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Protection

California Integrated Waste Management Board

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Mailing Address: P. O. Box 4025, Sacramento, CA 95812-4025
www.ciwmb.ca.gov



Arnold Schwarzenegger
Governor

November 2, 2004

To: All Prospective Proposers

Subject: Request for Proposal IWM04024, Collection of Recyclable Material from State Government Facilities

Enclosed is a copy of the Request for Proposal (RFP) for the "Collection of Recyclable Material from State Government Facilities Contract, IWM04024" for the California Integrated Waste Management Board.

The deadline for the submittal of all proposals is 2:00 P.M. on **Friday, December 3, 2004**. All proposals delivered on the day of the deadline must be received and **NOT POSTMARKED** at the Environmental Services Center located on the first floor of the California Environmental Protection Agency's headquarters building located at 1001 "I" Street, Sacramento, CA. Mailed proposals shall be sent to the above street address. All submissions must clearly note, "**Response to RFP IWM04024—Mailroom Do Not Open.**"

If a proposal is received after **2:00 P.M. on Friday, December 3**, the proposal will be returned unopened.

If there are any questions regarding this RFP please contact me at (916) 341-6649.

Sincerely,

{Original Signed By}

Jordan Scott
Contract Analyst
Administrative Services Branch

Attachments

**Completion Checklist for
Collection of Recyclable Material from State Government Facilities
Request for Proposal - IWM04024**

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

I. Please note that if any of the following items are missing from the proposal package, the submittal will be deemed non-responsive and disqualified from the evaluation process:

- _____ Signed cover letter on company letterhead
 - _____ Attachment A, Revenue Proposal Sheet
 - _____ Attachment B, Contractor Certification
 - _____ Attachment C, Contractor Status Form
 - _____ Attachment D, Small Business/DVBE Participation Summary
 - _____ Attachment E, Demonstration of Good Faith Efforts
-

II. 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."
 - _____ Four (4) additional bound copies of the proposal package.
-

III. The following must be submitted as part of the proposal packages as the Contractor's response to this RFP:

- _____ One package or ream label attesting to the content of the paper used in the printing of the proposal package
-

IV. The following forms should be submitted with the Contractor's response to this RFP if they are applicable to the Contractor's status:

- _____ Target Area Contract Participation Act Request, Attachment G
 - _____ Enterprise Zone Act Preference Request, Attachment H
 - _____ Local Agency Military Base Recovery Area Preference Request, Attachment I
-

STATE OF CALIFORNIA



INTEGRATED
WASTE
MANAGEMENT
BOARD

REQUEST FOR PROPOSAL

Collection of Recyclable Material from State Government Facilities

IWM04024

California Integrated Waste Management Board
1001 "I" Street
Sacramento, California 95814

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REQUEST FOR PROPOSAL IWM 04024

SECTION I

INTRODUCTION

The California Integrated Waste Management Board (hereinafter referred to as 'CIWMB') is the primary agency responsible for non-hazardous waste management in the State of California. The CIWMB is soliciting bid proposals for the services described as follows:

The State of California has been involved with recycling of office paper from State Facilities for more than 30 years. When Assembly Bill 939 (AB 939) passed, which requires municipalities to divert 50% of their solid waste from landfills by 2000, the CIWMB accepted responsibility for implementation of the Project Recycle program, which assists public agencies in developing municipal recycling programs. Although AB 939 had no provisions for State agencies to reduce their waste stream, participation in the program has had a significant response.

In order to provide consistency with AB 939 mandates, Assembly Bill 75 (Public Resources Code (PRC) section 42920) was signed into law on October 7, 1999. AB 75 requires that State of California agencies reduce their solid waste 25% by 2002 and 50% by 2004. In most agencies, current efforts for in-house recycling primarily consist of white office paper. Several agencies, approximately 10%, also collect: newspaper, mixed paper, magazines, cardboard, books, metal cans, plastic and glass bottles.

