



REQUEST FOR PROPOSALS

RFP # 1112

Waste Collection and Recycling Services

For Santa Rosa Junior College and Santa Rosa City Schools

INTRODUCTION

This solicitation is being conducted jointly by Santa Rosa Junior College (SRJC) and Santa Rosa City Schools (SRCS), formal contract awards will be made individually by the lawfully designated awarding authority of each district, and will therefore result in multiple contracts.

The Sonoma County Junior College District (dba Santa Rosa Junior College SRJC) herein after referred to as “SRJC”, has five teaching sites in Sonoma County; including two destination campuses, one located in the City of Santa Rosa (the original and oldest of the sites and known as SRJC/Santa Rosa) and the second located in the City of Petaluma (known as SRJC/Petaluma), and three Centers, one each in Forestville, Windsor, and Southwest Santa Rosa.

Santa Rosa City Schools, herein after 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 ten (10) elementary schools, five (5) middle schools, five (5) high schools, one (1) continuation high school, and four (4) charter schools.

Both SRJC and SRCS are seeking proposals from qualified firms to provide waste collection and recycling services at all of their campuses.

SRJC and SRCS are conducting this solicitation through SRJC’s electronic bidding portal and all participating vendors must register in the system in order to submit qualification responses. To register and view this solicitation proceed to the e bid site at: <https://srjc.ionwave.net/login.aspx>

Questions must be directed in writing to: Jessica Lofgren, Buyer at jlofgren@santarosa.edu

CALENDAR OF EVENTS (subject to change)

DATE / TIME	ACTION
September 25, 2017	1 st Legal advertising & release of RFP
October 2, 2017	2 nd Legal advertising
October 3 – October 6 , 2017	Site Visits – to be conducted independently by vendors
Mandatory Pre-Proposal Meeting	October 10, 2017 Doyle Library Room 4245 at 9 am (see campus map for location)
October 16, 2017 – 5 pm (PT)	Deadline for Suppliers to submit questions. Inquiries need to be addressed via email to: Jessica Lofgren – Buyer at jlofgren@santarosa.edu .
October 23, 2017	Addenda, if any, responding to written communications/inquiries will be Posted to RFP# 1112
October 31, 2017 2 pm (PT))	Deadline for proposal submission through the electronic bid portal, no

	paper, emailed or faxed proposals will be accepted.
November 3 – 8, 2017	Proposal Evaluations
November 14, 2017	If necessary presentations/interviews with SRJC/SRCS
December 11, 2017 (SRJC) December 20, 2017 (SRCS)	Recommendation of selected Supplier to the SRJC Board of Trustees and the SRCS Governing Board for approval.
January 1, 2018	Anticipated Contract Start Date

CONTRACT TERMS

The anticipated start of services will be January 1, 2018. 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 SRJC's or SRCS's discretion and by mutual consent, as evidenced in writing. The Sample Agreement is provided with the bid notification and available for download from the electronic bid portal.

SRJC or 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. Suppliers shall not request any increase to pricing until after the initial three (3) year contract term. SRJC or SRCS reserves the right to refuse any increase not deemed reasonable.

Upon initial three (3) year contract expiration, Supplier 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).

PRICING

1. The supplier 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 SRJC or SRCS, as well as any costs from a 3rd party, otherwise additional costs in excess of the total amount bid will be the responsibility of the awarded supplier.
2. Suppliers shall complete the PRICING WORKSHEET with the prices for monthly waste disposal and/or recycling services.

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.

ANTI-LOBBYING PROVISION

All oral and written inquiries or statements regarding a potential contract with the District must be directed through the Sonoma County Junior College District's Purchasing Department. Potential vendors to the District are hereby advised that lobbying any District staff, the District's President, or any member or members of its Board of Trustees is not permitted and will result in disqualification as outlined below.

