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**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Memo

To Facilities Committee of the Board of Education

From Timothy White, Deputy Chief Facilities Planning & Management

Committee Meeting Date November 15, 2019

Subject Discussion of Solid Waste Handling & Recycling Services Request For Proposal (RFP) process and proposed documents

Action Facilities Committee recommendations for priorities in the forthcoming Solid Waste Handling & Recycling Services Request For Proposal (RFP) help align District priorities in the solid waste portion of our overall future sustainability.

Background/Discussion The last solid waste RFP process was run in 2010. The process resulted in a 3 year contract and two subsequent 1 year extensions. The Contract was renewed in 2015 for 5 years and will expire June 2020. We are presenting the draft RFP for input on Facilities Committee priorities to add as focus areas for the new RFP.

Oakland Unified School District (OUSD) needs a solid waste contractor to serve our needs for economical and sustainable solid waste recycling, composting, and disposal. The proposed RFP process is a necessary step in identifying the best vendor for this service. We are planning to release the RFP before December with submittal and review of proposals in late December and negotiation of a contract for Board Approval in February 2020.

Fiscal Impact We expect costs for our solid waste contract to increase from a current \$2.2 Million per year. We will have better guidance on costs after the RFP process is complete.

Attachment Draft RFQ-P for Solid Waste Handling & Recycling Services

**Oakland Unified School District
Department of Custodial Services
900 High Street Oakland CA 94601**

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

Solid Waste Handling and Recycling Services

November 20, 2019 (Issued)

Responses must be received December 18, 2019, no later than 2:00 p.m.

The Oakland Unified School District ("District") is requesting proposals from experienced firms, partnerships, corporations, associations, persons or organizations ("Contractors") to furnish to the District solid waste handling services, recycling services, preparation and implementation of a comprehensive Solid Waste Management Program and hosting an Annual Career Day.

Interested firms are invited to submit a completed Statement of Qualifications ("SOQ") along with the Fee Proposal (collectively "RFQ/P Packet") as described below, with one (1) unbound original, five (5) bound copies and a PDF version on a flash drive of requested materials to:

Oakland Unified School District
Roland Broach, Director of Custodial Services
Department of Custodial Services
900 High Street, Oakland, CA 94601

Oral, telegraphic, facsimile, telephone or email RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

If you have any questions regarding this RFQ/P please email Kenya Chatman, Acting Director at kenya.chatman@ousd.org, and cc: to Colland Jang, School Facilities Planning Consultant at colland.jang@ousd.org.

LOCAL, SMALL LOCAL AND SMALL LOCAL RESIDENT BUSINESS ENTERPRISE

PROGRAM The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation for all capital program/construction-related contracts and professional services agreements. The full version of OUSD's latest Local, Small Local and Small Local Resident Business Enterprise Program can be found by going to the OUSD home page: ousd.org > Offices and Programs > Facilities Planning & Management Department > For Contractors and Developers > Bids and Requests for Proposals > Bid Information > 2014 Amendment to Local Business Participation Policy.

Schedule of Activities

Listed below is the "Schedule of Activities" which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

| DATE | ACTIVITY |
|--------------------------|--|
| November 20, 2019 | RFQ/P Issued. |
| N/A | Non-Mandatory Pre-Proposal Meeting |
| November 27, 2019 | Submit Statement of Interest with contact information (emails acceptable). |
| November 27, 2019 | Written requests for Interpretation, Correction or Modification are due. |
| December 4, 2019 | District will provide written responses to requests for clarification. |
| December 18, 2019 | Proposals Due by 2:00 p.m. |
| TBD | Interviews of Short Listed Firms. |
| February 2020 | Board Meeting – tentative approval of Contract. |
| February 2020 | Tentative Notice to Proceed issued to Contractor. |

REQUEST FOR QUALIFICATIONS & PROPOSALS

The purpose of this Request for Qualification and Proposals (RFQ-P) is to solicit Proposals from a solid waste management company that can provide the District with all the services necessary to collect and process the District's solid waste (including at minimum, garbage, separated and commingled recyclables). The District intends to select one or more contractors through this RFQ-P process that are believed to be able to provide the best value to the District. The selected Contractor or Contractors will manage a comprehensive Solid Waste Management Program ("SWMP") that implements waste management best practices to promote source reduction, recycling and composting, and environmentally-safe transformation and environmentally-safe land disposal. The successful Contractor shall also make recommendations to the District on procedures to implement to attain this objective.