Historically, the CIWMB has provided collection containers to each agency based on the generation of office paper. The largest generators have the largest number of collection containers. Collection containers have been paid for by the CIWMB from revenue generated by the sale of collected commodities. Typically, the containers are centrally located in each building. Agency employees are responsible for consolidating their recyclables from their cubicles to these central collection locations. For agencies that collect a variety of materials, the central location containers consist of white paper containers, mixed paper containers and beverage/metal collection containers.

Through the resulting Agreement from this RFP, the CIWMB expects to continue to expand the diversion at State facilities by expanding the existing collection to include commodities that are currently only collected in a few agencies. These additional recyclable materials include newspaper, mixed paper, magazines, cardboard, books, metal cans, plastic and glass bottles.

GENERAL INFORMATION

Interested parties may obtain a Request for Proposal (RFP) solicitation package by submitting a written request to:

Contracts Unit
Business Administration Office, MS-7
California Integrated Waste Management Board
PO Box 4025
Sacramento, CA 95812-4025
Phone: (916) 341-6649
FAX: (916) 319-7226
Email: contracts@ciwmb.ca.gov

All proposals must be received at the CIWMB Sacramento headquarters office no later than **2:00 PM on Friday, December 3, 2004**. Proposals received after that time will not be considered and will be returned unopened. Each proposal must be sealed and the envelope must be clearly marked with the name of the proposer and the words "**Response to RFP IWM 04024 — Mailroom Do Not Open.**"

This RFP and the successful Proposer's response will be made a part of any contract awarded from this RFP.

The CIWMB reserves the right to accept or reject any or all proposals.

SCHEDULE

This RFP will be conducted according to the following tentative schedule. This tentative schedule may be altered at any time at the discretion of the CIWMB.

Advertisement Date/RFP Solicitation Package Released.....	November 4, 2004
All Written Questions must be received by 5:00 PM.....	November 12, 2004
Proposals Must Be Received by 2:00 PM.....	December 3, 2004
Oral Interviews Conducted, if applicable.....	December 13, 2004
Cost Proposal Opening at 10:00 AM.....	December 20, 2004
Post Public Notice of Intent to Award.....	December 21, 2004

The Public Cost Proposal Opening will be held on the date and time noted in the above schedule at the CIWMB's headquarter's building located at:

1001 I Street
Environmental Services Center, 1st floor
Sacramento, CA 95814

SUBMITTAL OF PROPOSAL

All proposals must be received at the following address no later than **2:00 PM on Friday, December 3, 2004**. Proposals received after that time will not be considered and will be returned unopened. Each proposal must be sealed and the envelope must be clearly marked with the name of the proposer and the words "**Response to RFP IWM 04024 — Mailroom Do Not Open.**"

Proposals delivered by U.S. Mail should be addressed as follows:

Contracts Unit
Business Administration Office, MS-7
California Integrated Waste Management Board
PO Box 4025
Sacramento, CA 95812-4025

Proposals delivered by commercial carrier or hand-delivered should be addressed as follows:

Contracts Unit
Business Administration Office, MS-7
California Integrated Waste Management Board
1001 "I" Street
Sacramento, CA 95814

If you desire to submit a proposal in response to this solicitation, the CIWMB will require one (1) unbound, reproducible copy and four (4) additional bound copies. All documents must be submitted double-sided on paper with a minimum of one hundred percent (100%) recycled-content paper (unless 100% recycled-content paper is not appropriate, such as where many full color photographs will be used, then paper with a minimum of fifty percent (50%) recycled-content may be used).

A cover letter must be included with the Proposal Package and must be signed by an individual who is authorized to contractually bind the Proposer. The cover letter must be printed on the business letterhead and must contain the following information:

1. Name and address of Proposer
2. Name, telephone number, and email address of a contact person

3. Name, title, address, and telephone number of the individual(s) with authority to execute a binding contract on behalf of Proposer

Please read the entire contents and all attachments carefully. If you desire to submit a proposal in response to this solicitation, the following forms **must** be completed and included with all other required documentation by the specified due date to the appropriate address stated above:

