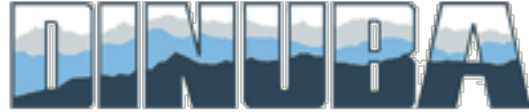


City of



REQUEST FOR PROPOSALS  
FOR  
DISCARDED MATERIALS MANAGEMENT SERVICES

V.4

JUNE 21, 2024

**CITY OF DINUBA**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**DISCARDED MATERIALS MANAGEMENT SERVICES**

June 21, 2024

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

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

The RFP is available electronically at [Dinuba.org](http://Dinuba.org); [Bidsync.com](http://Bidsync.com); and [instantmarkets.com](http://instantmarkets.com)

A mandatory pre-proposal conference will be held on 6/28/2024. at the City of Dinuba Public Works Facility, located at 1088 E Kamm Avenue, Dinuba CA 93618. This conference will start at 1pm, include a brief presentation by on the RFP process, and conclude after all attendees have had their questions addressed.

Proposals will be received until 4:00 p.m. on August 9, 2024. For further information, contact Elva Patino via email at [epatino@dinuba.ca.gov](mailto:epatino@dinuba.ca.gov) .

**CITY OF DINUBA**  
 REQUEST FOR PROPOSALS  
 FOR  
 DISCARDED MATERIALS MANAGEMENT SERVICES

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Attachment 1:	Downtown Container Examples
Attachment 2:	Commercial Service Information
Attachment 3:	Residential Accounts 5.1.24
Attachment 4:	Multi-Family Residential Accounts 5.1.24

# REQUEST FOR PROPOSALS (RFP) FOR DISCARDED MATERIALS MANAGEMENT SERVICES

## Section 1 Overview of the Request for Proposals

The City of Dinuba (City) is requesting proposals from qualified solid waste and recycling companies to provide residential, commercial, and industrial sector discarded materials management services for a period of ten (10) years, with a city option to extend services five (5) additional years (15 years total). The City is also requesting that responding firms provide guaranteed processing/diversion capacity for organic wastes for the term of this agreement. The requested services are summarized in the table below and described in detail in subsequent sections of this RFP.

Service	Description
<p><b>Residential Collection</b> – The City provides residential billing service to 5,698 residential accounts. 84 accounts have additional trash containers and are charged an increased fee. 112 accounts are designated as senior citizens and receive a 5% discount. 5,531 residential accounts are single-family properties. 167 residential accounts are multi-family properties. Most are in the 2-to-8-unit range, though there are properties with up to 51 units receiving residential cart service. Please refer to the attached “MULTI FAMILY RESIDENTIAL Accounts 6.1.24” for specific unit counts.</p> <p>A portion of residential accounts receive alley service. Proposers are encouraged to tour all residential collection areas to familiarize themselves with local conditions.</p> <p>Currently, the city bills all residential and commercial customers for trash service, and the existing franchise hauler bills commercial customers directly for recycling and organic waste recycling services. Temporary bin and roll-off services are also billed directly by the franchisee.</p> <p>It is the City’s intention to bill all recurring services (residential and commercial, refuse and recycling), The franchisee will only bill for temporary bin and roll-off services, and remit to the City an agreed-upon franchise fee on gross receipts from these charges. All payments to hauler from City-billings will be from gross receipts, less city fees.</p>	<ul style="list-style-type: none"> <li>➤ A 3-container SB1383 “standard compliance” approach program (14 CCR, Division 7, Chapter 12, Article 3 and all associated program and policy requirements) is preferred though not required. This service would include hauler-provided annual route reviews and/or waste evaluations as required by regulations.</li> <li>➤ Bid alternates for 1, 2 and/or 4 container “standard compliance” approach programs, and any “performance-based” compliance approach programs (14 CCR, Division 7, Chapter 12, Article 17, or as otherwise defined by 14 CCR Section 18982(a)(52.5), and all associated requirements) are permissible. Please mark such approaches as “bid alternates” and provide an explanation why you believe such an approach is preferable and/or superior.</li> <li>➤ Provide containers with signage and color combinations that comply with SB 1383 regulations.</li> <li>➤ Provide guaranteed tonnage capacity for organic waste processing and landfill disposal at State permitted facilities.</li> <li>➤ Provide 2 free bulky-item collection events annually, including E-waste, batteries, and tires, available to all City-residents at a city-designated site.</li> <li>➤ Hours of operation limited to 7am until 6pm, with no Sunday collection or the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas Day.</li> <li>➤ Provide service-container sizing options (35-65-95 gallon or equivalent) with discounted pricing for senior citizens.</li> <li>➤ Public education and outreach services on all residential services provided, including HHW and bulky items, all state mandated compliance programs, and up to four (4) City-directed messages through quarterly newsletters and billing inserts each year.</li> <li>➤ Reporting on all collection, diversion, disposal, monitoring, and evaluation activities as directed by the city.</li> <li>➤ Provide quarterly sweeps of city to remove abandoned items (TBD by proposer proposal).</li> </ul>