A. OAKLAND UNIFIED SCHOOL DISTRICT BACKGROUND

During the 2018-19 School Year, the Oakland Unified School District ("District") served approximately 50,100 students from kindergarten through grade 12, as well as adult education. The District's approximately 90 campuses are located throughout the same geographic area as the City of Oakland, housing 121 individual schools (87 District-Run and 34 District-Authorized Charters). Additional information about the District is available at www.ousd.org.

B. SERVICES

1. Collection (in frequency sufficient to serve the needs of the District as determined in conjunction with the District) and appropriate disposal of non-hazardous solid waste.
2. Provision by the Contractor of front-loading metal bins with lockable lids and drain plugs for the consolidation of non-hazardous solid waste – to be provided in size, type (wheeled/non-wheeled) and number appropriate for each site.
3. Collection, weekly or bi-weekly (and processing or delivery to a processor) of commingled recyclables (Fiber: newspaper, junk mail, magazines, cardboard etc. Containers: glass bottles, aluminum, bi-metal and steel cans, #1 & #2 plastic bottles).
4. Provision by Contractor of blue, in-classroom/in-office bins (these will be emptied into the collection carts by students and/or staff).
5. Provision by Contractor of industry standard, blue 64/65 gallon wheeled carts in number appropriate for each site.
6. Provision by Contractor of a dedicated Customer Service Representative who is the main liaison to the District and who is authorized to visit sites, change service levels, address customer service problems, etc.
7. Both garbage and recyclables are to be collected from all District sites including, without limitation, the District's schools, administrative offices, maintenance facilities, nutritional services departments and other facilities in the District.

SCOPE OF REQUIREMENTS:

It is anticipated that the Scope of Requirements for this Contract will include but not be limited to the following:

1. Types of Waste

The successful Respondent will manage all waste streams from the District sites listed in **Appendix C**. The following hierarchy shall be followed in the management of all operations:

- a. Reduce/eliminate
- b. Reuse (return)
- c. Recycle/compost
- d. Dispose

2. District Sites

The District requires service at all of the locations listed in **Appendix C**. Additional schools and/or additional District facilities may be constructed or stop receiving service during the period of a Contractor(s)' service, at the District's sole discretion. **Appendix C** is intended to provide Respondents with the District's best available information on current service levels. The information included may not describe optimal service levels at the site(s).

3. Scope of Service

Under direction of the District, the Contractor will have complete responsibility for all aspects of non-hazardous waste management. This includes the collection and disposal of garbage as well as the collection and processing (or delivery to a processor) of commingled recyclables.

4. Period of Performance

The District is looking for a strategic long-term partner and understands many resource efficiency initiatives will take time to develop. As such, the District intends to enter a contract or contracts for a minimum period of three (3) years with two one-year renewal options [maximum five (5) years total].

5. Non Discriminatory Employment Practices

The Contractor's employment and promotion practices shall be conducted on the basis of merit, competence, and the qualifications for each position without discrimination based on sex, race, religion, national origin, age, marital status, sexual orientation, or physical disability.

6. Pupil Safety

The successful Contractor(s) and any Subcontractors providing services are required to comply with Education Code Section 45125.1 by identifying all personnel who may come in contact with pupils and request a Department of Justice (DOJ) fingerprint check of these employees, receive the DOJ report, and certify to the District that no such employees have been convicted of a felony as defined in Section 45122.1 prior to commencement of services. Each proposer shall complete and submit with each Proposal the Fingerprinting Certification attached to the Agreement in **Appendix F** as Exhibit ____.