- Signed Cover Letter
- Revenue Proposal Sheet, Attachment A
- Contractor Certification, Attachment B
- Contractor's Status Form, Attachment C
- DVBE/Small Business Participation Summary, Attachment D (*Please Note: if there will be no participation by certified firms on behalf of the bidder, then Attachment E is required to be completed and submitted*)
- Demonstration of Good Faith Efforts Documentation, Attachment E
- Certification of Compliance with Welfare and Institutions Code Sections 19403 and 19404

SECTION II

RULES AND CONDITIONS

A. GENERAL INFORMATION

The competitive bid process being used for this procurement of services is known as a Request for Proposal (RFP). Award of this contract will be to the highest responsible proposal whose proposal complies with all requirements as described in this Request for Proposal. Proposals may be rejected if they are not properly completed or show any alteration of the forms, additions not called for, conditional bids, incomplete bids, erasures, or irregularities of any kind.

The term of the contract to be awarded under this RFP will be for approximately 24 months with a 12 month option and is expected to begin approximately March, 2005 and end in February, 2007. Actual work on the contract shall not begin until written notification is received from the CIWMB.

B. PROPOSAL PACKAGE

The Proposal Package is comprised of two parts: 1) the Proposal, by which the CIWMB will determine through scored evaluation criteria, which Contractors are "Responsible" for the purposes of the subject contract, and 2) the Revenue Proposal, by which the CIWMB will determine which Responsible Contractor has submitted the highest revenue bid.

In the Proposal Package, the Contractor must submit:

1) An original plus five (5) copies of the completed Proposal in a sealed envelope marked on the outside with the Contractor's name and address, and labeled ("**Response to RFP IWM-04024**"). The original must be **unbound** and clearly marked "**MASTER**"; and,

2) **One** (1) copy only of the Revenue Proposal, Attachment A. This form must be submitted in a separate, sealed envelope, clearly labeled ("**REVENUE PROPOSAL IWM-04024, DO NOT OPEN.**")

Proposal shall include:

1. **Table of Contents.** Organized and formatted as required, with corresponding page references.
2. **Summary.** Brief overview of the project summarizing the Contractor's approach to the work.
3. **Description of Organization.** Description of the nature of the organization's services and activities, when the business was established, its brief history and location.

Contractor must demonstrate that there is no conflict of interest between existing client relationships and the ability to fully and vigorously represent the CIWMB. Client relationships, which could potentially be a conflict of interest, must be listed.

4. **Organizational Mandate.** Contractors bidding on this RFP must be in compliance with the mandates of the Public Welfare Code 19403 and 19404.
5. **Methodology.** Methods to be employed by Contractor to accomplish the project objectives and Tasks identified in the Scope of Work must be described in sufficient detail to allow the CIWMB to evaluate those methods. The Contractor's responsiveness to this RFP and approach to the project will be evaluated based on the feasibility of successfully completing the project objectives and tasks in the Scope of Work in a timely manner.
6. **Personnel Management.**
 - a. **Contract Manager.** Identify one individual on the Contractor's project team who will manage the contract work. Include his/her experience, knowledge, and educational

background that demonstrate his/her expertise to perform the activities of this RFP. Said Contract Manager shall have a minimum of three (3) years of experience.

- b. **Personnel.** List all key personnel who will perform the activities described in this RFP, including a summary of similar work, if any, performed by those personnel. Provide education, experience and expertise of each with pertinent information demonstrating their qualifications to perform the work required by this RFP. Include a statement indicating how many hours each key employee will be assigned to the project and a list of tasks each employee will perform. For purposes of key personnel, "primarily" means 75 percent or greater with disabilities (Welfare and Institutions Code 19403 and 19404).
 - c. **References.** The Contractor must supply the CIWMB with a minimum of three (3) client references, from the last five (5) years, whose contract needs are similar in complexity to those required in this RFP. Include the name, address, phone and FAX numbers for each client.
7. **Subcontractors.** Identify all proposed subcontractors. Include resumes of each subcontractor's key personnel. Include a list of tasks each subcontractor will perform and how many hours each subcontractor will be assigned to this project. All subcontractors for this contract must be approved in writing by the CIWMB.
 8. **Scope of Work.** Address all the items described in the Scope of Work in sufficient detail to allow the CIWMB to evaluate the Proposal.
 9. **Required Attachment.** Include all required attachments.