<p><b>Commercial Collection</b> – 311 commercial accounts receive bin service, including multi-family properties. 11 commercial accounts receive recurring compactor (6) or roll-off (5) service. 106 commercial accounts receive cart service for trash collection.</p> <p>Commercial recurring containers in service include:</p> <p><b>Trash Service</b></p> <p>115 - 96-gallon carts  53 – 1-cubic-yard bins  97 – 2-cubic-yard bins  143 – 3-cubic-yard bins  74 – 4-cubic-yard bins  1 – 5-cubic-yard bins</p> <p>3 – 40-yard compactors  3 – 30-yard compactors  4 – 40-yard roll-offs  1 – 25-yard roll-offs</p> <p>In addition, there are 85 permanent city-owner refuse containers the franchisee collects once-per-week from the downtown commercial center (example photos provided as Attachment 1).</p> <p><b>Recycling Service</b></p> <p>78 - 96-gallon carts  5 – 2-cubic-yard bins  129 – 3-cubic-yard bins  11 – 4-cubic-yard bins  1 – 6-cubic-yard bins</p> <p><b>Organics Service</b></p> <p>179 - 96-gallon carts  1 – 2-cubic-yard bin</p>	<ul style="list-style-type: none"> <li>➤ A 3-container SB1383 “standard compliance” approach program (14 CCR, Division 7, Chapter 12, Article 3 and all associated program and policy requirements) is preferred though not required. This preferred service would include hauler-provided annual route reviews and seasonal (twice per-year) waste evaluations as directed by the city.</li> <li>➤ Bid alternates for 1, 2 and/or 4 container “standard compliance” approach programs, and any “performance-based” compliance approach programs (14 CCR, Division 7, Chapter 12, Article 17, or as otherwise defined by 14 CCR Section 18982(a)(52.5), and all associated requirements) are permissible. Please mark such approaches as “bid alternates” and provide explanation why you believe such an approach is preferable and/or superior.</li> <li>➤ Provide guaranteed tonnage capacity for organic waste processing and landfill disposal at State permitted facilities.</li> <li>➤ Provide containers with signage and colors that comply with SB 1383 regulations.</li> <li>➤ Hours of operation limited to 7am till 6 pm, with no Sunday collection or the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas Day.</li> <li>➤ Public education and outreach services on all commercial services provided (including general service requirements, all state mandated compliance programs, and up to four (4) City-directed messages through quarterly newsletters and billing inserts.</li> <li>➤ Provide twice-annual steam cleaning of disposal enclosures for all customers receiving organic waste recycling services.</li> <li>➤ Reporting on all collection, diversion, disposal, monitoring, and waste evaluation activities as directed by the city.</li> </ul>
<p>Construction/Demolition and Temporary Bins</p>	<ul style="list-style-type: none"> <li>➤ Roll-off and bin service for construction, deconstruction, and temporary/clean-up work. All such for-hire hauling is incorporated into the City’s exclusive franchise. Only exception is contractor self-haul.</li> </ul>
<p>City Facilities</p>	<ul style="list-style-type: none"> <li>➤ Free trash and recycling containers at up to four (4) city-events per-year.</li> <li>➤ Free recurring trash, recycling and organics recycling services at City facilities (11).</li> <li>➤ Free monthly collection of abandoned items, collected by city crews and consolidated at the City Yard.</li> </ul>

