmost importance. The vendor shall conduct all operations in a safe manner and shall comply with all pertinent local, state and federal safety regulations and with whatever requirements are deemed necessary by SRCS Representatives. Safety precautions must be taken at all times to prevent the possibility of injury to pedestrians.

To safeguard the students and staff, as well as the aesthetics of SRCS sites, the vendor shall adhere to the following rules and considerations when providing services on any of the SRCS sites:

1. Driving speeds on campus must be kept at a maximum of 15 mph to ensure maximum safety.
Pedestrians have the right of way at all times.
2. All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of pedestrians and other activities on SRCS campuses .
3. Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be ticketed and chronic violators may be barred from doing business with SRCS.
4. Drivers are required to shut off engines while loading and unloading.

DEFINITIONS

Cart: Receptacle with a maximum capacity of 64 gallons constructed of plastic and having a tight fitting lid on hinges capable of preventing entrance into the container by vermin.

Bin: 2-10 yard sized collection containers for trash, compost, or recyclables to be placed and collected by the vendor.

Container: Purpose is to hold waste, organics, or recyclables before they are taken to recycling carts or bins.

Trash/Waste: Discarded matter thrown out and sent to the landfill. Refuse items cannot be recycled or composted.

Compost/Organics: A mixture of various decaying organic substances such as yard clippings, banana peels, that is used for fertilizing conditioned land. The terms compost and organics are used interchangeably.

Recyclables: Materials designated by XYZ to be collected separately from waste and compost for diversion from landfill and conveyed to one or more recyclables processing facility to be reused or returned to use in the form of raw materials or products.

Bulk Item Waste: Large items of refuse that do not fit in the available carts and bins. Such waste must be able to be lifted by two people to be able to fit into a collection vehicle. Construction debris is not bulk item waste.

**SUMMARY OF WASTE, RECYCLING & COMPOSTING SERVICES
FOR EACH SANTA ROSA CITY SCHOOLS LOCATION**

SITE NAME	Garbage	Size	Pick-up Days	Recycle	Size	Pick-up Days	Compost	Type	Pick-up Days
Abraham Lincoln	1	4 yard	3	1	4 yard	1	2	64 Gallon Can	2
850 West 9th St									
Albert Biella	1	6 yard	3	1	6 yard	2	1	2 yard	2
2140 Jennings Ave									
Brook Hill	1	4 yard	3	3	4 yards	1	1	2 yard	2
1850 Vallejo St									
Helen Lehman	2	4 yard	3	1	4 yard	1	1	2 yard	2
1700 Jennings Ave									
Hidden Valley	2	4 yards	3	2	4 yards	2	1	2 yard	2
3435 Bonita Vista									
James Monroe	1	4 yard	3	2	4 yard	1	1	2 yard	2
2567 Marlow Rd									
Luther Burbank	1	4 yard	3	1	4 yard	2	1	2 yard	2
203 South A St									
Proctor Terrace	1	4 yard	3	1	4 yard	2	1	95 Gallon Can	2
1711 Bryden Ln									
Steele Lane	1	4 yard	3	1	4 yard	2	1	2 yard	2
301 Steele Ln									
SRCS Arts	1	4 yard	3	1	4 yard	1	1	2 yard	2
756 Humboldt St									
SRFACS	1	4 yard	3	1	4 yard	1	1	2 yard	2
SRFACS							2	64 Gallon	2
1350 Sonoma Ave									

SITE NAME	Garbage	Size	Pick-up Days	Recycle	Size	Pick-up Days	Compost	Type	Pick-up Days
CCLA	1	3 yard H.Start	4	2	4 yard	2	1	2 yard	2
CCLA	1	6 yard	4						
2480 Sebastopol Rd									
Santa Rosa Middle	1	6 yard	4	1	6 yard	2	1	2 yard	2
500 E St									
Herbert Slater Middle	1	6 yard	4	1	6 yard	2	1	2 yard	2
3500 Sonoma Ave									
Hilliard Comstock Middle	2	4 yard	4	2	3 yard	1	1	2 yard	2
2750 West Steele Ln									
Rincon Valley Middle	1	4 yard	4	2	4 yard	2	1	2 yard	2
Rincon Valley Middle	1	6 yard	4						
4650 Badger Rd									
Elsie Allen High	1	4 yard	5	2	4 yard	5	1	95 Gallon Cans	2
Elsie Allen High	1	6 yard	5						
599 Bellevue Ave									
Maria Carrillo High	2	4 yard	5	2	4 yard	2	1	95 Gallon Cans	2
6975 Montecito Blvd									
Montgomery High	2	6 yard	5	4	4 yard	2	1	2 yard	2
1250 Hahman Dr									
Piner High	2	6 yard	5	2	4 yard	2	1	2 yard	2
1700 Fulton Rd									
Ridgway High	1	4 yard	3	1	4 yard	2	1	2 yard	2
325 Ridgway Ave									