C. SOLID WASTE MANAGEMENT PROGRAM REQUIREMENTS

Proposals must include the following elements.

1. Management and Business Systems

Describe the management and business systems as they apply to the proposed Solid Waste Management Program (SWMP) for the District. Include a discussion of the relationships necessary with each school or District facility. Include where applicable, the relationships proposed to be established with staff and janitorial personnel.

2. Environmental and Safety Issues

The successful Contractor must comply with all applicable regulations and District policies governing the recycling, storage, transportation, and disposal of waste streams. Lack of knowledge of the Respondent shall in no way be a cause for relief from responsibility nor shall it constitute a cognizable defense against the legal effects thereof.

Describe the environmental and safety programs that apply to managing risks associated with the proposed services. Discuss the regulatory expertise of the staff that would be assigned to the District's SWMP.

3. Operating Hours/Times

Pickup of bins shall be as early as possible in the morning and prior to student dropoff/arrivals. This would assure the learning process is not disrupted.

The District needs two (2) weekend service times during the Summer months of July and/or August.

4. Operations Plan

Respondents shall provide a preliminary operations plan that outlines the approach and methods for addressing the District solid waste management needs. The District understands that data in this RFP is limited and that the successful Respondent will refine its plan as it becomes more familiar with individual facilities. The operations plan in the Proposal should provide a methodology, labor, equipment, and specific opportunities for improvement in managing District waste streams. The Proposal should also include an approach for program transition and a tentative schedule for implementing ideas proposed to meet the SWMP goals.

The existing levels of service for each District site are included in **Appendix C**. Respondents can base their operations plan on existing levels of service and the pre-proposal conference and site tour.

The Operations Plan should specifically address the management of wastes in the following areas:

a. Waste Reduction

- Describe assistance to be provided to the District in reducing the amount of solid waste generated (e.g. disposable food containers used in school cafeterias).
- Explain how to implement and monitor waste reduction.

b. Recycling Programs

- The Contractor will be responsible for plans to source separate, collect,

process, segregate, store, weigh and keep records for all recyclable materials in District waste streams.

- The Contractor will also be responsible for arranging collection, processing and transportation for recycled material and identifying the best markets for these resources.
- Identify opportunities to reduce waste quantities disposed through recycling programs.
- Recycling includes but is not limited to paper, cardboard, beverage containers, plastics and organic cafeteria waste.
- Explain how to design and implement source separation and recycling programs while not increasing overall operational costs.
- Explain how recycled material will be collected, transported, processed (if necessary) and reach secondary markets.
- Explain how to work with the local public waste management and recycling agency to further educate the District's student on the importance of waste prevention, recycling and composting.
- The tonnages and revenue from recyclable material must be reported to the District on a monthly basis. The Proposal contemplates that the Respondent will retain all material revenue.

c. Recycling Promotion Payment

The current contract contains a Recycling Promotion Payment provision where the Contractor has contributed Seven Thousand Dollars (\$7,000.00) per year to the District to promote recycling. This provision shall be included in new Agreement.

d. Recycling Educational Tools Fund

The current contract allocates Seven Thousand Dollars (\$7,000.00) annually to the District during the term of the Agreement for the purchase of recycling tools to support waste diversion. Example tools include classroom recycle collection containers, lunchtime sorting signage, and finished compost for use in school gardens. Alternate but similar tools can be purchased to match the District's needs over the next five years. Expenditures shall be tracked and any unspent dollars will be rolled into the following contract year for a total contribution of \$35,000.00. This provision shall be included in new Agreement.

e. Bi-Annual Bin Cleaning Service

Contractor shall perform five hundred (500) bin cleanings (or replacements at Contractor's option) during the term of the Agreement, and at no additional cost to the District. Custodial Staff will coordinate with Contractor dates for bin cleaning service needed at any other time or if a specific site(s) requires additional bin cleaning services. Contractor may charge District for any bin cleaning services beyond the 500 cleaning allotment per the rate memorialized in Exhibit A of the Agreement.

