



Request for Quotes (RFQ)
Release Date: November 29, 2018
Quotes Due: December 21, 2018

GREEN ORGANICS CONTAINERS & EQUIPMENT
Free Food Scrap Bin Program for Businesses

I. About the Agency

StopWaste is a public agency responsible for reducing waste in Alameda County. This is done through projects at home, at work, and at school. StopWaste is the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council operating as one public agency. For more information about our organization and projects, visit our website: www.StopWaste.org.

StopWaste is requesting quotes from vendors that offer indoor green organics* containers for Alameda County businesses, institutions, and multifamily properties. Two to three selected firms from this RFQ and their approved products will be placed on an Approved Products List. Those included in this list are eligible, but not guaranteed, to receive orders for approved equipment in amounts up to \$500 per participating site, funded by StopWaste.

Up to \$150,000 is available from StopWaste to approved businesses under the Free Food Scraps Bin program for Fiscal Year 2018/19 ending June 30, 2019. Additional funding may be available in fiscal year 2019/20. The Approved Products List and approved pricing is valid for approximately six months through June 30, 2019. StopWaste is making these funds available for indoor organics containers for Alameda County businesses and multifamily sites to assist them in starting or improving an organics collection program. Fiscal Year 2018/19 is the fifth year StopWaste has offered the Free Food Scraps Bin program. Approximately 200 businesses purchased containers, with an average purchase amount of \$350 per business, during a 6 month period in Fiscal Year 2017/18.

**Organics are defined as discarded compostable materials such as food scraps, food-soiled paper and plant debris that are kept separate from garbage and recyclables for collection by a hauler and transport to a compost facility.*

II. Description of Services and Qualifications Required

The purpose of this RFQ is to select two to three vendors and enter into agreements to provide indoor organics containers and equipment to businesses, institutions, and multifamily properties in an effort to comply with requirements of the Alameda County Waste Management Authority Mandatory Recycling Ordinance 2012-01. More information about the Ordinance can be found at www.RecyclingRulesAC.org.

StopWaste is seeking assistance with the following tasks:

A. Identify Suitable Organics Containers & Equipment:

- Provide information to allow StopWaste to determine indoor organics containers and equipment that will be part of the Approved Products List eligible for payments. To view the program application for businesses and multifamily properties, visit

www.RecyclingRulesAC.org/containers. For more information, including the current participating vendor and the Approved Products List, please email mfay@stopwaste.org.

- Provide pre-approved products to Alameda County businesses, institutions, and multifamily properties that have been approved by StopWaste at a pre-determined discount over regular retail prices.
- Allow StopWaste to post Vendor company name, contact information, pre-approved product list and discount on StopWaste websites and related program materials.

B. Project Administration:

- When a site requests containers or equipment as part of the Free Food Scrap Bin program, Vendor will verify that the site is eligible to participate based on StopWaste-provided lists of approved businesses.
- Provide the approved site with their requested equipment from the pre-approved product list within 30 days of order placement in a value not to exceed \$500 per site, including taxes and shipping or delivery. In the event an approved site requests a back-ordered item, Vendor shall promptly inform the organization and StopWaste of the anticipated delivery timeline in writing. Actual amount of equipment, taxes and shipping or delivery to be tracked and billed to StopWaste as described below.
- If the site would like to purchase equipment not on the pre-approved products list or above the value of their \$500 allocation, sites may do so at their own expense as a separate purchase from the program.
- Contractor shall respond promptly (and in no event with more than a 72 hour delay) to all inquiries, order requests, or delivery status communications with the organization or Authority. Contractor shall proactively communicate with the organization and the Authority about any ordering issues or problems that occur. Once an order has been placed by an approved site, the Contractor shall, at a minimum, promptly confirm the order has been received and provide an estimated delivery date.
- Vendor shall not contact or market to organizations on the approved site list, unless the organization directly contacts the Vendor.

