



County of Sacramento

August 2019

To: All Interested Parties

From: Doug Sloan, Director

RE: Request for Proposals for Short-Term Green Material Processing Services

The County of Sacramento, Department of Waste Management & Recycling (COUNTY) is soliciting proposals to this Request for Proposals (RFP) for short-term processing of green waste material from residential sources and self-hauled wood and brush materials, which includes stumps (collectively referred to herein as "GREEN MATERIAL").

COUNTY intends to execute a short-term contract with one or more GREEN MATERIAL processing companies (CONTRACTOR) with an initial term of November 1, 2019 through June 30, 2020, with optional term extensions, upon mutual agreement, until the effective date of the long-term contract(s) as noted below.

Note: A separate procurement process is underway for Organic Material Diversion Services with the intent to execute one or more long term contract(s) for COUNTY GREEN MATERIAL and future collected food waste (collectively referred to as "Organic Material") with an anticipated effective date of July 1, 2020.

PROJECT OVERVIEW:

COUNTY currently collects and tips curbside residential green waste at the following COUNTY FACILITIES:

- 1) North Area Recovery Station (NARS) located at 4450 Roseville Rd, North Highlands, CA.
- 2) Kiefer Landfill (Kiefer) located at 12701 Kiefer Blvd, Sloughouse, CA.

COUNTY also collects self-hauled wood and brush materials from its customers, including commercial landscapers, at COUNTY FACILITIES.

COUNTY is seeking a CONTRACTOR to process the COUNTY'S GREEN MATERIAL. CONTRACTOR can submit pricing for one, all, or any combination of the following options:

- 1) NARS OPTION: GREEN MATERIAL hauled by CONTRACTOR transfer trucks to CONTRACTOR's out-of-county processing facility from NARS.
- 2) KIEFER OPTION: GREEN MATERIAL hauled by CONTRACTOR transfer trucks to CONTRACTOR's out-of-county processing facility from Kiefer.
- 3) DIRECT HAUL OPTION: GREEN MATERIAL hauled off-route by COUNTY residential collection trucks direct to CONTRACTOR's in-county facility.

TONNAGE

Historical GREEN MATERIAL tonnages for both COUNTY FACILITIES are provided in Exhibit A.

CONTRACTOR shall indicate its processing capacity (minimum tons per day and maximum tons per day) available for COUNTY GREEN MATERIAL on CONTRACTOR'S Proposal Response Form for each pricing option (see Exhibit B).

COUNTY performed a waste characterization study of its residential green waste. The contamination rate was 4% by weight.

SCOPE OF WORK

COUNTY seeks a qualified CONTRACTOR capable of delivering services within the below scope of work. See Exhibit C for sample contract.

- 1) CONTRACTOR shall provide sufficient processing equipment and a processing facility that is in full possession of all air quality and all other required permits for operation within the State of California.
- 2) CONTRACTOR shall process GREEN MATERIAL in a manner that can secure diversion credit according to State mandates.
- 3) If CONTRACTOR hauls from a COUNTY FACILITY:
 - a) CONTRACTOR and COUNTY shall negotiate a mutually agreeable haul schedule, which includes weekends, to ensure the GREEN MATERIAL is hauled in a timely manner from COUNTY'S FACILITY and delivered to CONTRACTOR'S GREEN MATERIAL processing facility. Current COUNTY FACILITY operating hours are as follows:

NARS:

Monday-Friday: 6:30 a.m. to 6 p.m.

Saturday and Sunday: 8 a.m. to 6 p.m.

Closed on Thanksgiving, Christmas and New Year's Day

Kiefer:

Monday-Friday: 6:30 a.m. - 4:30 p.m.

Saturday and Sunday: 8:30 a.m. - 4:30 p.m.