f. Waste Handling

- The Contractor shall arrange transportation, scheduling, and disposal of all non-recyclables from District facilities.
- Explain how existing disposal service levels might change as recycling increases (from an operational and financial standpoint).
- Identify and provide contact information for disposal site(s) proposed for use.
- The Contractor must keep detailed records for each load destined for a landfill

and segregate transport fees from disposal fees. Describe how District waste that is transported to a landfill will be estimated and measured. The District does desire to obtain reliable data on how much garbage, recyclables and potentially compostable organics are generated by the District.

g. Process for Continuous Improvement

- Explain the process to provide continuous improvement over the term of the contract (audits, outreach and communications, etc).

h. Data Information Systems

- Describe the systems for tracking tons disposed, recyclables sent for processing, tracking service needs (requests for, and completion of bin exchanges, wheel fixes, etc.)

i. Waste Composition

- Describe the approach used to measure or estimate the composition of District waste streams.
- Identify the data information management tools that will be used to track District waste streams.

Deliverables will include five (5) hard copies of the report as well as an electronic version in PDF format.

D. STATEMENT OF QUALIFICATIONS

1. General Information / Instructions - Statement of Qualifications

- 1.1.** The District is inviting Statements of Qualifications and Pricing Proposals for Solid Waste Handling & Recycling Services which shall require coordination, administration, consulting and advice, and related services.
- 1.2.** The District seeks to identify teams with a record of excellence in efficient planning and service delivery. The firms must have extensive experience related to Solid Waste Handling & Recycling Services.
- 1.3.** The Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8 1/2 x 11 paper and no more than fifteen (15) printed pages in length. Documents included in the Appendix will not count against the page limit. Statement of Qualifications should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm.

2. Content – Statement of Qualifications

- 2.1. Letter of Interest** - A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications on behalf of the firm. The Letter of Interest should provide a brief statement of firm's experience indicating the unique background and qualities of the firm, its personnel, and its sub-consultants, and what will make the firm a good fit for work in the District. The letter shall also include the following statements:

"[RESPONDENT'S NAME] received a copy of the District's Agreement attached as **Exhibit A** to the RFQ/P. [RESPONDENT'S NAME] has reviewed the indemnity provisions in **Exhibit A** and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to the use of the Agreement."

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

- 2.2. Table of Contents** - A table of contents of the material contained in the Statement of Qualifications should follow the Letter of Interest.
- 2.3. Executive Summary** - The Executive Summary should contain an outline of firm's approach, along with a brief summary of firm's qualifications. Firms interested in being considered for Solid Waste Handling & Recycling Services shall clearly indicate that interest and provide a detailed Pricing Proposal.
- 2.4. Firm Information** - Provide a comprehensive narrative of the services offered by firm. The narrative should include all of the following:
- A. A preliminary operations plan for a Solid Waste Management Program ("SWMP") that responds to the needs outlined in Section 4 of this RFP.
 - B. A financial proposal in accordance with **Appendix B**.
 - C. A narrative presenting the Respondent's background including:
 - 1. A description of the background and experience of key personnel to be assigned to the successful execution of the District SWMP;
 - 2. A list of all public sector clients to which the Respondent has provided solid waste management services over the past two (2) years;
 - 3. Three public sector references;
 - 4. Three private sector references;
 - 5. Detailed information validating the financial stability of the Respondent including a description of the Respondent's ability to secure (either by purchase or lease) the equipment necessary to successfully operate the District SWMP;
 - 6. A description of the Respondent's current vehicle fleet that could be assigned to the District SWMP;
 - 7. A description of all pending legal disputes including matters in litigation, mediation, arbitration, and/or at trial;
 - 8. A description of all financial or other liabilities in excess of \$50,000 that may threaten the ability of the Respondent to perform all services required.
 - D. Alternates. Alternate Proposal(s) that describes services and financial arrangements that the Respondent believes might be attractive to the District will be considered in addition to Respondent's Proposal; however, Alternate

Proposal(s) may not be considered in lieu of a Proposal containing the minimum requirements.

