



June 24, 2009

SUBJECT: REQUEST FOR PROPOSALS - COMPOSTING SERVICES FOR GREEN WASTE

Dear Yard Debris Processor:

The West Contra Costa Integrated Waste Management Authority (Recyclemore) is soliciting proposal to provide green waste processing and composting services. Enclosed is a Request for Proposals (RFP) for green waste (yard debris). The West Contra Costa Integrated Waste Management Authority (Recyclemore) wishes to enter into one or more agreements for green waste processing and composting services for a four year period.

We appreciate your interest in this RFP and look forward to your proposal. Recyclemore welcomes proposals from facilities/companies that provide composting and processing services for the following materials collected from within the Authority service area:

- 1) Yard debris; and
- 2) Food waste combined with yard debris (*optional*).

Proposals are due, no later than August 19, 2009 at 3:00 p.m. PDT. Recyclemore's intent is for processing and composting services to begin on or about January 1, 2010.

A pre-proposal meeting is scheduled to be held on Wednesday, July 15, 2009 at 1:30 p.m. PDT at San Pablo City Hall and Civic Center, City Council Chambers, 1 Alvarado Square, San Pablo CA 94806.

Please direct all enquiries related to this RFP in writing to clehon@recyclemore.com no later than July 10, 2009. Download copies of documents available at www.recyclemore.com.

Thank you. We look forward to your response.

Sincerely,

Chris Lehon

Chris Lehon
Executive Director

Enc.

One Alvarado Square
San Pablo, CA 94806

t 510.215.3125
f 510.236.1636

WEST CONTRA COSTA
INTEGRATED WASTE MANAGEMENT AUTHORITY

REQUEST FOR PROPOSALS

COMPOSTING SERVICES

FOR

GREEN WASTE

June 24, 2009

WEST CONTRA COSTA
INTEGRATED WASTE MANAGEMENT AUTHORITY

REQUEST FOR PROPOSALS
COMPOSTING SERVICES FOR GREEN WASTE

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WEST CONTRA COSTA
INTEGRATED WASTE MANAGEMENT AUTHORITY

REQUEST FOR PROPOSALS

COMPOSTING SERVICES

June 24, 2009

The West Contra Costa Integrated Waste Management Authority (“Authority”) wishes to enter into one or more agreements for green waste processing and composting services beyond the end of its current agreement that expires December 31, 2009. The Authority welcomes proposals from facilities/companies that provide composting and processing services for the following materials collected from within the Authority service area:

- 1) Yard debris; and
- 2) Food waste combined with yard debris (*optional*).

The Authority is interested in receiving as part of Option 2 (above), service and pricing information on potentially providing organics (i.e.: food waste, green waste, other organic material) processing. In particular, the composting of food waste could drastically reduce the amount of waste needing to be landfilled. The Authority realizes that for an organics collection program to be successful, there might need to be significant changes within the Authority service area. In particular, residential food waste could be combined with the existing year debris collection program and source separated organics from commercial/business customers. If your firm can potentially provide this service, the Authority would like to know about it.

Proposal guidelines and requirements are set forth herein. All requests for information regarding this Request for Proposals (RFP) should be directed to:

Chris Lehon
Executive Director
West Contra Costa Integrated Waste Management Authority
One Alvarado Square
San Pablo, California 94806
Fax: (510) 236-1636
Email: chrisl@recyclemore.com

1. Submittal of Proposal

All proposals shall be submitted in writing and be in accordance with the requirements of this RFP. Deviation from said requirements may result in rejection of the proposal.

Closing Date

Five complete hard copies of each Proposal **plus one electronic copy on compact disk (CD)** must be received before 3:00 p.m. PDT on August 19, 2009 at the address listed above. **Each Proposal shall be delivered in separate, sealed packages**, Each package must be clearly labelled with the name and address of the Respondent submitting the Proposal, and the project or program title. Proposals received after the required submittal date will be rejected.

Proposals shall label one of the five copies as “Original” which shall govern in the event of any inconsistency among copies of the proposal. No, facsimile or email Proposals will be accepted. Each Proposal shall be dated and shall be typed or printed on 8 ½ inch by 11 inch size paper, double sided with a 30 percent post consumer recycled content. Each page shall be numbered and fully legible.