Revenue Proposal

The Revenue Proposal must specify your total revenue bid. The rates you bid will become a part of the final contract and may not be changed. Conditional Revenue Proposals/bids will be **disqualified**.

When preparing the Revenue Proposal, be sure to take into consideration the length of the project and include increases in salaries and wages, general and administrative overhead. The revenue bid shall include all applicable federal, state and other taxes, together with the cost of all permits and licenses, which may be required to perform the work specified in this RFP.

C. ERRORS IN PROPOSER'S SUBMITTAL

An error in the Revenue Proposal may be cause for rejection of that proposal. However, the State may at its sole option retain the proposal and make certain corrections. In determining if a correction will be made, the State will consider the conformance of the proposal amount to the format and content required by the solicitation document and any unusual complexity of the format and content required by the solicitation documents. If Proposer's intent is clearly established based on review of the complete proposal submitted, the State may at its sole option correct an error based on that established intent. The State may at its sole option correct obvious clerical errors.

D. MODIFICATION OR WITHDRAWAL OF PROPOSALS

Any proposal which is received by the CIWMB at the above address before the time and date set for receipt of proposals may be withdrawn or modified by written request of the Proposer. However, in order to be considered, the modified bid must be received by the time and date set for receipt of bids as specified above.

A proposer cannot withdraw a bid after the specified due date.

E. PROPOSER'S COST

Costs for developing proposals are entirely the responsibility of the proposer and such costs shall not be reimbursed by the State of California. All proposals, and the contents therein, will become the property of the CIWMB.

F. WRITTEN INQUIRES

1. Proposers needing clarification of the requirements of this RFP must submit questions in writing to the CIWMB's Contracts Unit. All written inquiries must be received by 5:00 P.M. Friday, November 12, 2004 regardless of postmark. If the written inquiries are faxed or emailed, then the time and date on the correspondence must not be later than the due date. Questions and Answers will be posted on and downloadable from the CIWMB's website, and copies will be sent to all parties who requested an application from the Contracts Unit.
2. Questions, suggestions or objections regarding the content of this RFP, including but not limited to the purpose, scope of work, etc., not submitted in writing by the deadline for questions shall be deemed waived and may not be raised at a later time.
3. Oral communications with the CIWMB officers and employees shall be non-binding on the State and shall in no way exclude the Proposer of any obligations as set forth in this package.
4. All questions or inquiries regarding this RFP shall be mailed to:

Contracts Unit
Business Administration Office, MS 7
California Integrated Waste Management Board
PO Box 4025
Sacramento, CA 95812-4025
Fax No. (916) 319-7226
Email: contracts@ciwmb.ca.gov

The envelope, email and/or fax should be clearly marked "**Questions Relating to RFP IWM-04024.**"

G. ANTITRUST CLAIMS

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid 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 bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. (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 bid 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.)

H. CONFLICT OF INTEREST

In regard to current or former State employees, Contractor agrees:

A. Current State Employees (PCC 10410):

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the

employment, activity or enterprise is required as a condition of regular state employment.

2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

B. Former State Employees (PCC 10411):

1. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by the state agency.
2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

I. QUALIFICATIONS

The Contractor must have the experience, qualifications and resources to perform the work required by the RFP.

The Contractor must have a minimum of three (3) years of experience in the collection, management, processing, and marketing of recyclable materials as well as the following:

- Knowledge of the solid waste industry.
- Knowledge of State and Federal solid waste rules and regulations.
- The equipment necessary to adequately fulfill the Scope of Work, including, but not limited to equipment to collect, transfer, process and market recyclable materials.
- The personnel necessary which meet the requirements of the Public Welfare Code section 19403 and 19404 to adequately fulfill the Scope of Work, including, but not limited to drivers, collectors, supervisor(s), manager(s), customer service representative(s), etc.
- Knowledge of data collection, analysis, and report writing

J. QUALIFICATION UNDER CALIFORNIA NONPROFIT CORPORATION LAW

Proposer shall be qualified as a California nonprofit public benefit corporation, nonprofit mutual benefit corporation or nonprofit religious corporation as defined in Corporations Code Section 9912 and be tax exempt under section 501(c)(3) of the Internal Revenue Code, Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California.