SITE NAME	Garbage	Size	Pick-up Days	Recycle	Size	Pick-up Days	Compost	Type	Pick-up Days
Santa Rosa High	4	4 yard	5	2	4 yard	2	1	2 yard	2
Santa Rosa High	2	6 yard	5	20	96 Gal	3			
1235 Mendocino Ave									
CNS/District Offices	2	4 yard	5	2	4 yard	3	1	2 yard	2
211 Ridgway Ave.				2	6 yard				
Lewis Campus	1	4 yard	3	1	4 yard	1	1	2 yard	2
2230 Lomitas Ave									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection and Recycling Services**

SITE NAME	Garbage	Size	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold Firm for Three Years	* 4 th Year Monthly Fees	* 5 th Year Monthly Fees	Vendor Comments
Abraham Lincoln	1	4 yard	3						
850 West 9th St									
Albert Biella	1	6 yard	3						
2140 Jennings Ave									
Brook Hill	1	4 yard	3						
1850 Vallejo St									
Helen Lehman	2	4 yard	3						
1700 Jennings Ave									
Hidden Valley	2	4 yards	3						
3435 Bonita Vista									
James Monroe	1	4 yard	3						
2567 Marlow Rd									
Luther Burbank	1	4 yard	3						
203 South A St									
Proctor Terrace	1	4 yard	3						
1711 Bryden Ln									
Steele Lane	1	4 yard	3						
301 Steele Ln									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection and Recycling Services**

SITE NAME	Garbage	Size	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold Firm for Three Years)	* 4 th Year Monthly Fees	* 5 th Year Monthly Fees	Vendor Comments
SRCS Arts	1	4 yard	3						
756 Humboldt St									
SRFACS	1	4 yard	3						
1350 Sonoma Ave									
CCLA	1	3 yard (Head.Start)	4						
CCLA	1	6 yard	4						
2480 Sebastopol Rd									
Santa Rosa Middle	1	6 yard	4						
500 E St									
Herbert Slater Middle	1	6 yard	4						
3500 Sonoma Ave									
Hilliard Comstock Middle	2	4 yard	4						
2750 West Steele Ln									
Rincon Valley Middle	1	4 yard	4						
Rincon Valley Middle	1	6 yard	4						
4650 Badger Rd									
Elsie Allen High	1	4 yard	5						
Elsie Allen High	1	6 yard	5						
599 Bellevue Ave									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection, Recycling and Composting Services**

SITE NAME	Garbage	Size	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold Firm for Three Years	* 4 th Year Monthly Fees	* 5 th Year Monthly Fees	Vendor Comments
Maria Carrillo High	2	4 yard	5						
6975 Montecito Blvd									
Montgomery High	2	6 yard	5						
1250 Hahman Dr									
Piner High	2	6 yard	5						
1700 Fulton Rd									
Ridgway High	1	4 yard	3						
325 Ridgway Ave									
Santa Rosa High	4	4 yard	5						
Santa Rosa High	2	6 yard	5						
1235 Mendocino Ave									
CNS/District Offices	2	4 yard	5						
211 Ridgway Ave.									
Lewis Campus	1	4 yard	3						
2230 Lomitas Ave									
SUBTOTAL WASTE DISPOSAL									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection, Recycling and Composting Services****RECYCLING SERVICES**

