



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Proposers

September 25, 2012

You are invited to review and respond to this Request for Proposal (RFP) Secondary, entitled "Used Oil Life Cycle Analysis ISO Critical Review Panel C-D, DRR12027". The purpose of this RFP, Secondary is to solicit and award up to two (2) separate contracts. Each contractor shall be referred to as a Panel Member (individually distinguished as Member C and D, as applicable) of the Used Oil Life Cycle Analysis ISO Critical Review Panel. In submitting your proposal, you must comply with the instructions herein.

Note that all Contracts entered into with the State of California will incorporate by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses, which are discussed in Section II of this package. If you do not have Internet access, a hard copy will be provided by contacting the person listed below.

In the opinion of the Department of Resources Recycling and Recovery (CalRecycle) this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Shelly Lewis
contracts@calrecycle.ca.gov
Phone: 916.341.6649
Fax: 916.319.7345

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum, see Section II, *Rules and Conditions*, Written Questions.

Shelly Lewis
Contract Administrator

Table of Contents

Section 1	Overview.....	1
	General Information.....	1
	CalRecycle Contact Information.....	1
	Service Needed	1
	Contract Budget	1
	Payment Withhold	1
	Contract Term.....	1
	Process Type.....	1
	Process Schedule.....	1
Section II	Rules and Conditions	3
	Introduction.....	3
	Commitment	3
	Antitrust Claims.....	3
	Contractor’s Cost	3
	Information	3
	Written Questions	3
	Addenda	4
	Modification of Submittals	4
	Errors in Submittals	4
	Unreliable List	4
	Negotiating State Contracts	4
	Small Business (SB) Preference	4
	Disabled Veterans Business Enterprise (DVBE) Incentive	4
	Subcontractors.....	5
Section III	Proposal Submittal Requirements.....	6
	Introduction.....	6
	Deadline	6
	Addressing	6
	Number of Copies	6
	Document Printing.....	6
	Cover Letter	6
	Table of Contents.....	6
	Summary.....	6
	Organization.....	7
	Qualifications and Resources.....	7
	References.....	7
	Samples of Written Work	7
	Contractor Eligibility	7
	Qualification/Licenses	7
	Small Business (SB) Participation.....	7
	Disabled Veteran Business Enterprise (DVBE) Participation.....	8
	Enterprise Zone Act (EZA).....	8
	Target Area Contract Preference Act (TACPA).....	8

Local Agency Military Base Recovery Act (LAMBRA)	8
Maximum Combined Preferences and Rules for Award	8
Section IV Cost Proposal Submittal.....	9
Evaluation	9
Cost Breakdown.....	9
Travel and Per Diem	9
Section V Evaluation and Selection	10
Introduction.....	10
Selection Process	10
Cost Points	10
Oral Interview	10
Grounds for Rejection.....	10
Award of Contract.....	11
Notice of Intent to Award	11
Rejection of Award.....	11
Protest of Award	11
Section VI Description of Work.....	12
Work to be Performed.....	12
Tasks Identified.....	12
Contract/Task Time Frame	13
Control of Work.....	13
Section VII Definition and Terms	14
Attachments	16
Cost Proposal Sheet	17
Proposal Scoring Sheet	19
Small Business/Micro Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary	20
Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification	21
Darfur Contracting Act	22
Recycled-Content Certification	23
Contractor Status Form	25
Client References	26
Proposal Completion Checklist.....	27

Section 1 Overview

General Information

CalRecycle promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

CalRecycle Contact Information

Department of Resources Recycling and Recovery
Physical Address: 1001 I Street,
Sacramento, CA 95814
CalRecycle Contracts Unit, MS-19A

Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A

Phone: (916) 341-6649

FAX: (916) 319-7345

EMAIL: contracts@calrecycle.ca.gov

Any documents delivered in person must be received in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

Service Needed

As part of Senate Bill (SB) 546 of 2009, CalRecycle was directed to contract with a third-party consultant with recognized expertise in Life Cycle Assessments (LCA) (also referred to as Lifecycle Analysis in this document) to coordinate a comprehensive life cycle analysis of the used lubricating and industrial oil management process, from generation through collection, transportation, and re-use alternatives.