Lobbying, in this section, is defined as any action taken by an individual, firm, associate, joint venture, partnership, syndicate, corporation, or any other individual or group of individuals who seek(s) to influence a governmental decision regarding the award of business in connection with a competitive solicitation.

Lobbying by any vendor or potential vendor to the District, or any individual or group as defined above acting on behalf of a vendor or potential vendor to the District, regarding a current or impending solicitation advertised or to be advertised by the District, including Requests for Proposals (RFP's), Requests for Qualifications (RFQ's) and Invitation to Bid, will result in the rejection and disqualification of that vendor's offer..

SCOPE OF SERVICES

SRJC is soliciting bids to establish pricing for multi-year contract for waste collection, recycling and composting services for all four of its Teaching Sites (Santa Rosa Campus, Petaluma Campus, Public Safety Training Center, Shone Farm Agricultural Center).

SRCS is soliciting bids to establish pricing for multi-year contract for waste disposal, Composting, and/or recycling for all SRCS 25 physical sites, which includes its District Offices.

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

The successful Supplier will first conduct a site analysis identifying waste hauling bins locations and review with SRJC and SRCS Personnel. Successful vendor shall furnish all specified containers and provide placement of containers at the request and direction of the Facilities representative at each SRJC campus location and the Director of Maintenance and Operations for each SRCS campus location. Supplier will be responsible for placement of the containers within 10 days during the transition period.

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 SRJC or SRCS considers unsafe or unsanitary within 48 hours of the SRJC's or 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 the campuses annually at a minimum or as updates occur.
3. **Bin Signage:** Vendor is to ensure that all bins provided to SRJC and 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 SRJC or 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.

WASTE DISPOSAL SERVICES:

1. Supplier 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, painting, 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 bid proposal worksheet in Exhibit B. Supplier will establish pick up points mutually agreed by SRJC or 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 campus. Supplier will be responsible to verify acceptable schedules of service with Facilities Managers at each SRJC site and the Director of Maintenance and Operations for each SRCS sites.
4. 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 either the SRJC or SRCS locations.
5. Any trash that is accumulated outside of the container while waiting for the return must be cleaned up by the supplier. 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 supplier before the compactor is reconnected.
6. Service Provider will pick up after all special collection events and supply collection containers for designated Green Events as mutually agreed.
7. Upon a 24-hour or 48-hour notice, SRJC or SRCS may reduce or increase the number of pick-ups for each bin and SRJC or SRCS will be obligated to pay only for bin services actually received.

RECYCLING SERVICES:

1. It is SRJC’s and SRCS’s intent to have cost neutral recycling programs.
2. Supplier 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, painting, and cleaned if required and the cost shall be included in the supplier’s pricing throughout the contract term.
3. Frequency of service is specified under the bid proposal worksheet in Exhibit B. Supplier will establish pick up points mutually agreed by SRJC or 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 campus/site. Supplier will be responsible to verify acceptable schedules of service with Facilities Managers at each SRJC campus and the Director of Maintenance and Operations for SRCS campuses.
5. Container specified shall be supplied at the campus by Service Provider.
6. Listed are examples of items that will be recycled in the program along with best practices in recycling. SRJC and 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 SRJC campus and SRCS sites.
8. Large 20 yd. rollways will be provided on an ongoing basis for scrap metal, landscape materials, and garbage generated through SRJC's Facilities Operations and the Auto Trade Tech program and SRCS's Maintenance and Operations Department and Warehouse.
9. Service Provider may pick up after special collection events and supply collection containers for designated Green Events as mutually agreed.
10. Existing Recycling Program: Both SRJC and 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.
11. ☐ Recycling Program Recommendations: SRJC and SRCS request that Bidders include within their proposals any specific recycling recommendations for SRJC and SRCS Recycling Programs. These recommendations may be suggestions for consideration which would allow SRJC or SRCS to potentially improve their Recycling Programs enhance conservation, improve the quality of the environment, and potentially save money.
12. Please list any and all recyclable materials that your agency can collect in a commingled bin.
13. 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. Please provide a list of additional materials that your agency has the capacity to compost
 - a. Existing Organic Waste Program: Currently SRJC separates organic waste and has collection services for Santa Rosa Junior College Cafeteria and Burdo

Culinary Building. Some green waste, not including food waste or other materials, from landscaping operations are collected and stored on site at various campus locations.