All documents requiring a signature shall contain an original signature signed by a person authorized to commit the Respondent to the proposal and to execute agreements on behalf of the Respondent.

Letters of transmittal are not required and will not be considered a part of the proposal.

Definitions

Throughout this RFP, the following definitions will be used:

- a) “Authority” means the West Contra Costa Integrated Waste Management Authority;
- b) “Contract” means a written contract executed by the Authority and the Contractor(s) as a result of an RFP;
- c) “Contractor” means a Qualified Respondent(s) who is the successful proponent to the RFP who enters into a Contract with the Authority;
- d) “Qualified Respondent” means a Respondent possessing the qualifications described in this RFP;

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- e) “Respondent” means an individual or a company that submits, or intends to submit, a Proposal;
- f) “Proposal” means a statement of qualifications submitted in reply to this RFP; and
- g) “RFP” means a Request for Proposals for provision of the services described in Section 4 that may be issued to all Qualified Respondents.

2. Request for Proposals

A. Enquiries

All enquiries related to this RFP are to be directed, in writing, to the contact person at the e-mail and mailing address on the front cover of this RFP. Information obtained from any other source is not official and should not be relied upon. Do not contact the Authority directly. Enquiries and answers may be recorded and may be distributed to all Respondents at the Authority’s option.

B. Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Authority, if any. The Authority will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

C. Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The Authority is not bound to enter into a Contract with any Qualified Respondent. Proposals will be assessed in light of the qualification review criteria. The Authority will be under no obligation to receive further information, whether written or oral, from any Respondent.

D. Disclosure to Third Parties

All proposals received in response to this RFP will become the property of the Authority and will not be returned. Within the requirements of California law, the Authority intends to retain the submitted proposals as confidential documents for disclosure only to Authority staff, Authority Board, and consultants of the Authority until the Qualified Respondent is identified and negotiations completed. Subject to California law relating to access to public records, the Authority may be required to publicly disclose all submitted information and materials to third parties requesting such information. If a Respondent believes that portions

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of its proposal are exempt from disclosure to third parties, under this or any other provision of the law, the Respondent must clearly label the specific portions that are to be kept confidential and shall state to the Authority why the information is confidential and exempt from disclosure. Marking all or substantially all of the proposal as confidential may result in the Respondent being considered non-responsive by the Authority.

With exception, the Respondent is requested to provide an Executive Summary that can be disclosed publicly. The Executive Summary should present a summary of the approach and the key benefits and conditions that in the opinion of the Respondent present the advantages and benefits their proposal offers the Authority.

Notwithstanding the foregoing, the Respondent recognizes and agrees that the Authority must comply with all laws and public information requests and requirements. As such, the Authority will not be responsible or liable in any way for any losses or damage that the Respondent may suffer from the disclosure of information or materials to third parties.

3. Background

The West Contra Costa Integrated Waste Management Authority is a joint powers agency formed pursuant to Government Code Section 6500 *et seq.* by the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo (collectively the “member agencies”) all located in West Contra Costa County. The Joint Powers Agreement creating the Authority provides that the Authority is to determine the type, extent and manner of processing of solid waste and to arrange for such processing. The Joint Powers Agreement also empowers the Authority to direct waste collected under member agencies collection franchise agreements to designated facilities.

The Mission of the Authority is to provide for cost effective compliance with State Law (AB 939) requiring reduction in disposal of solid waste; the reduction, recycling and safe disposal of household hazardous waste (including providing education and public information); and the effective oversight of the privately owned West County Integrated Resource Recovery Facility (IRRF) to ensure protection of ratepayer interests while providing for cost effective waste disposal and recovery of recyclable materials.

The Authority and West County Resource Recovery, Inc. (“WCRR”) have executed the IRRF Service Agreement and other agreements in connection with the financing of the IRRF which was placed in operation as of January 1, 1996.

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A. Overview of the Solid Waste System

The local solid waste system includes solid waste, recyclable materials and green waste collected under exclusive franchise agreements and by self-haulers. The waste is produced by both residential and non-residential (commercial/industrial) generators.