CalRecycle staff has selected the contractor to conduct the LCA (LCA Practitioner Contractor) as well as the Chair for the International Organization for Standardization (ISO) critical review (Critical Review Chair Contractor). The LCA Practitioner Contractor will perform all the duties necessary to conduct the analysis. The Critical Review Chair Contractor will lead the review process and coordinate the efforts of the Critical Review Panel Contractor(s) (Panel Contractor) to ensure that the LCA study is being conducted according to best practices and ISO standards (14040 and 14044). This RFP sets forth the duties of the Panel Contractor(s) to support the successful completion of the LCA project.

Contract Budget

Subject to the availability of funds, there is a current maximum budget of \$20,000.00 (twenty thousand dollars) per Panel Member contract. CalRecycle reserves the right to amend the budget for the Contract(s) as needs arise.

Payment Withhold

The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task. The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of CalRecycle.

Contract Term

The term of this Contract will span approximately seven (7) months and is expected to begin in November 2012. CalRecycle reserves the right to amend the term of this Contract as needs arise.

Process Type

Request for Proposal (RFP) (Secondary Method).

Process Schedule

This process will be conducted according to the following tentative schedule where all times are Pacific Time

Advertisement Date	September 25, 2012
Written Questions Due by 5:00 pm	October 2, 2012

Submittal's Due by 2:00 pm
Post Notice of Intent to Award

October 23, 2012
October 30, 2012

Section II Rules and Conditions

Introduction

The information below sets out the conditions that this RFP, its proposers and proposals and the resulting Contract(s) are subject to and/or required to comply with.

Commitment

Submittal of a proposal, commits the proposer, who is awarded the contract, to comply with the following requirements:

- All items noted in RFP documents
- Special Terms and Conditions available for viewing at www.calrecycle.ca.gov/Contracts/Forms/SpeTermsCond.pdf
- General Terms and Conditions (GTCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.
- Contractor Certification Clauses (CCCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.

If a proposer fails to meet any of the requirements or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the proposer from the process.

CalRecycle is not required to award a contract resulting from this RFP.

Antitrust Claims

In submitting a Proposal Package to a public purchasing body, the Proposer offers and agrees that if the Proposal Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the Proposal Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Proposal Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

Contractor's Cost

All costs resulting from a proposer's participation in the RFP process are at the proposer's expense. No costs incurred by a proposer participating in the RFP process will be reimbursed by CalRecycle.

Information

Any information that the proposer believes qualifies as confidential or a trade secret(s) under the California Public Records Act (PRA) or the Public Contract Code (PCC) such that it is exempt from disclosure under those statutes must so be marked by the proposer prior to submission to CalRecycle. Any claims of confidentiality or trade secret(s) that do not qualify as such under the PRA or PCC may result in disqualification.

CalRecycle will hold information deemed confidential or trade secret(s) by the proposer to the extent allowable by the PRA and the PCC.

Written Questions

This RFP includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the RFP. All questions must be submitted in writing either by mail, fax, or e-mail to CalRecycle Contact as listed in Section I. The questions and answers will be published in an Addendum to the RFP (see below, Addenda).

Addenda

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this RFP.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to CalRecycle prior to the deadline for submission of written questions. If required, CalRecycle will issue addendum to address such issue(s).

Modification of Submittals

A proposal submitted prior to the submittal deadline, can be withdrawn or modified per written request by the submitting proposer.

A proposal cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a proposal package may be cause for rejection of that proposal. However, rejection may not be required if the error is of a minor nature and/or the proposer's intent is clearly established based on review of the complete proposal as determined by CalRecycle.

Unreliable List

Any contractor or subcontractor currently on CalRecycle Unreliable list, is ineligible to apply for or participate in this contract.

Negotiating State Contracts

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.

If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.

Small Business (SB) Preference

Small Business and non-small business may receive preference as set forth below.

For purposes of this RFP, references to "Small Business" include "Microbusiness" unless contrary to law.

Any proposer competing in this process as a California Certified Small Business, or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm>.

For award based on high score, the incentive is applied by calculating the "earned" score for all proposers: If the highest scored proposal is from a non-certified small business then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.
2. Add the amount calculated above to the score of each of the proposer's eligible for the SB preference. This new amount is the total score.