Collection Vehicles	<ul style="list-style-type: none"> <li>➤ All collection vehicles must be in good operating condition and appearance. By the end year 3 of the franchise agreement no recurring collection vehicle can be over 12-years of age. Recurring operational issues may result in administrative penalties.</li> <li>➤ Preference points may be awarded to firms that commit to using renewable natural gas (RNG) that assist the city in meeting SB 1383 procurement requirements.</li> <li>➤ All vehicles must be equipped with GPS systems and have the ability to show vehicle location on designated dates/times, as requested by the city.</li> <li>➤ All vehicles must be equipped with safety/notification equipment to alert drivers to pedestrians or bikers in the vicinity of collection vehicles.</li> </ul>
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Through this procurement process, the city declares its intention to maintain reasonable rates and the highest level of service for the collection, transfer, processing, landfill diversion and disposal of residential, commercial, and industrial sector wastes generated within City limits. Written questions will be accepted for two weeks after the mandatory pre-proposal conference, with written answers provided electronically to all proposers on Friday of that week and responses will also be posted on [www.dinuba.org](http://www.dinuba.org). Verbal answers will only be provided at the pre-proposal conference. However, written responses will govern. Communications regarding this solicitation should be conducted exclusively through Elva Patino at [epatino@dinuba.ca.gov](mailto:epatino@dinuba.ca.gov).

## RFP Schedule

Activity	Milestone
Electronic Delivery of RFP packages	June 21, 2024
Mandatory Pre-Proposer Conference	June 28, 2024
Last day to submit RFP questions.	July 12, 2024
Last written response to proposer questions	July, 19, 2024
Deadline for submittal of proposals	August 9, 2024
Complete proposal evaluation	4:00 p.m., Pacific Time
Interview selected proposers	August 21, 2024
Select proposer	August 22, 2024
Finalize agreement	August 30, 2024
Recommendation to the City Council	September 12, 2024
Roll out of commercial program	September 24, 2024
Roll out of residential program	Last service day - June, 2025 (if applicable)
	Last service day - June, 2025 (if applicable)

\*These dates are subject to change by the city.

## Rights of the City

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

- Issue addenda to the RFP, including extending or otherwise revising the deadline for submittals.

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

## **Project Background and Administration**

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

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

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

Proposals must be delivered to:

Elva Patino  
City of Dinuba  
1088 E. Kamm Avenue  
Dinuba, California 93618

AND

Submitted electronically to [epatino@dinuba.ca.gov](mailto:epatino@dinuba.ca.gov)

Proposals must be submitted no later than 4:00 p.m. (PST), on Friday, August 9, 2024. Postmarks will not be accepted as proof of receipt. All responses received after this time and date will be returned unopened.



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

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

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

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

## **Section 2 Required Proposal Format**

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

1. **Complete and submit all proposed pricing in separate sealed envelope:** Each proposal must contain a hauler-prepared price sheet covering all services and charges (labeled Attachment 1) in a sealed envelope. Pricing for services must be by container size and program type and be all-inclusive.
2. **Transmittal letter:** Each response must contain a transmittal letter signed by an officer of the responding company who has the authority to bind the firm to bids and to sign contracts. Said transmittal letter must specify that the signatory has all required authority.
3. **Introduction:** A response should have an introductory chapter that identifies the contents of the submission and demonstrates knowledge and familiarity of the firm with the City of Dinuba.
4. **Related experience by area:** A response must address all the identified service areas in Section 3, Discarded Materials Management Services, in this RFP solicitation document. Clearly identify your firm’s relevant experience and identify current and previous work for cities in the general vicinity of the City of Dinuba or in Central California.
5. **Project team:** Identify all members of your proposed project team, including but not

limited to subcontractors, processors, and disposal site operators. State their qualifications and experience in your response. Main point of contact for the City should be featured in your proposal, and clarify if the proposer will have an office in Dinuba or nearby (please list distance from City Hall if office will not be in Dinuba), and where the City contact we will based. Preference will be given to firms willing to have an office in Dinuba that is open at least two days per-week.