Thanksgiving Day, closed at 2 p.m.; Christmas Day and New Year's Day, closed at 2.p.m. if on a weekday, or all day if on a Saturday or Sunday

- b) CONTRACTOR and CONTRACTOR'S subcontractor(s), if any, shall obey all onsite traffic restrictions while performing work at COUNTY facilities.
- c) Pre-load inspection of each CONTRACTOR supplied trucks and trailers will be performed by COUNTY and CONTRACTOR using a mutually agreed upon form and other documentation as deemed appropriate.
- d) COUNTY GREEN MATERIAL received at NARS must be hauled by CONTRACTOR within forty-eight (48) hours of receipt, which requires hauling from NARS one day per weekend.
- e) COUNTY GREEN MATERIAL received at Kiefer must be hauled by CONTRACTOR within seven (7) days of receipt.
- f) CONTRACTOR will be solely responsible for providing adequate trucks to remove the GREEN MATERIAL from COUNTY FACILITIES in compliance with the permitting constraints of COUNTY FACILITIES.
- g) COUNTY shall load the GREEN MATERIAL into CONTRACTOR'S trucks. COUNTY shall provide sufficient staffing and equipment at COUNTY FACILITIES for loading CONTRACTOR'S trucks. It will be the responsibility of the COUNTY to load CONTRACTOR'S trucks with GREEN MATERIAL efficiently to ensure maximum legal payload. It will be the sole responsibility of CONTRACTOR to haul legal loads from COUNTY FACILITIES. All trucks and trailers must be road worthy and legally capable of moving on public highways and roadways.
- h) CONTRACTOR will be responsible for ensuring that each load of GREEN MATERIAL hauled from a COUNTY FACILITY has been weighed using the COUNTY scale system. Each load shall be accompanied by a receipt from the COUNTY's scale system. COUNTY shall maintain certified truck scales at COUNTY FACILITIES to weigh all out-going loads hauled by CONTRACTOR.
- i) CONTRACTOR shall provide bill of lading documents or other shipping documents acceptable by COUNTY upon request of COUNTY.
- j) CONTRACTOR shall provide COUNTY with transfer truck and trailer tare data upon request of COUNTY.
- k) CONTRACTOR shall take ownership and responsibility for the GREEN MATERIAL when the materials are loaded into CONTRACTOR supplied trailer trucks.

COMPENSATION:

COUNTY shall pay CONTRACTOR a processing fee based on price per ton of GREEN MATERIAL pursuant to the CONTRACTOR’S Proposal Response Form.

PROPOSAL SUBMITTAL:

CONTRACTOR must complete and submit the CONTRACTOR’S Proposal Response Form, attached as Exhibit B.

CONTRACTOR shall submit pricing on one, all, or any combination of the following options:

- 1) NARS OPTION: Cost per ton for processing of GREEN MATERIAL hauled by CONTRACTOR Transfer Trucks to CONTRACTOR’S out-of-county processing facility from NARS.
- 2) KIEFER OPTION: Cost per ton for processing of GREEN MATERIAL hauled by CONTRACTOR Transfer Trucks to CONTRACTOR’S out-of-county processing facility from Kiefer.
- 3) DIRECT HAUL OPTION: Cost per ton for processing of GREEN MATERIAL hauled off-route by COUNTY residential collection trucks direct to CONTRACTOR’S in-county transfer facility.

CONTRACTOR’S Proposal Response Form should address any exceptions related to this RFP or the Sample Contract attached as Exhibit C.

CONTRACTOR’S Proposal Response Form and any contract exceptions are due no later than 1:00 p.m. on Friday, September 6, 2019 and must be submitted via email to Ted Horton at: hortont@saccounty.net.

All questions regarding this RFP must be submitted in writing prior to 4:00 p.m. on Tuesday, August 27, 2019 to Ted Horton at: hortont@saccounty.net.

KEY EVENTS:

Event/Action	Dates
Request for Proposals Issued	8/16/2019
Last Day to Submit Questions	8/27/2019 by 4:00 pm
Proposals Due	9/6/2019 by 1:00 pm
Contract Negotiations	Week of 9/9/2019
Board of Supervisors Contract Approval Date	10/22/2019

Attachments:

- Exhibit A – COUNTY FACILITY GREEN MATERIAL Tonnages by Month
- Exhibit B – CONTRACTOR’S Proposal Response Form
- Exhibit C – Sample Contract