Application of the preference shall not displace an award to a small business with a non-small business.

A copy of the Proposer's and or/ small business subcontractors' small business certification should be included with the proposal, as it will be verified.

Disabled Veterans Business Enterprise (DVBE) Incentive

Any Proposer competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive an incentive as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) incentive calculation.
2. Four (4%) participation level = bid will receive two percent (2%) incentive calculation.
3. Three (3%) participation level = bid will receive one percent (1%) incentive calculation.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle will apply the incentive as follows:

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.
2. Add the amount calculated above to the score of each of the proposer's eligible for the DVBE incentive according to the participation levels. This new amount is the total score.

Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the proposer's DVBE certification should be included with the proposal, as it will be verified.

If awarded, the contractor, who has made a commitment to achieve disabled veteran business enterprise (DVBE) participation, must, within 60 days (or within such other time period as may be specified elsewhere in the contract) of receiving final payment under the contract, certify in a report to the CalRecycle: (1) the total amount the prime contractor received under the contract; (2) the name and address of the DVBE(s) that participated in the performance of the contract; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the contract have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Military & Veterans Code (M&VC) § 999.5(d))

Subcontractors

If awarded the contract, the contractor must use all of the SB and DVBE firms identified on the Small Business/DVBE Participation Summary.

CalRecycle reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

Contractor understands and agrees that should award of the resulting contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their proposal, per Military and Veterans Code (M&VC) § 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the proposal and approved DVBE substitutions will be documented by contract amendment.

Failure of the contractor to seek substitution and adhere to the DVBE participation level identified in the proposal may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC § 999.9; PCC § 10115.10 or PCC § 4110 (applies to public works only).

All subcontractors identified in the proposal, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

Section III Proposal Submittal Requirements

Introduction

Failure to follow the instructions contained in this document may be grounds for rejection of a Proposal.

CalRecycle may reject any Proposal if it is conditional, incomplete or contains irregularities.

CalRecycle may waive an immaterial deviation in a Proposal, if deemed in the best interest of CalRecycle.

Deadline

The proposal package must be received by CalRecycle, at the address listed in Section I, *Overview* by 2:00 p.m. on October 23, 2012.

Proposals received after the deadline, will be considered late and returned to the Proposer unopened.

Addressing

The proposal package must clearly state on the front of the envelope that it is in response to this RFP. Include the RFP number and the following direction: "Mailroom – do not open."

Number of Copies

The proposer must submit all required documents in the following formats:

- One original, non-bound hard copy marked "Original"
- Three (3) bound, hard copies marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. The entire proposal, including any attachments, must be saved as a single document.

It is the proposer's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by CalRecycle.

Document Printing

All documents must be submitted double-sided on paper containing 100% post-consumer recycled content fiber.

Cover Letter

The cover letter must be signed by an individual who is authorized to bind the proposer and it shall include that person's title or position. The cover letter must be on the proposer's company letterhead and contain the following information:

- a. Name and address of the proposer;
- b. Proposer's Headquarters for purposes of this contract, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- d. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to negotiate and execute a binding contract on behalf of the proposer;
- e. Statement that personnel who will provide services under the contract will have the required certifications and that the proposer will have qualified personnel available to meet all contract requirements;
- f. Statement that all paper used in the proposal package contains 100% post-consumer recycled content fiber;
- g. Statement that the contractor and all subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286; and
- h. If applicable, list of contractor's and all subcontractors' business names, certified SB status, and corresponding OSDS Reference number(s) issued to the certified SB by the DGS.

Table of Contents

The information must be set out in the order presented below, i.e., summary, methodology, organization, etc. with corresponding page references.

Summary

The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
- History
- Location
- Any known conflicts of interest

Qualifications and Resources

The proposer must possess at least five (5) years experience in one or more of the following areas:

- Lifecycle Assessment
- Lifecycle Analysis
- Material Flow Analysis
- ISO 14040/14044 Implementation or Review

The proposal must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The proposals must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge
- Educational Background
- Appropriate licensing

References

The Proposer's team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

CalRecycle reserves the right to seek references in addition to the client references provided by the proposer, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

Samples of Written Work

The Proposer's team must submit copies of at least three (3) scientific/professional journals, governmental sponsored, or trade association sponsored papers or reports related to their area of expertise. The Proposer's team must also provide references regarding these documents.