- b. Organic Waste Program Requirements: The District is now required per AB 1826 to implement an organic waste recycling program to divert organic waste from the landfill.
- c. Organic Waste Program Recommendations: SRJC and SRCS are looking at reducing solid waste removal by increasing composting of organic waste. SRJC and SRCS request that Bidders include within their proposals specific recommendations for the expansion of composting programs for both SRJC and SRCS. Provide pricing on a per bin basis for removal of compostable materials.
 - 1) SRJC and SRCS request that the vendor include within their proposal specific recommendations for the expansion of an organics collection program for both entities in order to reduce solid waste.
 - 2) The Vendor is expected to provide organics collection and handling training to janitorial 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.
- d. Food waste/compostable materials shall have three specific designated bins for pick-up at locations specified under the bid proposal worksheet in Exhibit B.

REPORTING SERVICES:

The vendor shall provide the following.

- 1. Provide quarterly reports on District and campus/es 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 report for dumpster recycling inventories to SRJC and SRCS representatives.
- 3. Provide quarterly report 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.
- 6. By Government Code Section 17581.5, it is currently a requirement to perform the CALRecycle-required quarterly dumpster recycling volume inventories for each recycling component (glass, plastic, aluminum, etc.). The vendor is responsible for providing the requisite reports to SRJC and SRCS on a timely basis to SRJC and SRCS representatives for their submittal to CALRecycle.

Santa Rosa Junior College and Santa Rosa City Schools are looking for a partner in both waste diversion and waste reduction. SRJC and SRCS are open to working with the awarded vendor on grant applications, pilot programs that reduce vendors need for pick-ups, community waste events, even onsite in-vessel composting machines.

ADDITIONAL SERVICES

Additional Services may be requested of the awarded vendor to meet SRJC or 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:

- Business License
- The vendor hereby certifies that all truck drivers performing services under this Agreement are fully licensed as required by state law.
- 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.
- 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 SRJC

Supplier shall perform services according to the defined SRJC schedule, which may require work to be performed during normal business hours, which are Monday through Friday 7:00 am to 6:00 pm.

SCHOOL HOLIDAYS

The College is closed on the following dates:

Memorial Day

Independence Day

Labor Day Holiday

Winter Holidays

Martin Luther King Holiday

Mid-Semester Break

Fridays during the months of June through late July t

Any additional closings will be provided to successful Supplier

SCHEDULED SERVICE HOURS FOR SRCS

Supplier 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 one-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:

Winter Recess

Martin Luther King 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)

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Any additional closings will be provided to successful Supplier

SUBMITAL 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 Supplier, 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 SRJC and 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 Supplier 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 or vendors 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 bid closes.

9. The terms and conditions of this RFP will govern any purchases made from the awarded vendor.
10. For Santa Rosa City Schools, all bid protests shall be filed in writing with the Superintendent or designee in accordance with the provisions of SRCS Board Policy and Administrative Regulation 3311: Bids.

EVALUATION CRITERIA PROCESS

All Requests for Proposals shall be evaluated based on the following criteria listed below by members of an evaluation committee. Such 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;	40%
2	Qualifications/experience/service needs met;	20%
3	The supplier's reputation- (relevant references in scope and size);	10%
4	The quality of the supplier's goods and services;	15%
5	The supplier's past performance-	5%
6	The total long-term cost to SRJC or SRCS to acquire supplier's goods and/or services;	5%
7	Other relevant factors: - Enhanced services offered at no cost - Thoroughness and Completeness of Proposal	5%
TOTAL		100%

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 Waste Disposal Services
 - a. The supplier 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 SRJC or SRCS, otherwise additional costs in excess of the total amount bid will be the responsibility of the awarded supplier.
 - b. Supplier 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 SRJC or SRCS.
 - c. SRJC or 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 supplier will apply to all current locations and any properties

SRJC or SRCS may acquire in the future. Bidder must specify any locations they are not able to service.