C. Tracking, Reporting & Invoicing:

- Track and report information to StopWaste regarding approved site names, site addresses, products provided, and value of products and shipping or delivery provided on a monthly basis (at a minimum) if equipment was provided during the previous month. Provide StopWaste with an accompanying invoice totaling the value of equipment, tax, and shipping or delivery costs provided to the approved site as part of the Free Food Scrap Bin program.

A sample Vendor Contract is available upon request.

III. Submittal Requirements

Vendors responding to this RFQ must provide:

- A. Summary of the company proposing to provide services.
- B. Proposed discount rate or percentage off retail price to be offered to approved businesses as part of this program.
- C. Two to three client references. Please provide the client reference’s name, title, employer, email address and phone number.
- D. Verification of ability to meet the agency’s insurance and agreement provisions. See section “IV. Minimum Requirements,” below for details.
- E. Pricing and product information as specified in the table below for up to fifteen (15) indoor containers or equipment that are available for purchase related to the collection of organics and/or transfer of such materials to hauler-serviced collection bins.

Sample required information for each product (up to 15):

	Product Image	Product Name	Item #	Product Description & Volume	Dimensions	Brand	Recycled Content (% post- & pre-consumer)	Discounted Container Price (include % Discount)	Product Ships From
SAMPLE		Deskside	730114	7 gallon green container	14.4” x 10.63” x 15”	Rubbermaid	10% pre-consumer, 0% post-consumer	\$4.60 (includes 75% discount)	Livermore, CA

Products to Include:

Submitting vendors **must offer a minimum of 3 of the following items***. However, please provide quotes for all products offered by vendor from the following list if available:

- 1 to 2 gallon green caddy/side-saddle that connects to a deskside container
- 7 to10 gallon rectangular green organics container
- 20 to25 gallon rectangular green organics container; with and without lid
- 26 to35 gallon green container; with and without lid
- Rolling carts (dollies) for larger bins
- Organics signs and/or decals that fit any of the above containers (up to 2)

Products not to Include:

- Container bags/liners
- Blue recycling containers
- Garbage containers

** Actual containers and equipment to be included on the Approved Products List may vary from the products submitted as part of a Vendor’s RFQ submittal. Quotes will be used to evaluate Vendor submissions. StopWaste will work with selected Vendors to develop the Approved Product List and final approved pricing.*

IV. Minimum Requirements

The following insurance policies are required by our agency:

- Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000.
- Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be at least \$1,000,000.
- Statutory workers' compensation and employer's liability insurance as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease.

The selected vendors are also required to sign an agreement with the agency as part of this program (Sample Vendor contract available upon request).

V. Local Preference Policy

The Agency will give a 2.5% vendor bid preference to a local business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency's Environmentally Preferable Purchasing Policy (EPP). The Agency will give an additional 2.5% vendor bid preference to a local business that is also a certified small or emerging business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency's Environmentally Preferable Purchasing Policy (EPP). See links to local preference and EPP policies:

- www.stopwaste.org/resource/stopwaste-environmentally-preferable-purchasing-policy
- www.stopwaste.org/resource/stopwaste-local-preference-purchasing-policy

VI. Application Deadline and Instructions

Release of RFQ	November 29, 2018
Quotes Due	December 21, 2018
<i>Quotes are due at 4:00 p.m. and will not be accepted after this time.</i>	
Notification of selected vendors	by January 18, 2019

The deadline for application submittal is **4:00 p.m., Friday, December 21, 2018.**

Submittal

One copy of the quotes should be emailed to (mfay@stopwaste.org), mailed or hand delivered to:

StopWaste
Attention: Michelle Fay
1537 Webster Street
Oakland, CA 94612

Please note, faxed responses will **not** be accepted.

Format

All materials provided in hard copy are to be printed double-sided on 8-1/2" x 11" recycled content paper when applicable.

Quotes received after 4:00 p.m. on December 21, 2018 will **not** be accepted.

For more information, please contact Michelle Fay at mfay@stopwaste.org or 510-891-6539.

VII. General Conditions

All materials submitted become the property of StopWaste, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, and/or to cancel all or part of this RFQ at any time prior to awards.