Contractor Eligibility

The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

Qualification/Licenses

Prior to signing the contract, the proposed contractor, as an individual or firm, must be qualified to do business in California and provide the Contract Manager with a copy of the Contractor's registration with the California Secretary of State. See the following site for expediting a registration request:
<http://www.sos.ca.gov/business/be/preclearance-expedited-services.htm>.

Pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the California Department of Consumer Affairs, proposers must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract. This documentation must be provided prior to each team member's commencement of work under this contract.

Small Business (SB) Participation

SB participation can be achieved by a combined effort of the prime and/or any sub-contractors, which includes:

- If the Proposer is a Certified OSDS SB, as defined in Section V Definitions and Terms, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.

Disabled Veteran Business Enterprise (DVBE) Participation

DVBE participation can be achieved by a combined effort of the prime and/or any subcontractors, which includes:

- If the Proposer is a Certified OSDS DVBE, as defined in Section V, Definitions and Terms, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.

Enterprise Zone Act (EZA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for EZA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the EZA.

If the Proposer is qualified for this preference, the EZA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for TACPA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Proposer is qualified for this preference, the TACPA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Local Agency Military Base Recovery Act (LAMBRA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for LAMBRA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the LAMBRA.

If the Proposer is qualified for this preference, the LAMBRA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Maximum Combined Preferences and Rules for Award

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, DVBE, participation, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA, EZA, LAMBRA, or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB and a firm that is SB and DVBE, the award shall be made to the firm that is SB and DVBE.

Section IV Cost Proposal Submittal

Evaluation

The proposer's cost proposal will be evaluated based on whether the cost breakdown is sufficiently detailed to determine if the proposed expenses are reasonable.

Cost Breakdown

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet. Contract invoices must be itemized as shown in the submitted cost sheet.

The subcontractor commitments must be identified, by task and dollar amount, and included in the task by task cost proposal submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

Failure to include on the Cost Proposal Sheet budgeted costs for all tasks identified in the Scope of Work will be grounds for disqualification.

The Cost Proposal Sheet is a standalone document for purposes of calculating cost points and evaluating whether all information required by the RFP has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the Cost Proposal Sheet. Reference by incorporation is not acceptable.

The amount identified on the cost breakdown may not be changed unless approved in writing by the Contract Manager.

Travel and Per Diem

Services shall be provided remotely; therefore travel and per diem are not anticipated.

Section V Evaluation and Selection

Introduction

CalRecycle will perform a pre-qualification evaluation to ensure that the proposer has included all required documentation in the proposal package.

If a proposal package does not meet all of the requirements set forth in this RFP, it will be considered non-responsive and rejected from further consideration.

Proposal packages that pass this review will be forwarded to the Selection Committee for evaluation.

Selection Process

The Selection Committee will evaluate and score all proposals, utilizing the Scoring Criteria identified in this RFP.

Only those proposals that receive a score of at least the minimum requirement identified on the Scoring Sheet will be ranked.

Once the cost points (below) are applied the top four ranked proposals will be awarded with four individual contracts.

Cost Points

Cost points account for 30% of the total points available (see Proposal Scoring Sheet). Proposers will be awarded Cost Points as follows:

- 1) Lowest cost proposal is awarded the maximum cost points.
- 2) Other proposals are awarded cost points based on the following calculation:

Other Proposer's Cost Points = (factor*) X maximum cost points

* factor is the Lowest Proposer's cost divided by Other Proposer's cost

EXAMPLE

Lowest Proposer's cost = \$10

Other Proposer's cost = \$12

Maximum cost points = 30 cost points

factor = \$10 ÷ \$12 = .83

Cost Points Calculation for Other Proposer's Cost

.83 X 30 cost points = 25 cost points

Final Cost Points Awarded

Lowest cost proposal receives 30 cost points

Other cost proposal receives 25 cost points

Oral Interview

If oral interviews are conducted as part of the evaluation process, the date of the interviews will be within the timeframe identified in Section I, *Schedule*.

All Proposers invited for an interview will be notified by CalRecycle of the specific date and time of the interview.