SITE NAME	Recycle	Size	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold firm for 3 years)	*4 th Year Monthly Fees	*5 th Year Monthly Fees	Vendor Comments
Abraham Lincoln	1	4 yard	1						
850 West 9th St									
Albert Biella	1	6 yard	2						
2140 Jennings Ave									
Brook Hill	3	4 yards	1						
1850 Vallejo St									
Helen Lehman	1	4 yard	1						
1700 Jennings Ave									
Hidden Valley	2	4 yards	2						
3435 Bonita Vista									
James Monroe	2	4 yard	1						
2567 Marlow Rd									
Luther Burbank	1	4 yard	2						
203 South A St									
Proctor Terrace	1	4 yard	2						
1711 Bryden Ln									
Steele Lane	1	4 yard	2						
301 Steele Ln									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection, Recycling and Composting Services**

SITE NAME	Recycle	Size	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold firm for 3 years)	*4 th Year Monthly Fees	*5 th Year Monthly Fees	Vendor Comments
SRCS Arts	1	4 yard	1						
756 Humboldt St									
SRFACS	1	4 yard	1						
1350 Sonoma Ave									
CCLA	2	4 yard	2						
2480 Sebastopol Rd									
Santa Rosa Middle	1	6 yard	2						
500 E St									
Herbert Slater Middle	1	6 yard	2						
3500 Sonoma Ave									
Hilliard Comstock Middle	2	3 yard	1						
2750 West Steele Ln									
Rincon Valley Middle	2	4 yard	2						
4650 Badger Rd									
Elsie Allen High	2	4 yard	5						
599 Bellevue Ave									
Maria Carrillo High	2	4 yard	2						
6975 Montecito Blvd									
Montgomery High	4	4 yard	2						
1250 Hahman Dr									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection, Recycling and Composting Services**

SITE NAME	Recycle	Size	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold firm for 3 years)	*4 th Year Monthly Fees	*5 th Year Monthly Fees	Vendor Comments
Piner High	2	4 yard	2						
1700 Fulton Rd									
Ridgway High	1	4 yard	2						
325 Ridgway Ave									
Santa Rosa High	2	4 yard	2						
Santa Rosa High	20	96 Gal	3						
1235 Mendocino Ave									
CNS/District Offices	2	4 yard	3						
211 Ridgway Ave.	2	6 yard							
Lewis Campus	1	4 yard	1						
2230 Lomitas Ave									
SUBTOTAL RECYCLING SERVICES									

COMPOSTING SERVICES

SITE NAME	Compost	Type	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold Firm for 3 years)	*4 th Year Monthly Fee	*5 th Year Monthly Fee	Vendor Comments
Abraham Lincoln	2	64 Gallon Can	2						
850 West 9th St									
Albert Biella	1	2 yard	2						
2140 Jennings Ave									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection, Recycling and Composting Services**

SITE NAME	Compost	Type	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold Firm for 3 years)	*4th Year Monthly Fee	*5th Year Monthly Fee	Vendor Comments
Brook Hill	1	2 yard	2						
1850 Vallejo St									
Helen Lehman	1	2 yard	2						
1700 Jennings Ave									
Hidden Valley	1	2 yard	2						
3435 Bonita Vista									
James Monroe	1	2 yard	2						
2567 Marlow Rd									
Luther Burbank	1	2 yard	2						
203 South A St									
Proctor Terrace	1	95 Gallon Can	2						
1711 Bryden Ln									
Steele Lane	1	2 yard	2						
301 Steele Ln									
SRCS Arts	1	2 yd	2						
756 Humboldt St									
SRFACS	1	2 yard	2						
SRFACS	2	64 Gallon	2						
1350 Sonoma Ave									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection, Recycling and Composting Services**

SITE NAME	Compost	Type	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold Firm for 3 years)	*4 th Year Monthly Fee	*5 th Year Monthly Fee	Vendor Comments
CCLA	1	2 yard	2						
2480 Sebastopol Rd									
Santa Rosa Middle	1	2 yard	2						
500 E St									
Herbert Slater Middle	1	2 yard	2						
3500 Sonoma Ave									
Hilliard Comstock Middle	1	2 yard	2						
2750 West Steele Ln									
Rincon Valley Middle	1	2 yard	2						
4650 Badger Rd									
Elsie Allen High	1	95 Gallon Cans	2						
599 Bellevue Ave									
Maria Carrillo High	1	95 Gallon Cans	2						
6975 Montecito Blvd									
Montgomery High	1	2 yard	2						
1250 Hahman Dr									
Piner High	1	2 yard	2						
1700 Fulton Rd									