2. The extent to which the goods or services meet SRJC or 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 supplier's reputation: provide previous experience and references with providing similar goods/services for similar projects (maximum of three (3) pages for submittal);
 - 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 SRJC and 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 SRJC and 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 a quality service/product.
 - c. Brief overview of Safety Program and Safety Training.
 - d. EMR/s and Man-Hours for last three years.
5. The suppliers past performance on a previous contract award and the supplier's track record.
6. The long-term cost: Request that Supplier 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 _____
7. Other relevant factors-
 - a. Provide any recommendations or enhanced services that your company can provide, which is relevant to the RFP.
 - b. This bid 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

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

PROVISIONS FOR RECOMMENDATION

SRJC and SRCS reserve 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 SRJC or SRCS, is the most advantageous to SRJC or 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 SRJC or SRCS.
5. Request additional references when deemed necessary.
6. Conduct a post-award meeting with the successful Supplier as deemed necessary.
7. Request additional information from the Supplier(s).

STANDARD OF CONDUCT

All employees of the Supplier shall be subject to the “Standards of Conduct” developed to protect the health, safety and welfare of all members of both the SRJC and SRCS communities. 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 in SRJC or SRCS buildings: Smoking is not allowed in any of SRJC or SRCS building facilities;
4. Smoking is allowed only in designated areas at some SRJC facilities;
5. Harassment (sexual, racial or otherwise) or intimidation of any member of the SRJC or SRCS communities;
6. Violation of applicable traffic or public safety regulations or of SRJC or SRCS rules and procedures;
7. Unauthorized use of SRJC or SRCS vehicles, equipment or property;
8. Use of SRJC or SRCS telephones for personal business;
9. Removal or theft of SRJC or SRCS property;
10. Unauthorized duplication or possession of SRJC or SRCS keys;
11. Entering unauthorized areas of a facility without permission.
12. Transfer of personal identification card or parking pass to unauthorized personnel;
13. Conduct or behavior that endangers the health, safety and welfare of any member of the public or SRJC or SRCS communities;
14. Interference with the work of other employees;
15. Work attire other than the specified uniform;
16. Loud, vulgar behavior or the use of profanity;

17. 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 Supplier and will be repaired to SRJC or SRCS satisfaction at the Supplier's expense.

SAFETY

The Supplier is reminded that all work under this RFP will be carried out on busy SRJC or SRCS facilities/campuses. Safety is of utmost importance. The Supplier 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 SRJC or SRCS Representatives. Safety precautions must be taken at all times to prevent the possibility of injury to pedestrians.

To safeguard the students, faculty and staff, as well as the aesthetics of the SRJC or SRCS campuses, the Supplier shall adhere to the following rules and considerations when providing janitorial services on any of the SRJC or SRCS facilities:

- 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.**
- 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 SRJC and SRCS campuses .
- Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be ticketed and chronic violators may be barred from doing business with SRJC or SRCS.
- Drivers are required to shut off engines while loading and unloading.

REQUEST FOR PROPOSAL GUIDELINES

INSTRUCTIONS TO SUPPLIER'S

Responses to **RFP # 1112** will be submitted electronically through the SRJC Electronic Bid Portal on or before October 31, 2017 at 2 pm (PT).

Only complete responses will be considered, the District expects to award only one commercial provided who can provide all requested services.

The Supplier's shall submit a comprehensive response to this RFP. Submittal guidelines are provided herein and must be adhered to in order for SRJC and SRCS to complete the evaluation process in an efficient and effective manner. Refer to the sections entitled "Proposal Format" and "Submittal Format" for instructions and requirements of the response.