6. **Other resources including equipment:** Identify proposer resources that can be used to implement the required programs, including but not limited to, the collection fleet, alternative fuel vehicles, transfer station, processing center or material recovery facility (MRF), organic waste processing and/or diversion facilities (designate as owned or contracted), bin inventory, recycling containers, special bins, promotional items and educational capabilities, and special equipment. Identify special services that can be provided including public education, route audits, facility diversion audits, waste audits, employee training, video transmission, bilingual specialists, etc. Be sure to include the age of fleet vehicles proposed for the start of franchised service.
7. **Safety record:** Describe and document the firm's safety record, and include a description or quantification of industrial accidents, driving accidents, workers' compensation claims, etc., over the past five years.
8. **Ownership and Financial records:** Provide a detailed description of the business ownership and relationships to parent companies, subsidiaries, or partial owners. Be prepared to make available for review (within 2-days of City request) financial reports describing the fiscal health and wellbeing of the firm, references (name, phone number and address) of banking representatives, and a recent audit of firm accounting practices and financial records. If audited records are not available, explain the reason and provide other records such as financial ratios and profit and loss statements.
9. **Insurance:** Provide a listing of the insurance held by the firm, including general liability, workers' compensation, vehicular insurance, property liability, and environmental impairment. Include the amounts, and name and contact person for each insurance policy. Provide copies of the policies that must include termination dates. Identify any previous and pending claims against the policies or past policies, including any dismissed or rejected claims. Identify any RCRA or CERCLA claims as well.
10. **References:** Provide a listing of all municipal clients currently or previously worked for under franchise or exclusive contract for the past 10 years in Central California. Include name, contact person, phone number and address, and identify the term of the contract. If a proposer cannot meet this requirement, it must explain why.
11. **Disposal and processing facility capacity:** Identify long-term commitment(s) of the firm regarding disposal and/or processing facility capacity and describe any commitments that can be provided to the city in the form of agreements or other instruments. The interest is whether proposing firm can assist the City in meeting facility capacity requirements in SB 1383 regulations.
12. **Community Involvement:** As discussed in item 5 above, an ongoing and local presence is seen as an important selection criterion. Your proposal should feature your planned participation in community events, membership or assistance to community service groups,

- scholarships, local office (or in close proximity to Dinuba), and any other efforts to forge close ties with the City, its businesses, and its residents.
13. **Customer service:** Disclose firm's customer service record for the past year. Quantify service issues and complaints, and your procedures for responding to and resolving. Discuss your capabilities for customer service (local office, call center, website, etc.). This is an important review area and preference may be given to firms that will provide a local presence to assist customers in-person.
  14. **Rates and costs:** Only provide residential, commercial, and industrial rates proposed for the City of Dinuba in Attachment 1 and not in the main body of your proposal.
  15. **Operation:** Provide evidence of ability to meet schedules and conduct exclusive collection of solid waste without commingling Dinuba' wastes with another city. It will be a requirement of the contract that the selected vendor either not commingle waste from Dinuba with another city or provide an acceptable methodology for commingled waste allocation.
  16. **Exceptions:** Clearly identify any exceptions proposer has with city-requirements addressed in this document. If no exception is claimed, please specify this in your letter of transmittal.
  17. **SB 1383 Compliance:** Proposer will be expected to demonstrate familiarity with all relevant SB 1383 regulations as they relate to proposed collection, processing, landfill avoidance, reporting, route and facility audits, customer education and monitoring, and/or other services and functions required to demonstrate compliance within the services or activities proposed.
  18. **Litigation:** Disclose any litigation between your firm and a local government within the past 5 years.

### **Section 3 Discarded Materials Management Specifications**

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

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

- Services provided
- Legal requirements
- Reporting and compliance with local, state, and federal mandates
- Indemnification (RCRA, CERCLA and AB 939)

- Collection equipment
- Special wastes (construction and demolition wastes, tires, and bulky items)
- Transfer station and diversion facility capability
- Organic waste processing and landfill disposal capacity

***Services provided***

A. General and implementation plan

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

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

B. Residential Sector

The proposer shall present a discarded materials management program that collects and removes solid wastes that have been discarded into carts at all residential properties in the City of Dinuba (approximately 5,698 accounts). These residential properties include single-family homes and multi-family dwellings (see Attachments 3 and 4 to this RFP for complete listings). The selected firm shall provide the preferred three-container system, which includes:

- A grey or black container for non-organic waste for disposal.
- A blue container for non-organic recyclables, and the following types of organic wastes: paper products, printing and writing paper, wood and dry lumber and textiles (specific items are at the proposer's discretion – please list).
- A green or brown container for organic waste (yard waste and food waste).

