RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

March 21, 2016

ADDENDUM NO: 1

For

RFP# 1278 – Integrated Waste Management Services

The following changes, additions, deletions or corrections shall become a part of the RFP Documents for the project named above and all other conditions shall remain the same. The Service Provider shall be responsible for transmitting this information to all affected subcontractors and suppliers if any, prior to the closing date.

*Failure to acknowledge the addendum on the RFP form may subject the Service Provider to disqualification.*

Question:
In Section 2.4, “Proposal Submittal,” the RFP states that two copies of the response are required for submittal. In Section 6.1(c), “Submittal Process,” the RFP states that six sets are required. Can they please confirm the correct number of copies?

Answer:
Proposers must submit six (6) complete sets (one original and five copies).

Question:
In Section 5.1.6, “Materials Recovery Facilities and Landfills,” the RFP states, “The DISTRICT’S landfill waste should be sorted for recyclable material prior to being sent to the landfill.” Waste Management uses source separated recycling methods and interprets this requirement to require “dirty MRFing.” Waste Management of Orange County takes landfill waste directly to the landfill and its source separated recyclable materials to its processing facility. Will the DISTRICT remove this requirement?

Answer:
The DISTRICT is not requiring dirty MRFing of materials. The DISTRICT expects that all materials collected will be subjected to some form of processing or separation in order to divert the maximum amount of materials as possible from the waste stream.

Question:
Will the DISTRICT provide each bidder, in Excel format, with the RFP bid forms on pages 28, 29, 30, 31, 32, 33, 34, and 35?

Answer:
The RFP Form (pages 26 through 37) is available in an Excel format version and is attached to this addendum. No other changes are made to this document.
Question:
On page 35, the RFP states, “Unit prices will be used as additives or deductives when and where applicable.” Waste Management is interpreting this to mean the addition of or the removal of bins/containers/compactors as specified in the RFP bid forms. Could you explain the DISTRICT’S interpretation of this requirement?

Answer:
Unit prices quoted on page 35 will be used for calculating changes to the base rate if services are added or deleting during the course of the contract.

Question:
In Section 5.0, the RFP states the “…waste management program includes collection, hauling, processing, recycling, and disposal…” Will the DISTRICT consider re-use, donation, or repurpose as an acceptable means in diversion and/or recycling?

Answer:
The DISTRICT will consider re-use, donation, repurpose or other appropriate waste management processes as acceptable means of diversion of the materials placed in the bins that are provided and collected by the service provider. The service provider must provide documentation of these efforts in the reports submitted to the DISTRICT as part of the reporting requirements.

Question:
In Section 5.2.2.1, the RFP states, “The service provider shall provide additional bins and/or services when requested…” Will the DISTRICT provide a list of anticipated events? Are there budget numbers from a previous contract that will allow for an accurate cost estimate of the anticipated services?

Answer:
The DISTRICT typically has one or two large events during the year. For these events, the current service provider has provided event boxes for the collection of waste and recyclables. Facility staff empty the event boxes into the waste and recycling bins. Typically, approximately 100 event boxes are used for each event. In the past, the events have not necessitated the need for additional service or bins beyond the contracted services.

Question:
In Section 5.2.3, “Waste Characterization Study,” the RFP requires an annual study. Will the DISTRICT provide a copy of the most recent waste characterization completed? Does this requirement need to be site specific or a combination of all sites? Waste characterizations can be very expensive. Clarification on this point is appreciated.

Answer:
The DISTRICT has not had a previous waste characterization study completed for its facilities. The successful service provider will be required to perform a waste characterization study that best represents the waste stream generated at DISTRICT facilities, and that provides adequate data for use in making recommendations to increase recycling rates, which items should be targeted for reduction upstream, and to reduce contamination rates.

Question:
In Section 5.2.5, “Public Outreach and Education,” requires materials and services to be provided. Will the DISTRICT provide its existing plan, outreach materials and quantities? For the purposes of bidding, would the DISTRICT accept from the bidder and/or provide an annual “not to exceed” amount? Who is the target audience? Will the DISTRICT provide an anticipated number of copies of any printed material?