After review of Proposals submitted in response to this RFP, the top-ranked qualified Supplier's may be selected for presentations/interviews with SRJC and SRCS. The selected Supplier's will be notified in advance of their presentation/interview dates. Upon completion of the evaluation process, SRJC and SRCS intend to make an award to the Supplier determined to be in the best interest of SRJC or SRCS. The selected proposal will be submitted to SRJC's Board of Trustees for approval during its December 11, 2017 Board meeting and SRCS's Governing Board for approval during its December 20, 2017 Board meeting.

SRJC and SRCS reserve the right to suspend, revise or terminate this process and pursue other options or actions. Any submittal not prepared and received in accordance with the provisions stated herein will be considered an informal response and any/or all of the submittal may be rejected.

Supplier's will pay all costs associated with the preparation of the Proposals, related travel expenses and, if applicable, subsequent presentations/interviews.

Any responses not prepared and received in accordance with provisions stated herein will be deemed non-responsive and/or may be rejected.

Withdrawal of a proposal will be accepted until the submission due date and time above. No proposal may be withdrawn after the deadline.

INTERPRETATION OR CORRECTION

SRJC and SRCS are not liable for interpretations/misinterpretations or other errors or omissions made by the Supplier in responding to this RFP. Any required addendum to the RFP will be made in writing by the SRJC and SRCS Purchasing Departments. Any person, firm or corporation submitting a Proposal is deemed to have read, understood and agreed to all terms, conditions and requirements set forth in the RFP. Supplier Agrees to conform in general to the terms of the RFP, details of which will be set forth in signed agreements between SRJC and the Supplier and SRCS and the Supplier.

From the date of issuance until SRJC and SRCS take final agency action, the Supplier must not discuss the Proposals or any part thereof with any employee, agent, or representative of SRJC or SRCS except as expressly requested by SRJC or SRCS in writing. Violation of this restriction will result in rejection of the Supplier's Proposal.

All inquiries, requests for clarification, change of conditions or requirements, specification omissions, uncertainty as to meaning, or requests for additional information must be submitted in writing to the Buyer. In the written request, the Supplier must identify him/herself and provide the page number, section, and paragraph of the conditions or requirements in question. The Supplier must also recommend specific written changes to the specified condition(s) or requirement(s).

All written inquiries or requests for changes or information must be received by SRJC or SRCS no later than the scheduled date shown in the Calendar of Events outlined in this document.

All Supplier inquiries or requests and the SRJC and SRCS responses will be provided to all prospective Suppliers. All addenda issued by SRJC or SRCS shall become a part of the RFP, and Supplier's shall acknowledge receipt of each addendum by number and date in its response.

Inquiries concerning this RFP should be addressed to SRJC and SRCS as follows:

Email on or before the deadline for questions and addressed to the Buyer of record:
Jessica Lofgren at jlofgren@srjc.com

SUBMITTAL FORMAT

Vendor responses shall be submitted online as directed on the SRJC website. A copy of the firm's complete PDF document must be submitted in the order provided below and outlined in the same order (failure to comply may result in disqualification).

1. Cost information -to be provided as a line item and Excel spreadsheets attached.
2. Company Profile
3. References
4. Past Project Experience
5. Quality of Goods & Services
6. Safety program
7. Past Performance
8. Value Added Services
9. Exclusions & Substitutions

1. COST

Vendor must provide a total cost in the solicitation line items: one total for Santa Rosa Junior College and one total for Santa Rosa City Schools.

In addition, detailed pricing will be submitted in an Excel spreadsheet format for all items listed in Exhibit B. The spreadsheet pricing detail vendor response will also be attached to the electronic bid submission. See attached spreadsheet under the "attachment tab" of the e- bid.