Franchised collection of residential and non-residential solid waste is done by Richmond Sanitary Service, Inc. (RSS) and East Bay Sanitary Company, Inc. (EBS). The solid waste is then delivered to the Golden Bear Transfer Station. Hauling of solid waste and/or recyclable materials to disposal and processing facilities by individual waste generators and persons who provide disposal as part of a larger business (e.g. landscapers, gardeners) is collectively called “Self Hauled.”

While the Authority may direct franchised solid waste and recyclable materials to certain designated facilities, including the IRRF, Self Haulers are free to use any solid waste facility or recycling facility and cannot be required by the Authority to deliver waste or recyclable materials to the IRRF.

Approximately 20,000 tons of green waste is collected per year by automated/semi-automated collection in standardized green waste containers placed at the curb.

Green waste requires further processing via composting to be transformed into a marketable product. In order for the cost of composting green waste to be included in IRRF Rates charged for waste received at the IRRF, the Authority must approve the specific amounts to be included in IRRF Rates.

The Authority understands that:

1. Authority green waste consists of yard trimmings, which will include prunings, brush, leaves, grass clippings, uncooked fruit and vegetables, untreated and unpainted dimensional lumber, and other similar types of organic waste, separate from trash and recyclables. Residents are provided with a separate green cart that is picked up every other week by a green waste-only collection vehicle. Food waste is currently not included.
2. It is expected that a contamination rate of five percent (5%) is achieved, the compost vendor is required to accept up to a ten percent (10%) contamination rate. The Authority, Member Agencies and Haulers provide appropriate public education materials for use in advising residents of proper procedures to control contamination of collected yard trimmings.
3. The Authority may desire delivery of compost products or mulch for use in public areas. If the Authority elects to proceed in this manner, the Authority will coordinate delivery of the compost from the composting facility.

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4. The cost of composting green waste will be included in rates approved by the Authority to be charged at the IRRF.

4. Overview of Desired Service

The Authority desires to obtain services necessary to:

1. Receive all green waste with up to 10% contaminants collected from within the Authority service area.
2. Process a minimum of fifty percent (50%) of the green waste into compost,
3. Process remaining green waste into compost, mulch, land application, or landfill beneficial use(such as Alternative Daily Cover (ADC)) and biomass fuel;
4. Dispose of residues from processing said green waste; and
5. Market the compost, mulch or other products for beneficial use.

The selected contractor would have the option to either accept or reject non-acceptable Green Waste (that is, green waste with over 10% contamination) and will take ownership and sole responsibility for any materials accepted. Any unacceptable green waste accepted by the selected contractor would be deemed to be acceptable Green Waste under the draft Agreement (Exhibit 3). The Authority will not guarantee a minimum or maximum tonnage amount.

The Authority wishes to explore the opportunity to solicit service and pricing proposals from all possible Contractors in an effort to obtain better value to the rate payers.

The Authority in cooperation with Member Agencies, and local haulers will be responsible for educating and informing residents of proper placement of green waste for collection including identification of the materials that are not to be placed in the designated container. The composting contractor will be expected to provide feedback to the Authority regarding the need for improvement or intensification of education and information efforts.

The desired services are anticipated to be needed beginning January 1, 2010, after the current processing agreement expires. The proposed contract for the services will be for a four year term. A copy of the draft contract is provided as Exhibit No. 1 to this Request for Proposals.

Delivery of green waste from collection vehicles may be taken (a) directly to a composting facility, or (b) to an intermediate facility prior to delivery to the composting facility, or (c) to the IRRF prior to delivery to the composting facility.