EXHIBIT “A” Waste Collection, Recycling & Composting Services Price Sheet**Vendor Name:** _____**RFP: Santa Rosa City Schools Waste Collection, Recycling and Composting Services**

SITE NAME	Compost	Type	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold Firm for 3 years)	*4 th Year Monthly Fee	*5 th Year Monthly Fee	Vendor Comments
Ridgway High	1	2 yard	2						
325 Ridgway Ave									
Santa Rosa High	1	2 yard	2						
1235 Mendocino Ave									
CNS/District Offices	1	2yard	2						
211 Ridgway Ave.									
Lewis Campus	1	2 yard	2						
2230 Lomitas Ave									
SUBTOTAL COMPOSTING SERVICES									

DEBRIS BOX SERVICES

SITE NAME	Debris Box	Size	Pick-up Days	Cost Per Haul	Rental Fee	*Monthly Fee (Hold firm for 3 years)	*4 th Year Monthly Fees	*5 th Year Monthly Fees	Vendor Comments
District Office	2 (Waste)	20 yard	1						
211 Ridgway Avenue	1 (Yard Waste)	20 yard	1						
	1 (Wood)	20 yard	1						
SUBTOTAL DEBRIS BOX SERVICES									
TOTAL FOR ALL SERVICES									

“EXHIBIT A” (CONTINUED)
PROPOSAL FORM

Governing Board
Santa Rosa City Schools (District)

Dear Members of the Governing Board:

The undersigned, doing business under the name of _____, having carefully examined, the Notice Inviting Proposals, the General Conditions, the Instructions to Proposers, the Specifications, and all other Contract Documents for the proposed Waste Collection, Recycling and Composting Services (“Project”), proposes to perform all work and activities in accordance with the Contract Documents, including all of its component parts, and to furnish all required labor, materials, equipment, transportation and services required for the fulfillment of the Project in strict conformity with the Contract Documents, and the completed Proposal Form, as follows:

The undersigned has checked carefully all the above figures and understands that the District is not responsible for any errors or omissions on the part of the undersigned in making this proposal.

Vendor agrees to commence the work within the time specified in the Notice to Proceed. It is understood that this proposal is based upon completing the work within the number of calendar days specified in the Contract Documents.

ADDENDA:

Receipt of the following addenda is hereby acknowledged:

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Respectfully submitted,

Company: _____

Address: _____

By: _____

(Please Print Or Type)

Date: _____

Telephone: _____

Signature: _____

Title: _____

Company website: _____

Key contact personnel who will provide service:

Name

Phone

Email address

Company Information:

Years in Business

Organizational structure

Total number of employees: _____

Number of years of experience providing services equal to those requested in this RFP: _____

How many years your organization been in business under the current name: _____

Under what other or former names has your organization operated: _____

List and briefly describe all legal action for the past ten years in which your company has been: a debtor in bankruptcy; or a defendant in a lawsuit for deficient performance under a contract; or a defendant in an administrative action for the deficient performance on a project; or a defendant in any criminal action. Attach additional pages if necessary.

Describe the ability of your company to complete the project in the desired time frame stated in the Request for Proposals.

Required Attachments:	Offer to Enter Into Agreement
	References (Total of three)
	Non-Collusion Declaration
	Subcontractors List Form
	Workers' Compensation Certificate
	Acknowledgement of SRCS Service Contract

OFFER TO ENTER INTO AGREEMENT

The undersigned hereby proposes to enter into an agreement with Santa Rosa City Schools and furnish services as outlined in the request for proposals subject to the terms and conditions contained therein.

Name and Address of Organization

Signature of Authorized Officer or Employee of Organization

Name

Signature

Address

Title

City and State

Date

Telephone Number

Fax Number

Email Address

References
(Three References Required)

Your Company Name: _____

Reference # 1:

Is this reference one of your most current and relevant contract awards similar in size and scope to SRCS?