EXHIBIT B									
SRJC PRICING SHEET									
LOCATION	NO. & SIZE OF CONTAINERS		NO. OF PICK-UPS PER WEEK	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
Stop 1: Bertollini - Trash	1	6 yard	2	M, TH					
Stop 2: Bookstore – Trash	1	4 Yard	1	M					
Stop 3: Bailey Field - Trash	1	3 Yard	2	M, TH					
Stop 4: Burbank SW – Trash	1	4 Yard	2	M, TH					
Stop 5: Analy Hall - Trash	1	2 yard	1	M					
Stop 6: Doyle LRC - Trash	2	4 Yard	2	M, TH					
Stop 7: Emeritus Lot – Trash	2	4 Yard	2	M, TH					
Stop 8: Bailey Hall – Trash	1	4 Yard	2	M, TH					
Stop 9: Shuhaw Hall - Trash	1	3 Yard	2	M, TH					
Stop 10: Tennis Cts, - Trash	1	4 Yard	1	M					
Stop 11: Lark Hall - Trash	1	3 yard	1	TH					
Stop 13: Analy Village	1	2 Yard	1	TH					
Stop 16: Child Dev.: Trash	1	3 Yard	2	M, TH					
Stop 18: Auto Shop, North	1	3 Yard	2	M,TH					
Stop 19: Button	1	2 Yard	1	TH					
Stop 20: Pedroncelli	1	2 Yard	1	TH					
Stop 21: Culinary	1	2 Yard	2	M,TH					

LOCATION	NO. & SIZE OF CONTAINERS		NO. OF PICK-UPS PER WEEK	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
Stop 1: Bertollini Recycling	2	4 yard	2	TU, F					
Bertollini Compost	1	2 Yard	2	TU, F					
Stop 2: Bookstore Recycling	1	4 Yard	1	TU					
Stop 3: Bailey Field Recycling	1	3 Yard	2	TU, F					
Stop 4: Burbank Recycling	1	3 Yard	2	TU, F					
Stop 5: Analy Hall – Recycling	1	2 Yard	1	TU					
Stop 6: Doyle LRC – Recycling	1	6 Yard	2	TU, F					
Stop 7: Emeritus - Recycling	1	6 yard	2	TU, F					
Stop 8: Bailey Hall – Recycling	1	4 Yard	2	TU, F					
Stop 14: Bech Lot/Recycling	1	3 Yard	1	TU					
Stop 15: Facilities Recycling	1	6 Yard	2	TU, F					
Stop 15: Facilities Compost	1	2 yard	1	TU					
Stop 16: Child Development/Recycling	1	3 Yard	2	TU, F					
Stop 21: Culinary/Recycling	1	4 Yard	2	TU, F					
Stop 21: Culinary Compost	1	2 Yard	1	TU					

* Bidder will provide all applicable costs to include hauls and rental fees.

EXHIBIT B**SRCS PRICING SHEET
WASTE DISPOSAL**

** Exact bin sizes and quantities to be determined during site visits.

LOCATION	**NO. & SIZE OF CONTAIN ERS	NO. OF PICK- UPS PER WEEK	PICK-UP DAYS	COST PER HAU L	RENT AL FEE	*MONTH LY FEE (Hold firm for 3 years)	*4th YEAR MON THY FEES	*5TH YEAR MONTH LY FEES
Stop 1: Brook Hill Elementary	1 4 Yard	5	M, W, TH, F, SA					
Stop 2: Luther Burbank Elementary	1 4 Yard	3	TU, TH, F					
Stop 3: Helen Lehman Elementary	1 4 Yard	3	W, F, SA					
Stop 4: Albert F. Biella Elementary	1 6 Yard	2	W & F					
Stop 5: Abraham Lincoln Elementary	1 4 Yard	5	TU, W, TH, F, SA					
Stop 6: James Monroe Elementary	1 3 Yard	3	TU, TH, SA					
Stop 7: Proctor Terrace Elementary	1 4 Yard	2	TU, TH					
Stop 8: Hidden Valley Satellite Elementary	1 4 Yard	1	W					
Stop 9: Hidden Valley Elementary	2 4 Yard	2	TU, TH					
Stop 10: Steele Lane Elementary	1 4 Yard	5	TU, W, TH, F, SA					
Stop 11: Santa Rosa Charter School for the Arts	1 4 Yard	2	TU, TH					
Stop 12: Santa Rosa French-American Charter	1 4 Yard	3	W, F, SA					
Stop 13: Lawrence Cook Middle School	1 6 Yard	5	TU, W, TH, F, SA					
Stop 14: Herbert Slater Middle School	2 6 Yard	3	W, F, SA					
Stop 15: Hilliard Comstock Middle School / Cesar Chavez Language Academy	2 4 Yard 1 3 Yard	3 3	TU, TH, SA TU, TH, SA					