Failure to attend the interview by a proposer will be grounds for eliminating the proposer from the further consideration.

Grounds for Rejection

A proposal may be rejected if it is determined that the proposal is not competitive, if a cost(s) is not reasonable, or the contract bid exceeds the amount identified as available. Additionally, a proposal may be rejected if:

- It is received after the due date or the time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP

- The proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The proposer has received a substantive negative contract performance from the State
- Any item required by the RFP is not included with the submittal.

No proposal may be rejected arbitrarily or without reasonable cause.

Award of Contract

Award of this Contract will be to the highest ranking responsible proposer meeting all of the RFP requirements.

In the event of a tie, CalRecycle may utilize a tie breaker to determine the winning proposer. The tie breaker will be determined based on which proposer has the most SB and DVBE participation as set out in the proposal package

CalRecycle reserves the right to not award a Contract.

Notice of Intent to Award

CalRecycle will post a notice of intent to award this Contract five (5) working days prior to the award being made.

Notice of the intent to award will be posted on CalRecycle's website at www.CalRecycle.ca.gov/contracts and at CalRecycle's headquarters as noted in Section I. It is the proposer's responsibility to check one of these locations for a copy of the Notice of Intent to Award.

Rejection of Award

If the Proposer fails to enter into a satisfactory contract within a reasonable timeframe after the award is made, CalRecycle may deem that the proposer has rejected the award.

CalRecycle reserves the right to disqualify the proposed awardee and award the contract to the next highest ranked proposer.

Protest of Award

A proposer may protest the proposed award by filing an official protest with the Department of General Services (DGS). The protest must be filed after the notice of intent to award the contract but before the actual award.

Within five (5) **working** days of the initial protest filing, the proposer must submit a detailed written statement with information that supports the proposer's claim that it should have been awarded the contract and the grounds for that position.

The contract will not be awarded until DGS renders a decision on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services
Office of Legal Services
Attn: Protest Coordinator
707 Third Street, 7th floor
Sacramento, CA 95605
Fax (916) 376-5088

CalRecycle
Attn: Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7582
Email contracts@CalRecycle.ca.gov

Section VI Description of Work

Work to be Performed

To help ensure that the study meets ISO standards (14040 and 14044) and that it is conducted efficiently and effectively, the Panel Contractor(s) will participate in all four phases of the study, from the beginning of the project through the completion of the LCA report. As provided by the Critical Review Chair Contractor, the Panel Contractor(s) will review reports and other materials for the LCA study. Based on these reviews, the Panel Contractor(s) will submit four written reports addressing the study's compliance with the ISO standards and protocols and its use of best practices, the reports will also provide feedback on the structure and the details of the study, as more fully set forth below. All information obtained or produced during the course of the Contract will be made available to CalRecycle.

Tasks Identified

All written deliverables are subject to CalRecycle's Contract Manager written approval. Approval will be based on completeness and fulfillment of task objectives.

It is expected that a total of 20 hours of work for each study phase will be required. This time includes document review, technical assistance, report writing, editing and finalizing.

Task 1. Review Used Oil LCA-related documents and provide four written reports.

Task 1a. LCA document review and reports.

Under the direction of the Critical Review Chair Contractor, the Panel Contractor(s) will review documents related to the Used Oil LCA as performed by the LCA Practitioner Contractor pursuant to SB 546.

Based upon review of these documents, the Panel Contractor(s) shall prepare a total of four written reports. Each report shall provide the necessary level of detail to identify and inform on issues of compliance with ISO standards and protocols (14040 and 14044), implementation of best practices, and other issues relevant to producing a scientifically and technically accurate study. Additionally, as necessary, the report shall provide feedback regarding the framework, details and direction of the study, including goal definition and scoping, life-cycle inventory, and life-cycle impact assessment.

Personal and/or professional bias shall not be included in any comments, but rather all comments shall be based solely on the best available science and established processes.

Deliverables:

Four formal written reports regarding each phase of the Used Oil LCA project (one of which will be the draft final report) to be submitted jointly to CalRecycle's Contract Manager and the Critical Review Chair Contractor.