5. Proposal Requirements

Each Proposal must contain the information specified in the following sections:

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A. Delivery of Green Waste

1. All submissions are to be based upon delivery of green waste to the proposed composting facility or intermediate facility in vehicles used to collect said green waste at curbside from designated green waste carts.
2. All submissions should be based upon receipt of green waste containing up to 10%, by weight, of contaminants consisting of material other than compostable organic matter: glass, plastic, metal, soil, rock and tires etc.
3. All submissions must specify any limitations as to the type and size of materials which may be included in green waste delivered to the proposed composting facility. Failure to specify any limitations will be interpreted by the Authority as meaning that no limitation will exist as to the types and sizes of materials which may be delivered to the composting facility as green waste.
4. Each submission shall identify any specific education and information actions or materials which the Respondent expects to be provided by the Authority. Additionally, the Respondent must outline how the Respondent will, during the performance of the work, provide feedback to the Authority regarding the need for intensified education and information efforts.

B. Description of Composting Facility

1. Describe the name, location and general characteristics of the proposed composting facility.
2. Provide description of ownership of the proposed composting facility including the name, current address and complete description of affiliation with their companies, parent companies and/or subsidiaries.
3. Describe the end products produced at the composting facility and identify expected end products to be produced via processing of green waste; end product marketing plan, and prior marketing experience involving products produced from green waste. The company must clearly demonstrate how the end product marketing plan will ensure sustainable markets for end-products thus ensuring continued diversion of the green wastes from landfill disposal.
4. Describe each governmental permit or entitlement which is required for operation of

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the proposed composting facility: Make reference to permit titles, date of permit and regulatory agency (including contact person with regulatory agency) concerning each permit. Provide proof that the proposed composting facility has proper permits which enable receipt and processing of green waste as of January 1, 2010.

5. Provide a description of all operational requirements which are imposed by permits, governmental entitlements, or company, relating to receipt and processing of green waste including dates and times of operation of the proposed facility, weighing or gate requirements, traffic and/or load restrictions and other operational requirements or restrictions potentially affecting the receipt of green waste in collection vehicles.
6. Provide a description of the facility operations, including the tons per day currently received and proof of available tonnage capacity in tons per day. Relate the current composting facility site tonnage commitments to other parties and the capacity available for receipt and processing of green waste for a four (4) year term.
7. Describe the quality control methods and procedures that will be used to ensure consistent achievement of end product quality standards necessary to the successful marketing of end products.
8. Disclose any pending litigation or regulatory action against the composting facility owner, operator or management.
9. Using a one-mile radius, generally describe land uses surrounding the facility. Additionally, provide a list of any formal or informal complaints which Respondent has knowledge of as being lodged against the facility over the past two (2) years of operation by neighbors, regulatory agencies and others.
10. Applicant shall set forth and explain any limitations on facility capacity or other limitations that could adversely affect acceptance or processing of green waste during entire term of proposed agreement.
11. Describe any permit modifications which are envisioned or may be required that could affect acceptance or processing of green waste during the term of the proposed Agreement.
12. Respondent shall describe where and how green waste will be handled during short term interruptions (i.e. five consecutive days or less) in processing operations at the proposed facility.

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13. Respondent shall provide certification from a licensed engineer, or appropriate regulatory agency indicating that the proposed composting facility meets all local, state or federal standards necessary to the acceptance and processing of green waste.

C. Pricing of Services

The Respondent is provided the following summary information for purposes of proposal preparation only. The express terms pertaining to the pricing of services are set forth in the draft Agreement attached hereto as Exhibit 3.

1. Composting Rate

The Authority seeks a proposal setting forth a Composting Rate which is to be in effect during calendar year 2010 (i.e. 1/1/10 - 12/31/10) and a separately identified Composting Rate for each year for the remaining three years. The Authority also seeks the methodology for determination and adjustment of the per ton processing fee. The rate shall, in both cases, include all costs for providing complete processing services for green waste delivered pursuant to the proposed Agreement.

2. Required Pricing Form

Each Respondent is required to complete and sign the Proposal Pricing Form attached hereto as Exhibit 1. Failure to complete or sign the Proposal Pricing Form may result in rejection of the proposal. Additional copies of the Proposal Pricing Form can be obtained from the Authority.

D. Exceptions to Draft Agreement

To provide Respondents with a clear understanding of the roles, responsibilities, rights, and obligations of the contractor and the Authority, the draft Agreement has been prepared and is included as Exhibit 3. Respondents are required to review the Agreement prior to submittal of their proposal to the Authority. This review process allows Respondents to prepare the proposal and costs for services with full consideration of its rights and obligations.