_____ YES _____ NO

Company Name:

Address:

Contact Name:

Phone:

Email:

Brief description of services:

Term of Award:

Comments:

References
(Three References Required)

Your Company Name: _____

Reference # 2:

Is this reference one of your most current and relevant contract awards similar in size and scope to SRCS?

_____YES _____NO

Company Name:

Address:

Contact Name:

Phone:

Email:

Brief description of services:

Term of Award:

Comments:

References
(Three References Required)

Your Company Name: _____

Reference # 3:

Is this reference one of your most current and relevant contract awards similar in size and scope to SRCS?

_____ YES _____ NO

Company Name:

Address:

Contact Name:

Phone:

Email:

Brief description of services:

Term of Award:

Comments:

NONCOLLUSION DECLARATION

To be executed by the respondent and submitted with the proposal.

_____, declares and says that he or she is _____ of _____, the party making the foregoing proposal, and affirms that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or a sham; that the respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true and correct; and, further, that the respondent has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

Signature

State of _____

County of _____

SUBCONTRACTOR LIST FORM

Each proposer shall list below the name and location of place of business for each Subcontractor who will perform a portion of the Contract work in an amount in excess of 1/2 of 1 percent of the total contract price. The nature of the work to be subcontracted shall also be described.

[illegible]

WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

Vendor

By: _____

In accordance with Article 5 (commencing at §1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.



**SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and _____, hereinafter referred to as "CONTRACTOR".

SCHOOL SITE/DEPARTMENT USE ONLY

Check one of the following:

☐ Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

* Any person, business, or organization that will be providing non-professional services to the District

** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

*** Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source: _____

Funding Category: ☐ Base ☐ Supplemental ☐ Concentration
☐ Restricted: _____ ☐ Other: _____

For Billing (*if applicable*): ☐ Bill to: _____ Billing frequency: _____

Contract is: ☐ New ☐ Renewal ☐ Addendum ☐ Amendment

Number of Individuals Served: _____

Approved at Site by*: _____ Date: _____
* Signature - **FOR CONTRACTS ORIGINATED BY SCHOOL SITE**

Departmental Approval:** _____ Date: _____
** Signature - **DISTRICT OFFICE DEPT. SIGNATURE**

Contract Created by: _____ **Phone #:** _____
Name of SRCS employee AND dept. or school site

Proposed Contract Start Date: _____ **Proposed Contract End Date:** _____

Requisition #: _____

BUSINESS SERVICES USE ONLY

Verified Receipt of: ☐ Insurance(s) ☐ W-9 Form ☐ HR Clearance, if applicable
Funding Source /Funding Category verified: ☐ YES ☐ NO **Board Approval Date:** _____

Verified by: _____ Date: _____
Fiscal Services Authorizer **LAST REVISED ON 4-5-17**

1. Services.

(a) DISTRICT's Responsibilities and Duties:

(b) CONTRACTOR's Responsibilities and Duties:

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on _____, 202_, and will continue through _____, 2021, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed _____ Dollars (\$_____). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – **Describe** the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

	Board Strategic Priorities
	Priority 1- Life Ready Learners
	Priority 2- Whole Person Focus
	Priority 3- High Quality Staff
X	Priority 4- Teaching and Learning Environment and Resources
	Priority 5- Equity and Excellence
	Priority 6- Family Engagement and Community Partnerships
	Priority 7- Sustainable Funding

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for

compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

10. Indemnification:

- (a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this CONTRACT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts. Notwithstanding the foregoing, however, in the event that a court determines that liability with respect to any Liability was caused or contributed to by the negligent act, error, omission or the willful misconduct of DISTRICT, liability will be apportioned between CONTRACTOR and DISTRICT with regard to such Liability based upon the parties' respective degrees of culpability, as determined by the court, and CONTRACTOR's duty to indemnify DISTRICT with respect to satisfaction of the judgment only (but not to costs of defense previously incurred by CONTRACTOR) will be limited accordingly.
- (b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder, if and to the extent caused by CONTRACTOR or any agent or representative of CONTRACTOR.

