

COUNTY OF SACRAMENTO

DEPARTMENT OF WASTE MANAGEMENT AND RECYCLING



REQUEST FOR PROPOSALS

**FOR WASTE CHARACTERIZATION OF RESIDENTIAL CURBSIDE COLLECTED
GARBAGE, ORGANICS, AND RECYCLING**

March 2023

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1 PROJECT SUMMARY

The County of Sacramento, Department of Waste Management and Recycling (County) is seeking responses to this Request for Proposals (RFP) to conduct residential waste characterizations of curbside collected garbage, organics, and recycling to characterize and measure the type and amount of contamination in each of the waste streams.

The County provides residential curbside collection of garbage, organics, and recycling utilizing a three-container waste collection service to approximately 158,000 residential curbside customers residing in the unincorporated areas of Sacramento County (excluding the contracted residential service areas). Listed below is 2022 County curbside collection data.

2022 Collection Data for County's North & South Collections			
Curbside Collection Waste Streams	Collection Frequency	Average Truck Weight	Annual Tons
Garbage	Weekly	7.57 tons	142,112
Organics (Green Waste)	Bi-Weekly/Weekly	6.86 tons	57,524
Recyclables	Bi-Weekly	4.14 tons	36,039

To comply with SB 1383, the County transitioned from bi-weekly to weekly organics collection on July 4, 2022 and expanded the acceptable items to include food scraps and food soiled paper in the Organics cart.

The County's curbside collection operation is split between North Collections generally servicing areas in the north areas of the County and South Collections generally servicing areas in the south areas of the County. Listed below is a breakdown of the curbside collection routes of North and South Collections effective July 4, 2022.

Prime Routes Effective July 4, 2022			
Sacramento County Collections Office	Weekly Garbage Routes	Weekly Organics Routes	Bi-Weekly Recycling Routes
North Collections	11	11	11
South Collections	21	21	21

Dead End Routes Effective July 4, 2022			
Sacramento County Collections Office	Weekly Garbage Routes	Weekly Organics Routes	Bi-Weekly Recycling Routes
North Collections	1	1	1
South Collections	2	2	2

Dead end routes are approximately 50% of the number of households of a prime route so should be reduced representation for sampling purposes.

The County owns the Kiefer Landfill located at 12701 Kiefer Boulevard, Sloughouse, CA 95683 and the South Area Transfer Station located at 8550 Fruitridge Road, Sacramento, CA 95828. All waste characterizations related to this RFP will be conducted at one of these locations as determined by the County.

The County intends to use the results of the waste characterizations to determine the contamination types and amounts of the curbside collected garbage, organics, and recycling. This initial study will serve as a benchmark to compare against future studies to evaluate the curbside collection program. It is the County’s intent to conduct one initial sort with the possibility for additional sorts as the need arises to effectively manage the curbside collection program.

2. KEY EVENTS:

Event/Action	Date(s)
RFP Release Date	03-01-23
Deadline for submitting written questions	03-14-23 @ 4:00 pm
Addendum issued (if necessary)	03-22-23 @ 4:00 pm
Proposals Due	04-08-23 @ 4:00 pm
Notice of Intent to Award contract	Week of 04-18-23
Award contract	05-01-23

3. SCOPE OF SERVICE REQUESTED

3.1. SCOPE OF WORK

The Contractor shall work at the direction of a County representative. The tasks are described below. The Contractor shall:

- Furnish all staff, safety equipment, tools and materials to perform services.

- Work a weekday schedule, except for holidays. Start times shall be mutually agreed upon.
- Coordinate with the County to schedule where and when the work will occur.
- Track and document work and make it available to County for review upon request.
- Arrange with the County for the proper disposal and/or recycling of all materials generated as a result of the waste characterizations. County will load materials after they have been characterized into County equipment and deliver material to the appropriate destination facility at no charge to the Proposer.
- Upon completion of the project, the work site shall be returned to its pre-work conditions.

3.2. SERVICES TO BE PROVIDED

The County of Sacramento Department of Waste Management & Recycling (DWMR) staff will arrange for the collection and delivery of Service Area Samples to the sampling/sorting location located at a mutually agreed upon County facility. Service Area Samples will be collected by dedicated County collection vehicles and segregated from each other and other materials at the designated sampling/sorting location to prevent cross contamination. DWMR staff will provide a suitable sampling/sorting location.