Timeline:

Each report phase shall be based on significant milestones in the LCA process as determined by the CalRecycle Contract Manager with input from the Critical Review Chair Contractor. The deliverable dates provided in the Timeframe below are subject to change.

Task 1b. Technical Assistance

As required, prior to finalizing each report the Panel Contractor(s) shall provide assistance to the Critical Review Chair Contractor and/or CalRecycle's Contract Manager as requested, regarding the report data, findings, conclusions and other details of the draft report provided. This task is intended to assist in clarifying comments and ensuring a full understanding of the review reports.

Deliverables:

Up to four technical assistance conference calls not to exceed 4 hours for each draft report.

Timeline:

It is expected that this technical assistance will begin after the Draft Final Report Review is complete and end June 2013.

The final deliverable is tentatively scheduled to be completed by June 2013.

Contract/Task Time Frame

The timeframe for this project is estimated to run from November 15, 2012 through June 20, 2013. The timeline will follow the overall estimated project timeline below and as amended during the course of the project.

Task	Timeframe	
	Begin	End
1. Review LCA-related documents.	November 2012	June 2013
1a. Used Oil LCA document review.	November 2012	June 2013
-Review 1	November 2012	December 2012
-Review 2	January 2013	February 2013
-Review 3	February 2013	March 2013
-Draft Final Report completed	March 2013	April 2013
1b. Technical Assistance	November 2012	June 2013

Control of Work

1. CalRecycle Contract Manager has the authority to determine the quality and acceptability of the following:

- Work to be performed
- Rate and progress of the work
- Fulfillment of the services provided by the Contractor
- Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CalRecycle Contract Manager should the contractor fail to complete tasks as required by the contract.

2. The Contractor will designate a Project Manager who holds the following authority:

- Act as the Contractor’s Representative for work to be provided under the contract
- Act as the Contractor’s Representative regarding contractual matters relating to the contract

If during the course of the contract, it is deemed necessary to replace the Project Manager, CalRecycle Contract Manager’s approval is required.

Section VII Definition and Terms

General

Unless the context otherwise requires, wherever in this RFP or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

Abbreviations

ADA	Americans with Disabilities Act
CAL EPA	California Environmental Protection Agency
CALRECYCLE	Department of Resources Recycling and Recovery
CCR	California Code of Regulations
DVBE	Disabled Veteran Business Enterprise
EPA	Environmental Protection Agency (Federal Government)
GC	Government Code
PCC	Public Contract Code
RFP	Request for Proposals
SB	Small Business
SOW	Scope of Work
OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

Cal EPA

The California Environmental Protection Agency

CalRecycle Staff

Staff of the Department of Resources Recycling and Recovery involved in the implementation of this contract or representatives of Consultant to the Department of Resources Recycling and Recovery as designated in the Work Orders.

Consultant

The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Contract with CalRecycle to provide work pursuant to this RFP or his or their legal representatives

Contract

A legally binding agreement between the state & another entity, public or private, for the provision of goods or services; the written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The agreement shall include the RFP, Proposal, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

Contract Manager

A person designated by the responsible state agency or department to manage performance under a contract.

Contractor

A party contracting with the awarding agency. Vendor is often used synonymously with contractor.

Director

The Director of CalRecycle, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

Disabled Veteran Business Enterprise (DVBE Certified)

A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Legal Holiday

Those days designated as State holidays in the Government Code.

Project Manager

Contractor's representative for all work performed under this Contract. All official correspondence, reports, submittals, billings, and other work done under this Contract shall be reviewed and signed by the Project Manager prior to submittal to CalRecycle.

Scope of Work

The description of work required of a contractor by the awarding agency.

Small Business (Certified)

A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.

State

The State of California.

State Contract Law

The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Contract to the same extent as if set forth herein in full.

Subcontractor

A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

Attachments

Cost Proposal Sheet
Used Oil Life Cycle Analysis ISO Critical Review Panel Member (C-D)
DRR12027

Complete this form and submit the original in accordance with the requirements of this RFP. Any invoices submitted by Contractor will identify line item costs and corresponding task number.

This form should be prepared to accurately reflect the cost of all items mentioned in the "Scope of Work" of this RFP or reasonably infer as necessary to complete the work within the intent of the Agreement.