Stop 16: Rincon Valley Middle School / Santa Rosa Accelerated Charter School	1	3 Yard	5	TU, W, TH, F, SA W, F, SA					
	1	4 Yard	3						
Stop17: Santa Rosa Middle School	1	6 Yard	2	TU, F					
Stop 18: Montgomery High School	2	6 Yard	5	TU, W, TH, F, SA					
Stop 19: Piner High School	1	6 Yard	5	TU, W, TH, F, SA					
	1	4 Yard							
Stop 20: Santa Rosa High School	1	6 Yard	5	M, W, TH, F, SA and W, F, SA					
	1	3 Yard	3						
Stop 21: Elsie Allen High School	1	4 Yard	5	M, TU, W, TH, SA					
Stop 22: Maria Carrillo High School	2	4 Yard	5	TU, W, TH, F, SA					
Stop 23: Ridgway High School	1	4 Yard	3	W, F, SA					
Stop 24: SRCS District Office	1	4 Yard	5	M, T, W, TH, F					
Stop 25: Lewis Campus	1	6 Yard	3	W, F, SA					

* Bidder will provide all applicable costs to include hauls and rental fees.

EXHIBIT B

SRCS PRICING SHEET

RECYCLING SERVICES ** Exact bin sizes and quantities to be

determined during site visits.

LOCATION	**NO. & SIZE OF CONTAINERS	NO. OF PICK-UPS PER WEEK	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
Stop 1: Brook Hill Elementary	3	3 Yard	1	W				
Stop 2: Luther Burbank Elementary	1	4 Yard	2	TU, F				

Stop 3: Helen Lehman Elementary	2	3 Yard	1	TU					
Stop 4: Albert F. Biella Elementary	1 2	6 Yard (REC) 95 Gallon Cans (Compost)	2 1	M, TH TU					
Stop 5: Abraham Lincoln Elementary	4 1	95 Gallon Cans 4 Yard	1 1	M W					
Stop 6: James Monroe Elementary	2 1	3 Yard 4 Yard	1 1	W W					
Stop 7: Proctor Terrace Elementary	1	6 Yard	2	TU, TH					
Stop 8: Hidden Valley Satellite Elementary	1 1	4 Yard 2 Yard	1 1	TU TU					
Stop 9: Hidden Valley Elementary	2	4 Yard	2	TU, F					
Stop 10: Steele Lane Elementary	1	4 Yard	2	TU, F					
Stop 11: Santa Rosa Charter School for the Arts	1 8	4 Yard (REC) 64 Gallon Cans (Compost)	1 1	SA SA					
Stop 12: Santa Rosa French-American Charter	1	4 Yard	1	W					
Stop 13: Lawrence Cook Middle School	2	4 Yard	2	TU, F					
Stop 14: Herbert Slater Middle School	1	6 Yard	2	TU, F					
Stop 15: Hilliard Comstock Middle School / Cesar Chavez Language Academy	2	4 Yard	1	W					
Stop 16: Rincon Valley Middle School / Santa Rosa Accelerated Charter School	2	3 Yard	2	TU,F					