When agreements are to be performed in the state by a corporation, the Contractor will provide certified documentation from the California Secretary of State's office attesting to their qualification and good standing.

K. USE OF CALIFORNIA WASTE TIRES

Unless otherwise provided for in the resulting Agreement, in the event the Contractor and/or Subcontractor(s) purchases waste tires or waste-tire derived products for the performance of the Agreement, only California waste tires and California waste tire-derived products shall be used. As a condition of payment under the Agreement, the Contractor must provide documentation substantiating the source of the tire materials used during the performance of the Agreement to the Contract Manager.

L. SUBCONTRACTORS

All subcontractors identified shall be experts in their respective disciplines and capable of performing the tasks for which they were hired. Subcontractors shall have extensive experience in their areas of expertise, with particular emphasis on prior experience on similar programs or projects that clearly illustrates their expertise in areas essential to the CIWMB.

If awarded the contract, the successful Proposer must use the Small Business and DVBE subcontractor(s) and/or supplier(s) identified in the Small Business/DVBE Participation Summary, Attachment D, submitted with the Bid Proposal package, unless the Contractor requests substitution in writing to the CIWMB prior to the subcontractor performing any work and the CIWMB Grant Manager approves such substitution in writing.

M. LICENSES AND PERMITS

Where applicable, pursuant to California Business and Professions Code Section 7028.15, Contractor shall be an individual or firm licensed to do business in California. Contractor shall obtain at his/her expense all appropriate license(s) and permit(s) required by law for accomplishing any work required in connection with this Agreement. Contractor shall submit with the proposal:

1. Contractor's state license number,
2. License expiration date, and
3. Certification, under penalty or perjury, of accuracy of items (1) and (2) above.

Failure to provide the appropriate license(s) and permit(s), when applicable to perform this work, by the bid opening date will be grounds for finding the bid non-responsive.

In the event any license(s) and/or permit(s) expire at any time during the term of this Agreement, Contractor agrees to provide the CIWMB with a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the CIWMB may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event.

N. ADDENDA

The CIWMB reserves the right to amend, alter or change the rules and conditions contained in the RFP prior to the deadline for submission of proposals. Addenda will be posted on the Contracts Unit website at www.ciwmb.ca.gov/contracts and sent to those on the current mailing list. The mailing list includes those who have requested a copy of this RFP, those who attended the Proposers Information Conference, and those who submitted questions to this RFP. If a Proposer is not certain that they have all addenda to this RFP, contact the Contracts Unit at contracts@ciwmb.ca.gov.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it will immediately notify the State of such error in writing and request modification or clarification. If modifications to the RFP are required, they will be made by addenda as described above. The addenda will be given to all parties who have been furnished the RFP without divulging the source of the request.

SECTION III

MINIMUM REQUIREMENTS

A. NONDISCRIMINATION COMPLIANCE STATEMENT

The prospective contractor must be an Equal Opportunity Employer and must be willing to comply with State Fair Employment Practices. The required signature on the Certification (Attachment B) shall constitute a certification under penalty of perjury under the laws of the State of California that you have, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and of California Code of Regulations, Title 2, Section 8103.

B. UNRELIABLE LIST

Any contractor currently on the CIWMB Unreliable List is ineligible to apply for this contract. Proposed subcontractors currently on the CIWMB Unreliable List are ineligible to participate in this contract.

C. SMALL BUSINESS PREFERENCE

California Government Code Sections 14835 et seq. require that a five (5%) percent preference be given to Proposers who qualify as a small business. The rules and regulations of this law, including the definition of a small business, are contained in Title 2, California Code of Regulations, Sections 1896 et seq. A copy of the regulations is available upon request from the State of California, Office of Small Business Certification and Resources (OSBCR).

To claim the Small Business Preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California and must be formally certified by the OSBCR. Questions regarding the preference approval should be directed to that office at (916) 375-4940.