Contractor/Company Name: _____

Task 1a: LCA document review and reports.		\$	
Labor (Person Hr x Rate)			
Non-personnel (Supplies, etc)			
Other, if applicable (Specify)			
Task 1b: Technical Assistance		\$	
Labor (Person Hr x Rate)			
Non-personnel (Supplies, etc)			
Other, if applicable (Specify)			
Total Price		\$	

Acknowledgement/Authorization

The undersigned acknowledges the submittal of this proposal constitutes an irrevocable offer for a ninety (90) day period for CalRecycle to award a Contract. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Contract.

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CalRecycle documents and will comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by CalRecycle in verification of the recitals comprising this Proposal and also hereby authorizes CalRecycle to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

The undersigned acknowledges that there are no potential conflicts of interest, as defined in Public Contract Code (PCC) 10410, 10411, and Government Code (GC) 87100, by the submitting firm and/or any subcontractors listed in the Proposal.

I declare under penalty of perjury that the foregoing is true and correct.

Name & Title of Authorized
Representative:

Contractor Name:

Address:

Telephone #:

City, State Zip:

Email:

Signature of Authorized
Representative:

Date Signed:

**Proposal Scoring Sheet
Used Oil Life Cycle Analysis ISO Critical Review Panel Member (C-D)**

DRR12027

To qualify, the Proposer **MUST** achieve an overall subtotal score of 56.

Contractor/Company Name: _____

	Proposer's Score
1. Overall Approach and Organization – Maximum Score 10 Points	
a. Format of proposal (2)	_____
b. Overall approach and understanding of problems, issues and required tasks. (5)	_____
c. Addresses all items in RFP. (2)	_____
d. Clarity of proposal (1)	_____
2. Methodology – Maximum Score 5 Points	
a. Soundness of proposed methodology. (5)	_____
3. Qualifications/Resources – Maximum Score 39 Points	
a. Assigned staff's knowledge and educational background of the particular project involved. (13)	_____
b. Assigned staff's experience and background in similar projects. (13)	_____
c. Assigned staff's ability to conduct the necessary research with proficiency and accuracy without omission. (13)	_____
4. Past Work – Maximum Score 14 Points (References will be consulted.)	
a. Similarity between previous projects and the project contained in this RFP. (7)	_____
b. The success (including level of completion) of past projects and any related work record. (4)	_____
c. Recommendations/references from previous projects. (3)	_____
5. <u>Cost Reasonableness – Maximum Score 2 Points</u>	_____
	SUBTOTAL _____
6. Cost Proposal – Maximum Score 30 Points (To be calculated by Contract Analyst)	_____
	TOTAL SCORE _____

Small Business/Micro Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL DOLLAR AMOUNT OF WORK (Mark one for each firm used)			CERTIFICATION FORM ATTACHED
PRIME BIDDER	SUBCON- TRACTOR	SUPPLIER			SMALL BUSINESS	MICRO BUSINESS	DVBE	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	
					\$	\$	\$	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small Business, Micro Business and DVBE Business identified above.

Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification

As Contractor of record for the Department of Resources Recycling and Recovery, Contract number _____, I certify, in accordance with Government Code 14841 and Military and Veteran Code § 999.5, that pursuant to the terms and conditions of the contract, all payments have been made to the SB or DVBE firm(s) listed below for commodities or services rendered as the SB or DVBE subcontractor(s) of record. I understand certification must be made to the Department of Resources Recycling and Recovery within 60 days of receiving final payment under this Agreement. I further understand and acknowledge that falsification of this Certification may result in the imposition of civil or criminal penalties for not less than \$2,500 or more than \$25,000 for each violation.