The Authority expects the final agreement will be executed by the Respondents in substantially the same form as presented in the attached. Any proposed exceptions to the RFP and/or the proposed terms and conditions of the Agreement shall be described in detail in the proposal. For each exception noted, Respondent shall provide alternative language for the Authority's consideration. The Authority shall reserve the right to determine if the exceptions are reasonable. However, the number of, and the nature of, the comments will be compared to those noted by the other Respondents during the proposal evaluation process and may be grounds for proposal rejection. If

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the Authority chooses to enter into negotiations with a Respondent, the comments noted and recommended alternative Agreement language will serve as a starting point for discussion. The Respondent will be deemed to have accepted and agreed to any provisions of the RFP and/or proposed terms and conditions of the Agreement which have not been noted as exceptions in the proposal. With this understanding, Respondents may not initiate discussion related to Agreement language for which no exceptions were noted. The Authority may wish to have the signed Agreement in hand before the Authority makes the final selection.

E. Authority Non-Discrimination Policy

The Authority Board of Directors has, by adoption of Resolution No. 96-3, adopted an Authority Non-Discrimination Policy which is provided as Exhibit 4.

Each submission must demonstrate either (a) that the Respondent is a Disadvantaged Business Enterprise as defined in the Authority Non-Discrimination Policy or (b) that the Respondent has complied with Section V, “Demonstration of Good Faith Efforts” of the Authority Non-Discrimination Policy or (c) identify what actions Respondent commits to undertaking to comply with Section V, “Demonstration of Good Faith Efforts” should the proposal be selected by the Authority.

Each Proposal must contain separately completed “Work Force Composition Forms” provided as Exhibit 2 to this Request for Proposals which provide (a) data for the persons who are to perform the work under the proposed contract and (b) data for the Respondents firm. Failure to submit accurate “Work Force Composition Forms” may result in rejection of the proposal.

6. Proposal Evaluation

- A. Each submission shall first be evaluated for completeness and compliance with the requirements of this Request for Proposals. Required supporting documentation shall be included as attachments to the proposal and clearly identified. Incomplete proposals, proposals containing errors or inconsistencies, failure to submit the proper quantity of copies, or other process or content errors or deficiencies may constitute cause for rejection.
- B. Each submission shall be evaluated by the Authority staff, and final determinations with regard to the evaluation of proposals will ultimately be in the sole discretion of the Authority Board of Directors.
- C. The information provided in this Request for Proposal is for information purposes only and

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each submission must state that the Respondent agrees to hold the Authority harmless for the accuracy of this data. All Respondents shall take whatever steps they believe necessary to establish the reasonableness of the assumptions made in preparing their proposal.

- D. In addition to the evaluation of the specific elements of the submission that relate to pricing, the Authority retains the right to evaluate all relevant factors which will affect the cost impact to the ratepayers.
- E. Results of the evaluation of qualifications will be made public one week prior to the consideration of the results by the Authority Board of Directors.

7. Rights of the Authority

The Authority reserves the following rights and options related to proposals submitted in response to this Request for Proposals:

1. Award an agreement for the work described in this request for qualifications;
2. Reject all submissions and not consider this process any further;
3. Enter into negotiations with one or more Respondents to complete contractual arrangements necessary to implement submissions; the Authority reserves the right to modify the scope of work, as necessary, prior to the execution of the Agreement for Composing Services;
4. Waive minor deviations that do not affect quality or performance;
5. Request from any Respondent at any time during the evaluation process, clarification of any information contained in the proposal;
6. Retain all qualifications submitted; the submitted documents become the property of the Authority. The Authority reserves the right to use any and all information submitted. The selection or rejection of a submission does not affect these rights;
7. Take other such action that best suits the needs of the Authority.
8. The Authority will not in any manner be liable nor responsible for any late delivery of proposals.

Respondents are notified that the costs of preparing and submitting proposals and the risks associated therewith shall be borne solely by the Respondent. No compensation will be provided to

Respondents for work performed or costs incurred during the preparation, submittal or evaluation of proposals and in the execution and delivery of an Agreement awarded as a result of this Request for Proposals.