Task 1 – Develop a Written Sampling and Sorting Plan

Sampling Plan (Service Area Samples) - Participate at County scheduled meetings to provide assistance and guidance with random sampling and statistical analysis to develop a sampling plan using County provided information. Assistance and guidance will be required to identify sampling metrics for each of the three curbside collected waste streams. These metrics may include, but may not be limited to, the route locations, the number of routes, the number of curbside collection carts, the number of samples, and the total daily sample size (weight). The sampling plan shall include the following, at a minimum:

1. Include samples of each curbside collected waste stream (recyclables, organics, and garbage).
2. Include samples taken from different areas in the DWMR service area that are representative of its customer base for curbside collected waste streams.
3. Include at least a minimum of 40 samples each day, Monday through Friday, for each curbside collected waste stream.

4. Due to the collection schedule and routing, it is expected that Curbside collected garbage samples will be collected for a total of five days, curbside collected organics samples will be collected for a total of five days, and curbside collected recycling samples will be collected for ten days.

Sorting Plan (Sort Samples) - Develop a Sorting Plan by coordinating with the County to determine the logistics of the waste characterizations such as the amount of space necessary at the sampling/sorting location, the amount of time required for the different phases of the waste characterization (collecting samples, sorting samples, etc.), the daily work schedule, coordinating the Service Area Sample deliveries, and a description of the sorting process. Create detailed Material Lists and Definitions for field staff for Garbage, Organics, and Recyclables to identify types of contaminants based on the County's acceptable materials (EXHIBIT 2 Curbside Collection Services Guide) and established sort categories (EXHIBIT 3 Waste Characterization Sort Categories).

All of the material for each waste stream collected for sampling shall be measured to determine the ratio of prohibited contaminants present in each waste stream by weight. To determine the ratio of prohibited contaminants, Proposer shall conduct sampling per SB1383 Section 18984.5 Container Contamination Minimization (c)(1)(F) at a minimum, as outlined below:

1. Take one sample of at least 200 pounds from the material collected from each waste stream for sampling (e.g. a 200 pound sample taken from the contents of all of the curbside collected organics containers for sampling).
2. The 200 pound sample shall be randomly selected from different areas of the pile of collected material from that waste stream.
3. For each 200 pound sample, remove any prohibited contaminants and determine the weight of prohibited contaminants.
4. Then determine the ratio of prohibited contaminants in the sample by dividing the total weight of prohibited contaminants by the total weight of the sample.

TASK 1 DELIVERABLES

- Written Sampling and Sorting Plan
- Detailed Material List and Definitions for Field Staff– Garbage
- Detailed Material List and Definitions for Field Staff – Organics
- Detailed Material List and Definitions for Field Staff - Recyclables

Task 2 – Sort Samples

Proposer will provide a crew of trained professionals who will review the material definitions in detail prior to sorting samples of garbage, organics, and recycling. DWMR will deliver the samples to the sampling/sort location for each day's scheduled sort. Proposer will hand sort the Sort Samples of garbage, organics, and recyclables according to the Sorting Plan. Proposer will use field forms and photographs to document daily sorting operations and sorting metrics such as date, day, start time, end time, waste stream being sorted, number of staff, position titles, sort findings, etc. Proposer will provide waste characterizations for each collection day as well as for combined days for each of the three curbside collected waste streams (garbage, organics, and recycling).

At the end of each day, the sorting crew will clean and organize the work area and properly dispose of used protective equipment and other trash. DWMR staff will provide all labor and equipment necessary to remove material after it has been sorted.

TASK 2 DELIVERABLES

- Electronic copies of all field forms
- Electronic copies of all photos

TASK 3 – Compile Sampling Results and Develop Waste Characterization Estimates

Proposer will enter all sort data into a database and double check all records for data entry errors. All waste characterization estimates will be calculated using standard and commonly accepted statistical practices. DWMR will be responsible for providing annual tonnage data and daily tonnage for the sample collection days.

TASK 3 DELIVERABLES

- *Daily and Combined Days Waste Characterization Estimates for garbage*
- *Daily and Combined Days Waste Characterization Estimates for organics*
- *Daily and Combined Days Waste Characterization Estimates for recycling*

TASK 4 – Submit Draft and Final Reports

Proposer will submit to DWMR a Draft Report for review and comment. This report will contain the results of the sampling process with the methodology used to calculate the waste characterizations shown. The data should be presented in sortable electronic and paper formats. Upon receiving comments from DWMR staff, Proposer shall prepare a Final Report.

Minimum data to be presented includes, but is not limited to:

- Number of Service Area Samples and Sorting Samples analyzed by waste stream and overall
- Quantity of material by type—state in both tons and percent of total—by waste stream and overall.
- Photo documentation and description of sampling process
- Dates of study period

4. TERM

The initial term of the agreement shall be for a one year period. The agreement may be extended for up to four, one-year additional terms upon mutual consent.