Stop17: Santa Rosa Middle School	1	6 Yard	2	TU, F					
Stop 18: Montgomery High School	4 1	4 Yard (REC) 2 Yard (Compost)	2 1	TU, F TH					
Stop 19: Piner High School	2	4 Yard	2	M, F					
Stop 20: Santa Rosa High School	2 2 3 5	3 Yard 4 Yard 95 Gallon Cans	2 2 3	TU, F TU, F M, W, F					
Stop 21: Elsie Allen High School	2	3 Yard	4	M, TU, TH, F					
Stop 22: Maria Carrillo High School	2	4 Yard	2	TU, F					
Stop 23: Ridgway High School	1	3 Yard	2	TU, F					
Stop 24: SRCS District Office	2 1	3 Yard 6 Yard	3 3	M, W, F M, W, F					
Stop 25: Lewis Campus	2	3 Yard	1	W					

* Bidder will provide all applicable costs to include hauls and rental fees.

2. Company Profile Form

Company Name: _____

dba (if applicable): _____

Business Address: _____

Headquarters Address (if different): _____

Office Address Performing Work: _____

Phone: _____

Web page: _____

Date company established under stated name in this proposal: _____

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

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

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

Type of Business Organization: (check one)

___ Corporation ___ Partnership ___ Joint Venture ___ Limited Liability ___ Other(please describe)

Total number of employees: _____

Company Principals:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Please list any lawsuit(s) in the past five (5) years and outcome for each, attach additional information after this page.

(2) Company Profile Form(cont.)

Please identify which of our locations (system office, campuses, centers and satellites) you are able to service. If you are able to service all locations, please indicate.

What is your average response time and maximum emergency response time for your services?

(Include BOTH average and maximum times). List your response time in terms of days or hours.

Routine (average) response time: _____ Emergency response time: _____

If your company performs services with own forces that require certifications, then, please provide copies of such certifications with your proposal submittal, attach after this page.

Please state your annual revenues for the past five (5) years:

2016 _____ 2015 _____ 2014 _____ 2013 _____ 2012 _____

Additional information may be provided here for what services or value added services your company may perform under this RFP (attach extra page to this form, if needed).

(3) References

Your Company Name: _____

Reference # 1:

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

_____YES _____NO

Company Name: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

Brief description of services: _____

Term of Award: _____

Comments:

(3) References

Your Company Name: _____

Reference # 2:

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

_____YES _____NO

Company Name: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

Brief description of services: _____

Term of Award: _____

Comments:

(3) References

Your Company Name: _____

Reference # 3:

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

_____ YES _____ NO

Company Name: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

Brief description of services: _____

Term of Award: _____

Comments:

(4) Past Project Experience

Insert Information here.

Provide three past projects of similar size. Please provide the items listed below for each:

Client:

Scope of Project:

Total Amount of Project:

Duration of Project:

(5) Quality of Goods and Services Form

Company Name: _____

Outline a quality assurance program, processes, training or any other information that demonstrates your firm' commitment to providing a quality service/product.

Please use own format for this section.

You may respond on this page or attach page(s).

Note: *Referencing your company webpage shall be considered incomplete and non-responsive.*

(6) Safety Program and Training Form

Company Name: _____

- Safety Plan/Training:

Please provide a summary of your firm's current Safety Plan below; or, please limit your attachment to maximum of three pages.

- Please provide the last *three* available EMRs:

Year	Experience Modification Rating (EMR)	Annual Man-hours
<u>2016</u>		
<u>2015</u>		
<u>2014</u>		

(7) Past Performance

Insert information here

(8) Value Added Services

Insert information here.

(9) Exclusions and/or Substitutions to Proposal Sheet

This sheet must be attached to your complete proposal

Company Name: _____

 We **DO** have exclusions and/or substitutions included for this Event (see details)

 We **DO NOT** have any exclusions and/or substitutions included for this Event

Details: (Please list all exclusions below or attach a separate sheet)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.