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

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

### C. Commercial Sector

Upon commencement of the contract, the selected firm shall collect and remove discarded materials that have been placed in carts, bins, roll-off containers, and compactors, from all commercial generators within the City that require recurring service per the City Code. Currently this includes the 364 business and multi-family accounts receiving commercial bin service, 11 accounts receiving recurring roll-off or compactor service, and approximately 100 accounts receiving commercial cart service. The City of Dinuba will require all commercial accounts to be compliant with SB 1383, having both recycling and food waste recycling programs. We estimate that approximately 200 commercial accounts currently have separate recycling and organic waste recycling containers. The city plans to work with the selected firm to establish applicable waivers, prior to the July 1, 2025 program roll-out. The proposer should use their own best judgment when estimating required containers above the amounts provided in Attachment 2 (Commercial Service Information) to this document. To accurately estimate the services needed to adequately handle the waste stream of the customers/generators we suggest proposers tour the City's commercial areas. The selected firm will be required provide the appropriate container sizing and frequency of collection for the amount and type of discarded materials generated by each customer. The RFP's requirement is that the proposed services and pricing be inclusive of all discarded materials management services mandated by the State of California and the City's municipal code. The selected service provider must also provide temporary bin and roll-off services, including but not limited to bins for construction and deconstruction projects, and perform or contract to have performed all waste diversion activity to meet CalGreen requirements. On an annual basis the selected firm must provide steam cleaning services at all enclosures where organic waste recycling services are provided.

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

### D. Industrial Sector

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

### E. Organic Waste Recycling Services

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

### F. City Facilities

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

▪ City facilities located at:

1. City Hall – 405 E. El Monte Way
2. Wastewater Plant – 6675 Avenue 412
3. Fire Department – 496 E. Tulare
4. SportsPlex – 201 N. Uruapan Drive
5. Transit Center – 180 W. Merced Street
6. Senior Center – 437 N. Eaton Avenue
7. Police Department – 680 S. Alta Avenue
8. Fire Department – 420 E. Tulare Street
9. Community Center – 1390 E. Elizabeth Way
10. Public Works #1 – 110 S. College Avenue
11. Public Works #2 – 1088 E. Kamm Avenue

▪ City parks:

1. Designated container for all parks (collected by city crews) at 855 E. El Monte Way.

▪ Community events:

1. Cinco de Mayo
2. Raisin Day
3. Independence Day
4. TBD at City's discretion

G. Public Education and Outreach

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

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

Before the residential and commercial program roll outs, the selected firm shall prepare and

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

#### H. City Fees

The selected firm will be remit and/or include in franchise rates, the following City fees:

- Franchise Fees – 10% of total customer invoice amount (City or hauler-billings) of any kind that are related to the franchise granted. This fee covers maintenance costs, AB 939 compliance (Integrated waste management programs and CalRecycle annual reporting), city-owned container replacement, and city administration costs related to contract management, franchise monitoring and auditing.
- SB 1383 Compliance Assistance Fee – \$150,000 payable January 1<sup>st</sup> of each calendar year and adjusted by CPI. This fee is established to assist the City with costs related to short-lived climate pollutant reduction by city facilities, recycled organic waste product procurement requirements of the City, new ordinance enforcement requirements promulgated by SB 1383, and the creation and ongoing maintenance of mandated implementation record files to meet at-any-time inspection standards.
- Business License – The selected service provider and any of its subcontractors will be required to maintain appropriate business licensing during the term of the agreement.
- Street Sweeping & Alley Clean-up – A monthly payment equal to \$4.50 per residential customer and \$5.00 per commercial customer to support City's efforts to keep its streets and alleys free of litter and other debris.
- City Billing & Administration – A monthly payment equal to \$4.50 per residential customer and \$4.50 per commercial customer.

#### *Legal requirements*

##### A. Performance Bond and Cash Bond

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

B. Ownership of waste

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

C. Annual review

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

D. Term of Agreement

The term of this Agreement shall be for a period of ten (10) years, with the City-option to award an extension for up to five (5) years based upon successful demonstration of exemplary contract performance.

E. Permits, Licenses, and Insurance

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

***Reporting and compliance with local, state, and federal mandates***

A. Quarterly reports

The selected service provider will be expected to submit quarterly reports for the length of the Agreement commencing upon final approval by the City Council. These reports shall be due within thirty (30) calendar days from the end of the reporting quarter. These reports will address tonnages hauled and diverted, hauler-customer compliance (AB 341, AB 1826, SB 1383, etc.), and gross revenues and gross receipts for hauler-billed services. At the City's discretion, quarterly reports can be expanded to include additional contracted service or State compliance measurements.

B. Annual reports

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



C. SB 1383 Studies and Compliance Reporting

The selected firm will be expected to assist the City with all aspects of SB 1383 compliance related to the collection, processing, and ultimate disposition of organic wastes and other collection programs that may impact the City's compliance. As such, route reviews and/or waste evaluation studies will be required at the frequencies established in SB 1383 regulations and/or by CalRecycle staff reviewing and judging the City's compliance efforts. Customized reports, as may be deemed necessary by CalRecycle, shall also be prepared, and provided by the selected firm, at the time(s) and frequency required to comply with these regulations (no less than annually).