The Authority may request clarification or additional information from the Respondent at any point during the RFP process. Information and clarifications will not be accepted after the proposal due date, unless specifically requested by Authority.

Submission of a proposal shall constitute acknowledgment or acceptance of the terms and conditions contained in the RFP and Draft Agreement unless exception to particular terms and conditions are expressed pursuant to Section 5C above.

8. Estimated Schedule

Release of this RFP	June 24, 2009
Deadline to submit written questions and comments	July 10, 2009
Pre-proposal meeting	July 15, 2009
Issue response to written questions, summary of responses provided at pre-proposal meeting, and RFP addendum (if necessary)	July 22, 2009
Proposal Deadline	August 19, 2009
Requests clarification of proposals if applicable	August 28, 2009
Board Approves Agreement(s) with Selected Processor(s)	October 8, 2009
Contract Begins	January 1, 2010

9. Pre-Proposal Meeting

The Authority intends to hold a Pre-Proposal Meeting on Wednesday, July 15, 2009 at 1:30 PM. Attendance at the Pre-Proposal Meeting is not required in order to submit a proposal. The location is: San Pablo City Hall and Civic Center, City Council Chambers, 1 Alvarado Square, San Pablo CA 94806. (physical address: 13831 San Pablo Avenue, San Pablo, CA 94806) Persons interested in attending the meeting should contact the Authority at (510) 215-3125.

List of Exhibits

- Exhibit 1, Proposal Pricing Form
- Exhibit 2, Work Force Composition Form
- Exhibit 3, Draft Agreement
- Exhibit 4, Authority Non-Discrimination Policy

EXHIBIT 1

PROPOSAL PRICING FORM

COMPOSTING SERVICES FOR GREEN WASTE

Proposer's Name:

Mailing Address: Street/P.O. Box: _____

City: _____ State: _____ ZIP: _____

Proposed Composting Facility:

Street Address: _____

City: _____ State: _____ ZIP: _____

Proposer's Representative to be contacted for Additional Information Regarding Proposal:

Name: _____ Title: _____

Address: Street: _____

City: _____ State: _____ ZIP: _____

Telephone: (____) _____

SECTION 1. PROPOSER'S DECLARATION AND UNDERSTANDING

The undersigned hereby warrants that he or she is duly authorized to execute the Pricing Proposal Form - Composting Services for El Cerrito Green Waste and to execute contracts on behalf of the Proposer. The undersigned hereby warrants on behalf of the Proposer that (1) this proposal is made without collusion with any official of the West Contra Costa Integrated Waste Management Authority or the City of El Cerrito and without any connection or collusion with any other party submitting another proposal, (2) the draft contract and Request for Proposals has been carefully examined and the Proposer has satisfied itself as to the services to be provided and the conditions for the performance of the work, and (3) the Proposer has relied solely upon the Request for Proposals and draft contract and has exercised its own judgment regarding the interpretation of all information and utilized all data which Proposer believes pertinent in arriving at its conclusions.

SECTION 2. PRICE PROPOSAL STATEMENT

The undersigned represents and declares that, upon execution of the Agreement for Composting Services for El Cerrito Green Waste, the Proposer agrees to accept the Composting Rates specified below as the only compensation to be provided for the work to be performed as set forth in said Agreement:

- (1) Composting Rate for 2010\$_____ per ton of Acceptable Green Waste received
- (2) Composting Rate for 2011\$_____ per ton of Acceptable Green Waste received
- (1) Composting Rate for 2012\$_____ per ton of Acceptable Green Waste received
- (1) Composting Rate for 2013\$_____ per ton of Acceptable Green Waste received

SECTION 3. CERTIFICATION

The undersigned hereby certifies that the Proposers is a [Corporation][Partnership] [Individual] duly organized and existing under the laws of the State of _____.

Signature: _____

Typed Name: _____

Typed Title: _____

Date: _____

EXHIBIT 3

DRAFT GREEN WASTE PROCESSING AGREEMENT

EXHIBIT 4

AUTHORITY NON-DISCRIMINATION POLICY