Please copy this form to include as many SB or DVBE firms as necessary. Authorized signatures and information are required on each separately submitted form. Return to: Department of Resources Recycling and Recovery, Contracts Unit- MS 19-A, Attn: Colleen Rubens, SB/DVBE Advocate, P.O. Box 4025, Sacramento, CA 95812-4025

SB/MB/DVBE SUBCONTRACTOR INFORMATION

Contract Firm Name			
Name of Firm Representative			
Title			
	Phone:	Fax:	
Firm Address	Street:		
	City:	State:	Zip:
Contract Number			
Total Amount Received Under this Contract	\$	Date Final Payment Received: / /	

SB/DVBE SUBCONTRACTOR INFORMATION

SB/DVBE Subcontractor	Street Address	City	State	Zip	Amount Paid	Participation Achieved
						%
						%
						%
						%

Printed Name		Signature:	
Title:		Report Date:	

Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. _____ We do not currently have, or we have not had within the previous
 Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
 Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____ We currently have, or we have had within the previous three years,
 Initials business activities or other operations outside of the United States,
 + certification but we certify below that we are not a scrutinized company
 below as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

STATE OF CALIFORNIA
 Department of Resources Recycling and Recovery
 CALRECYCLE 74C (Revised 1/10 for Contracts)

To be completed by Contractor	
Name of Contractor:	
Contract #::	Work Order #:

Recycled-Content Certification

Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to your CalRecycle contract manager.

This form may be completed by contractor, vendor, bidder, buyer, state-contracting officer, or state purchasing agent. The form must be completed and returned to CalRecycle with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled-content material. Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information.

Contractor's Name _____ Date _____
 Address _____ Phone _____
 Fax _____ E-mail _____ Web site _____

Product Manufacturer	Product Description / Brand	Purchase Amount (\$)	¹ Percent Postconsumer Material	² SABRC Product Category Code	Meets SABRC

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3)

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12205.

Print name _____ Signature _____ Company _____ Date _____

(See footnotes on the back of this page.)

1. *Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.*

If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone

2. *Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.*

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit www.CalRecycle.ca.gov/BuyRecycled/.

Code	Description	Minimum content requirement
Product Categories (11)		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

Contractor Status Form

Contractor's Name: _____ County: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Federal Employer Identification Number: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS

Individual Limited Partnership General Partnership Corporation Other

If Individual or sole proprietorship, state the true name of sole proprietor: _____

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

If a Corporation, state place and date of incorporation: _____

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Other Officer: _____ Other Officer: _____

Provide explanation if claiming Other:

SMALL BUSINESS PREFERENCE

Are you claiming preference for small business? YES – Attach approval letter from Office of Small Business Certification and Resources
 NO

Are you claiming preference for DVBE? YES – Attach approval letter from Office of Small Business Certification and Resources
 NO

NOTE: THIS FORM MUST BE COMPLETED OR YOUR PROPOSAL WILL BE REJECTED

Client References

List at least three (3) client references that can attest to the Bidder's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder's response. Duplicate and attach additional pages as necessary.

BIDDER / SUBCONTRACTOR'S NAME:**REFERENCE 1**

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 2

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

If three references cannot be provided, explain why:

Proposal Completion Checklist

Please use this checklist to assist in the preparation of your Proposal package to ensure that all required items are included.

-
- Cover Letter with contact information and statements as required in the RFP.
 - Organizational information and Personnel Information (Resumes)
 - Proposal (detailed Work Plan)
 - Cost Proposal Sheet (Attachment A)
 - Samples of Written Work
 - Client References (Attachment H)
 - Copy of Required License(s) (Secretary of State), if available at the time of submittal of proposal.
 - Contractor Status Form (Attachment G)
 - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero (write zero participation on form). (Attachment C)*
 - Darfur Contracting Act Certification (Attachment E)
-

The following number of PROPOSAL packages must be submitted as the Contractor's response to this RFP:

- One (1) unbound reproducible original Proposal package marked "Original"
 - Three (3) bound copies of the Proposal package marked "Copy".
 - One (1) Electronic copy of Proposal Package in Adobe Acrobat format with all documents in a single file, including all attachments.
-

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section III, Submittal Requirements:

- Certification of Enterprise Zone Act Preference
 - Certification of Target Area Contract Preference Act
 - Certification of Local Military Base Recovery Area Act Preference
-

The following forms are not required at the time of the proposal submission but will be required by the successful contractor during the contract period:

- Recycled Content Certification (Attachment F)
 - Payee Data Record (Standard Form 204 viewable at <http://www.calrecycle.ca.gov/Contracts/Forms/default.htm>)
 - Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification (Attachment D)
 - Copy of Required License(s) (Secretary of State)
-

Please note that if any of the items are missing from the Proposal package, the package will be considered incomplete and will be disqualified from the process.