**☐ *Indemnification (RCRA and CERCLA)***

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

**☐ *Collection equipment***

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

Under no circumstances can collection vehicles be in poor repair and appearance at any time during the franchise agreement. The City will allow any model-year vehicles to operate at the start of the franchise. However, at the completion of year three (3) of the agreement and at all times thereafter, no vehicle performing recurring collection service can be beyond 12-years of age. All collection vehicles are to be maintained in fully operational condition, kept in a visually appealing condition and comply with existing air quality mandates. Special consideration may be given to proposer's who will guarantee purchase and use of renewable natural gas (RNG), to fuel collection vehicles, provided this RNG qualifies as "city procurement" under SB 1383 regulations. GPS tracking and reporting capabilities, and safety/warning equipment is required on all collection vehicles.

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

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

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

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

The city requires that the selected firm provide source separated recycling service and/or mixed waste processing service for C&D debris for all developments and re-developments, and will require the selected service provider to provide any and all services to developers and contractors who construct or demolish structures within the City limits so that they may achieve the 65% diversion level mandated by CalGreen (exceptions granted for non-recyclable materials on a case-by-case basis).

B. Bulky item pick-up

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

The selected firm must provide two bulky item collection events within the City, where residents can drop-off these items at no cost from 7am to 3pm. The City will provide the location for these events. The selected proposer agrees to provide collection containers and staffing, at no charge, at the level required to consolidate and remove all bulky items delivered by residents. Residents will not be limited in the number of bulky items per-event. To the maximum extent possible bulky items may not be disposed of in landfills until the following hierarchy has been followed: 1) reuse, 2) disassembly, 3) recycle, and 4) disposal. The cost for additional bulky item collections, or events beyond twice per-year, should be detailed in proposer's pricing. Furthermore, to address items that are abandoned in the public right-of-way, the city will require the selected firm to provide quarterly sweeps of the city to remove such items and that the selected provided respond within 24 hours to city-requests for abandoned item removal. Proposers should detail their abandoned item "sweep" and collection program. This proposed program shall also be provided as a no-cost service to the city.

C. Environmental component

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

D. Household Hazardous Wastes (HHW)

The City would like to proposer to provide a recurring program to help deal with batteries, E-waste, and tires. Residents currently use HHW drop-off services provided by the County and that will continue. Proposers will be required to feature HHW drop-off opportunities in their educational materials at least once per-year and train their customer service staff to make City residents aware of these opportunities. Proposers are encouraged to provide programs (with or without City cooperation) to regularly collect batteries, E-waste, and waste tires from designated drop-off locations or events.

E. Disaster preparedness

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

***Transfer Station and Diversion Facility Capabilities***

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

***Disposal and Diversion Capacity***

Proposer must include in its submission a description of its proposed disposal site(s) to be used. While the City reserves the right ultimately direct waste away from a non-compliant site, proposers are at liberty to propose alternative sites, as applicable.

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

***Rates***

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

## Section 4 Proposal Evaluation & Selection Criteria

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

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

9. Other resources and equipment  
Age of fleet and containers, compatibility with proposed services, signage, quality of education/ outreach materials etc.
10. Operation  
Schedules and ability to maintain schedules, personnel, exclusive collection of City waste (avoid commingling of City's waste with adjacent cities or other customers' wastes), familiarity with local area. Distance of collection fleet and customer service offices.
11. References  
All municipal and County franchises/agreements in Central California must be listed with contacts and phone numbers; references are positive or negative; strength of response.
12. Valued added services, programs, or community support  
Additional benefits over and above standard service. Community service activities and actions, etc.
13. Local Commitment  
Distance of collection fleet and customer service office from the City. Staffing commitments for Dinuba residents, participation and support for local charities, schools, and events.
14. Proposed rates

## **Section 5 Final Selection Process**

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

## **Section 6 Other Related Information**

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

**City of Dinuba**  
REQUEST FOR PROPOSALS  
FOR DISCARDED MATERIALS MANAGEMENT SERVICES

**LIST OF ATTACHMENTS**

- |               |  |
|---------------|--|
| Attachment 1: | Downtown Container Examples              |
| Attachment 2: | Commercial Service Information           |
| Attachment 3: | Residential Accounts 5.1.24              |
| Attachment 4: | Multi-Family Residential Accounts 5.1.24 |