11. Insurance: With respect to the performance of work under this CONTRACT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

- (a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT".
 - (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to premises and operations liability, independent CONTRACTOR's liability, and personal injury liability.
 - (c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.
 - (d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:
 - (1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this CONTRACT.
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(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) Sexual Abuse and Molestation coverage in an amount no less than \$1,000,000 per occurrence, with an annual aggregate of \$2,000,000, endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Contractor will be directly supervising children]**

(f) Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this CONTRACT is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Professional Services is checked on first page]**

(g) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this CONTRACT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this CONTRACT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(h) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(i) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage, which is required pursuant to this CONTRACT; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this CONTRACT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

12. Termination:

(a) DISTRICT may terminate this CONTRACT without cause by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the CONTRACT without cause, it shall pay CONTRACTOR for services satisfactorily rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the CONTRACT, either party may immediately terminate this CONTRACT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered, provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the CONTRACT by CONTRACTOR.

13. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this CONTRACT and has determined that CONTRACTOR and CONTRACTOR'S employees are subject to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

14. Confidentiality. CONTRACTOR acknowledges the protections afforded to student health and related information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), student records under the Family Educational Rights and privacy Act (FERPA), and under provisions of state law and DISTRICT policy relating to privacy. CONTRACTOR shall ensure that all activities undertaken pursuant to this CONTRACT comply with these requirements.

15. Ownership of Work Product: DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any work product gathered or computed by CONTRACTOR prior to termination of this CONTRACT by DISTRICT or upon completion of the work pursuant to this CONTRACT.

16. Assignment. The obligations of the CONTRACTOR pursuant to this CONTRACT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

17. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this CONTRACT or accruing out of the performance of such operations.

18. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this CONTRACT.

19. Entire CONTRACT/Amendment. This CONTRACT and any attachments constitute the entire CONTRACT among the parties to it and supersede any prior or contemporaneous understanding or CONTRACT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties. Should the CONTRACT terms conflict with any amendments attached hereto, this CONTRACT shall govern.

20. Notice. All notices or demands to be given under this CONTRACT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which either party may give notices or demands may be changed by written notice given in accordance with the notice provisions of this section. At the date of this CONTRACT, the addresses of the parties are as follows:

DISTRICT:
Santa Rosa City Schools
211 Ridgway Ave
Santa Rosa, CA 95401

CONTRACTOR:
Name: _____
Street: _____
City/State/Zip: _____

707-890-3800
mmartin@srcs.k12.ca.us

Phone: _____
Email: _____

21. Nondiscrimination. CONTRACTOR shall comply with all applicable federal, state, and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this CONTRACT are incorporated by this reference.

22. Extra (Changed) Work. Only the Superintendent may authorize extra (and/or changed) work, which shall be in writing and thereafter ratified by the Board. The parties expressly recognize that DISTRICT and DISTRICT personnel are without authorization either to order extra (and/or changed) work or to waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

23. Conflict of Interest. CONTRACTOR represents that it presently has no interest, which would conflict in any manner or degree with the performance of services contemplated by this CONTRACT. CONTRACTOR further represents that in the performance of this CONTRACT, no person having such interest will be employed. If CONTRACTOR participates in the planning, development, or negotiation of a contract for the District, CONTRACTOR may not subsequently acquire a financial interest in that contract in violation of Government Code section 1090.

24. Severability. If any term, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

25. Governing Law. The terms and conditions of this CONTRACT shall be governed by the laws of the State of California with venue in Sonoma County, California, and no other place.

THIS CONTRACT IS ENTERED INTO THIS ____ DAY OF _____, 202__.

DISTRICT

AUTHORIZED SIGNER *or* CONTRACTOR

Signature: _____	Signature: _____
<u>Rick Edson</u>	Print Name: _____
<u>Deputy Superintendent</u>	Title: _____
<u>mmartin@srcs.k12.ca.us</u>	Email: _____
<u>707-890-3800 x80201</u>	Phone: _____

PROPOSERS ACKNOWLEDGEMENT OF SAMPLE CONTRACT (Proposers are acknowledging SRCs's basic terms and conditions. Sections 1-4 to be completed once the proposal has awarded.)

VENDOR NAME: _____
AUTHORIZED REPRESENTATIVES NAME & TITLE _____
AUTHORIZED REPRESENTATIVES SIGNATURE: _____
DATE: _____