Answer:
The DISTRICT does not have an existing public outreach and education plan, and outreach materials are limited to what each facility may develop and distribute. The DISTRICT is interested in establishing a comprehensive public outreach and education program that will help it to meet its waste diversion goals and objectives contained in the Sustainability Plan. This may include signs, posters, or other materials prepared to inform DISTRICT staff and students on the waste management program. The DISTRICT does not envision distributing large quantities of printed
materials, as the DISTRICT is committed to reducing the quantity of waste generated at its facilities. The service provider will be required to provide camera-ready artwork for any materials that they develop for use on DISTRICT facilities. The DISTRICT will be responsible for printing of the outreach materials. A copy of the Sustainability Plan is available on the DISTRICT’S website:
http://www.rsccd.edu/Discover-RSCCD/Pages/Sustainable%20RSCCD%20Committee.aspx

**Question:**
In Section 5.2.5, “Public Outreach and Education/Educational Items,” would the DISTRICT elaborate on the concept of a “web-based program catalogue?” What is the focus and function? Who is the audience? Does the DISTRICT anticipate the bidder hosting a website?

**Answer:**
The web-based program catalogue is intended to provide information to students, faculty, and staff on the waste management program, in a format that is easy to use, can be searched for different topics and facilities, and can be readily updated as needed, providing information on programs, policies, upcoming events or activities, and results of the diversion efforts. The catalogue will be posted on the DISTRICT’S website; the District does not anticipate the bidder hosting website, but would consider a link on the service provider’s website.

**Question:**
Section 5.2.6, “Reporting Requirements,” requires monthly reporting to be delivered, “…no later than the first Friday following the previous month.” Would the DISTRICT accept revising that deadline to “all monthly reporting to be received within 30-days following the conclusion of the month?” This provides the bidder ample time to provide meaningful information without the need to revise them as data is finalized.

**Answer:**
The DISTRICT will allow for submittal of monthly reports within 30-days following conclusion of the month, to allow for complete reporting of all required information.

**Question:**
Would the DISTRICT prefer the bidder to present pricing for the public educational programs, collateral materials, waste characterization and other requirements that are not collection related as a separate component of the pricing or as part of its bin service rates?

**Answer:**
The costs for all of the required services should be incorporated into the bin service rates. In addition, the bidder should also provide separate cost breakdowns for individual requirements, such as the public education and outreach program, waste characterization study, etc.

**Question:**
Will the DISTRICT clarify that the bidder will have the exclusive right to materials within the scope of the agreement? For example, the Santa Ana College summary states that cans and bottles are collected by scavengers. Will this be permitted under the new agreement?

**Answer:**
The selected service provider will have the exclusive right to all materials within the scope of the agreement.

**Question:**
The RFP is clear that annual rate increases will not be permitted. The County of Orange landfill system is currently contemplating a large increase in its per ton disposal fee, effective July 1, 2016, due to the potential loss of its imported waste revenues. While it is unclear if that increase will occur, the landfill does raise its per ton tip fee on an annual basis. In addition, State law is contemplating an increase in its Board of Equalization fees on a per ton basis. If annual increases are prohibited and disposal costs are ineligible to be passed through, bidders may be forced to anticipate these increases and propose a higher rate in year one of the contract in anticipation of these costs increasing over the
potential five-year term. If bidders were allowed to adjust the rates annually, the rate would escalate over the term of the contract. Will the DISTRICT consider amending this to be mutually beneficial for all parties?

**Answer:**
The SERVICE PROVIDER shall be entitled to a rate adjustment to accommodate increases in landfill tipping fees charged by the County of Orange. The upward adjustment for landfill tipping fee will be calculated as follows:

a. SERVICE PROVIDER shall show what percentage (%) of the amount of overall cost charged the DISTRICT is actually attributed to a landfill tipping fee. (X)
b. SERVICE PROVIDER shall show the County percentage (%) increase in tipping fee. (Y)
c. The increase allowed will be equal to the amount of the percentage of the overall cost charged to the DISTRICT attributed to tipping fee (X) divided by the percentage increase in County Fees. (Y)

**EXAMPLE:** Assume that ABC Company is awarded the DISTRICT contract and charges $40.00 for once weekly pickup of a three (3) cubic yard bin. ABC demonstrates that tipping fees make up 25% of their overall cost of doing business. The County raises tipping fees 20% for the upcoming year. ABC is entitled to raise the rate for the three (3) cubic yard bins to $42.00. Calculated as follows:

- Base Rate = $40.00
- 25% of base rate is tipping fee = $10.00
- 20% raised by County = 20% of $10.00 = $2.00
- NEW RATE = Base Rate ($40.00) plus tipping increase ($2.00) = $42.00.

**Question:**
On page 43, “Exhibit E –RFP Checklist,” one of the items listed is “7.1 Qualifications and Experience.” However, this item appears to be actually part of Section 7 regarding response evaluation. Are we to respond directly to each item listed in 7.1?

**Answer:**
Remove section #7.1-Qualifications and Experience from the RFP Checklist form, page 43.

**THIS IS THE END OF ADDENDUM NO: 1**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Tracey Conner-Crabb
Director of Purchasing Services