2.5. Pricing

Prepare the pricing proposal for the requested services with the expectation of a 3-year contract with two one-year extension options. The extension options are at the sole discretion of the District. The financial portion of the proposal must be submitted on the form provided in **Appendix B**.

2.6. Alternative Proposals

A. General

Alternative Proposals reflecting the needs of the District expressed in this solicitation are encouraged to be submitted in addition to, not in lieu of, a fully responsive Proposal.

B. Financial

The District welcomes Alternate Proposals that tie incentives to mutually-agreed upon performance targets. As an example, Respondents could propose a rebate program that encourages recycling or and a reduction in the amount of material transported to a landfill. If a gain-sharing incentive is proposed, explain how the baseline will be established against which cost savings can be measured and a process for validating cost savings and increased diversion.

C. Alternate Service Configurations

A second example is to consider a proposal under which the District compensates the contractor for management, transportation and equipment costs, but passes-through disposal costs and recycling costs or revenues.

D. Compostable Organics

The District is interested in receiving as part of Alternate Proposals, service and pricing information on potentially providing collection of organics at appropriate District sites. In particular, the collection and composting of food waste could drastically reduce the amount of waste transported to a landfill.

The District realizes that for an organics collection program to be successful, there might need to be significant changes in how the District's nutritional services department packages student meals. It might take significant changes in District operations to accommodate this type of change. However, if your firm can potentially provide this service, the District would like to know about it. The District envisions that an organics/food waste collection program would require, at a minimum:

1. Weekly collection of compostable organic materials
2. Provision of green, industry standard 32/35 gallon or 64/65 gallon rolling carts for the collection of compostable organics

3. Local, Small Local and Small Local Resident Business Enterprise Program

The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation. Submit a detailed description of the team's L/SL/SLRBE composition clearly indicating the name of the firms and percentages of participation on the following form ("Local Business Participation Worksheet").

DRAFT

LOCAL BUSINESS PARTICIPATION WORKSHEET

Prime Consultant:

RFQ/P: Solid Waste Handling & Recycling Services

Date:

| Team Member | Projected Percent of Total Fee Per Team Member | LBE % | SLBB % | SLBR % | City of Oakland Certification Number |
|--|--|----------|-----------|-----------|---|
| Prime Company: Address: Phone: Email: | | | | | |
| Company: Address: Phone: Email: | | | | | |
| Company: Address: Phone: Email: | | | | | |
| Company: Address: Phone: Email: | | | | | |
| Company: Address: Phone: Email: | | | | | |
| Company: Address: Phone: Email: | | | | | |
| TOTAL PARTICIPATION | | | | | |

Approval – LBU Compliance Officer

E. District's Evaluation / Selection Process – Statement of Qualifications

1. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in like construction, and the Firm's ability to integrate its personnel with the District's staff and consultants.
2. After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Firm(s). The District may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Any firm(s) selected for interviews must make available for interview the key personnel it intends to assign to the District's Project(s). Any comments or objections to the form of Agreement attached hereto as **Exhibit A** to this RFQ/P shall be provided in writing before the interview and may be the subject of inquiry at the interview. Any comments or objections to the form of Agreement not provided in writing before the interview will not be entertained by the District. Adequate time will be allowed for presentation of qualifications followed by questions and answers.
3. **District Investigations** - The District may check references, and may perform investigations of firm that extend beyond the information in the proposals. The District may conduct interviews of firms.

F. Final Determination And Award

The District reserves the right to contract with any entity responding to this RFQ/P, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District reserves the right to reject any or all submissions, to request further information, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ/P. This RFQ/P does not commit the District to award a contract or to reimburse any firm for costs incurred in submitting a proposal.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFQ/P.

The RFQ/P packet, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This RFQ/P does not commit the District to negotiate an agreement with any proposing firm or individual.

END OF RFQ/P