5. PROPOSAL SUBMISSION PROCEDURES AND REQUIREMENTS

Firms interested in submitting a proposal are advised to closely examine the Scope of Work contained within this RFP and the sample agreement attached to this RFP. Proposals shall be submitted in an electronic PDF format to:

Wendy Nelson at nelsonwe@saccounty.gov

All proposals must be received by 4:00 p.m. on 04-08-23. If the submission is late, that firm will be disqualified. If the submission is lacking any of the required submittals, that firm may be disqualified.

6. QUESTIONS AND ANSWERS

All questions related to this request for proposals shall be submitted to Wendy Nelson via email at nelsonwe@saccounty.gov no later than 4:00 p.m. on 3-14-23. The COUNTY will not respond to questions after this date.

A list of the questions and answers will be available by 3-22-23.

All materials related to this RFP, including the question and answer set(s), will be posted on the Sacramento County Department of Waste Management and Recycling website at: <https://wmr.saccounty.net/Pages/Doing-Business-with-Us.aspx>.

IMPROPER CONTACT: Do not contact any other COUNTY employees or officials regarding the contents of this RFP or the selection process. Questions regarding this RFP or the selection process should be by email only and directed to Wendy Nelson pursuant to the conditions above. Improper contact with anyone other than Wendy Nelson regarding this RFP may result in disqualification of the Proposer from the proposal evaluation process.

7. PROPOSAL CONTENT

Proposers must submit a thorough narrative and provide complete detailed

information supported by references in response to the Scope of Services Requested. If supporting materials are provided, the Proposer should reference the title of the materials and relevant sections 7.1 through 7.5 below.

To facilitate evaluation of the proposals received, all proposals must conform to the chronology and content described as follows:

7.1 WILLINGNESS TO SIGN

All Proposers must indicate their willingness to sign the attached agreement (Exhibit 1). Any exceptions taken to the agreement must be explained in detail in the proposal. Substantial differences in language or terms between a proposal and the agreement may result in rejection of the proposal. COUNTY reserves the right to negotiate minor modifications of the language contained within its own agreement upon selection of Proposer.

7.2 REFERENCES

Proposals shall include an up-to-date list of references from at least three (3) organizations for which the firm has performed services within the past five (5) years that are similar to the requirements of the Scope of Services Requested. For each reference, provide the name of the organization, contact name, address, e-mail address, telephone numbers, date of services provided, and type of work conducted.

7.3 TEAM EXPERIENCE

The Proposer must submit information regarding the organization's prior experience in its Proposal:

7.3.1. Describe the organization's experience in all areas related to waste characterization studies of residential curbside collection carts – garbage, organics, and recycling.

7.3.2. Identify key project staff. Provide an organizational chart, resumes, and summary of key staff qualifications and experience. Include an assurance of a dedicated project team. Provide copies of any relevant, supporting documentation such as licenses or certificates.

7.4 APPROACH

The Proposer must submit a description of its approach to perform the Scope of Services Requested in its Proposal.

7.5 PRICING

Proposer must submit a budget specific to this project which includes budget allocations by task and lists in detail the services proposed to be provided in connection with this project. Include staff time, materials, reporting, etc. Provide a pricing estimate for an initial sort inclusive of Tasks 1 through 4 and a second

pricing estimate for any subsequent sorts inclusive of Tasks 2 through 4.

8. EVALUATION OF PROPOSALS

8.1 SELECTION COMMITTEE

A Selection Committee will be convened by the COUNTY to qualify and rank all proposals received. The Selection Committee will be comprised representatives from the COUNTY. The Selection Committee may choose to invite proposers to oral interviews.

8.2 QUALIFIED PROPOSERS

A Proposer will be deemed as qualified based solely upon the information provided by the Proposer in their proposal and their response to all the requirements of this RFP.

8.3 RANKING OF PROPOSALS

Proposals will be ranked based on the following criteria, listed in order of priority:

- Approach
- Value/Cost of Service
- References/Past Performance
- Assigned Staff/Team Experience

8.4 AWARD OF AGREEMENT

An agreement will be negotiated with the highest ranked Proposer. If the COUNTY is unable to negotiate a satisfactory agreement with the highest ranked firm on the list, COUNTY will undertake negotiations with the next ranked firm and so on until it has obtained satisfactory agreement. Upon award of an agreement by COUNTY, this RFP and the Proposal submitted by Proposer will be incorporated into the agreement.

There is no guarantee that all the work or any part of the work for the COUNTY will be awarded under this solicitation, or that any award will result in an exclusive contract.

9. COUNTY'S RIGHTS, OPTIONS, AND POLICIES

COUNTY reserve the right to postpone selection of qualified Proposer(s) for its own convenience, to cancel this RFP at any time, and/or to reject any and/or all proposals for any reason in its sole, exclusive, and absolute discretion.