All Proposers claiming the Small Business Preference, must submit proof of small business status no later than proposal submittal due date for this RFP. If you have received approval from the OSBCR verifying your small business status, submit a copy of its certification approval notice with your proposal submittal. In addition, Proposer shall identify any subcontractors that are certified small business and enclose a copy of their OSBCR certification approval letter(s) with your proposal.

D. CERTIFICATE OF INSURANCE

The Contractor must provide: 1) a Certificate of Insurance insuring the State of California and 2) verification of Worker's Compensation insurance.

Said Certificate of Insurance shall provide a minimum liability coverage of \$1,000,000 per occurrence for bodily injury or property damage combined. The successful proposer must provide the Certificate of Insurance to the CIWMB within ten (10) days after notification of the CIWMB's intent to award the contract to said successful proposer. The contract will not be fully executed nor can work begin unless said Certificate of Insurance is provided to the CIWMB.

The Certificate of Insurance shall include the following terms and conditions:

1. The State of California, its officers, agents and employees shall be included as additional insured.
2. The dates of inception and expiration of coverage shall be specified.
3. The total amount of coverage for bodily injury and property damage combined shall be a minimum of \$1,000,000 per occurrence. Coverage shall not include a deductible feature.
4. A 30-day written notice shall be provided to the State of California prior to termination of said policy.

5. The State of California is not liable for the payment of premiums or assessments on said policy.
6. The insurance coverage shall be on an occurrence basis only.

In the event the Certificate of Insurance should expire or be cancelled during the term of this Agreement, Contractor agrees to provide, at least thirty (30) days prior to said expiration or cancellation, a new Certificate of Insurance evidencing coverage, as provided for herein, for not less than one (1) year or for the remainder of the contractual agreement, whichever is greater.

The Certificate of Insurance must be mailed to the CIWMB's Contracts Unit to the address specified in this RFP.

E. RECYCLED CONTENT CERTIFICATION

The contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections 12161 and 12200, in materials, goods, or supplies offered or products used in the performance of this Agreement, regardless of whether the product meets the required recycled product percentage as defined in the Public Contract Code, Sections 12161 and 12200. Contractor may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354).

F. RECYCLED CONTENT PURCHASING

In the performance of this Agreement, the contractor shall purchase recycled-content products as set forth in PCC §§ 12150 et seq., the State Assistance for Recycling (STAR) Markets Act of 1989 (also known as the State Agency Buy Recycled Campaign). For assistance in locating recycled-content products, please contact the CIWMB's Contract Manager.

G. WELFARE AND INSTITUTIONS CODE 19403 AND 10404

The successful Contractor shall certify in writing under penalty of perjury, that they meet the minimum requirements as defined in the Welfare and Institutions Code, Sections 19403 and 19404 as a contractor. Contractor Certification Form (Attachment B) is provided for this purpose.

SECTION IV

DISABLED VETERANS BUSINESS ENTERPRISE AND SMALL BUSINESS PARTICIPATION REQUIREMENTS

A. DISABLED VETERANS BUSINESS ENTERPRISE PARTICIPATION

As required by California Public Contract Code Section 10115, et seq. this Agreement has participation goals of the total bid cost of three percent (3%) for Disabled Veteran Business Enterprise (DVBE).

Any business used to meet Disabled Veteran Business Enterprise (DVBE) requirements must be certified by the Department of General Services, Office of Small Business Certification and Resources (OSBCR), as described in Section III of this Request for Proposal.

Disabled Veteran Business Enterprise (DVBE) means a business concern certified by the Department of General Services, Office of Small Business Certification and Resources, as meeting all of the following:

1. Disabled Veteran (DV) means a veteran of the military, naval or air services of the United States with at least a 10% service-connected disability who is a resident of the State of California;
2. A sole proprietorship, fifty-one percent (51%) owned by a disabled veteran or a firm or partnership, fifty-one (51%) of the stock or partnership interests of which are owned by one or more disabled veterans;
3. Managed by, and the daily business operations are controlled by, one or more disabled veterans; and,
4. A sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other business.

In order to be responsive to this DVBE requirement, Proposer must satisfy their proposal by one of the three options listed below:

- Meet or exceed the participation goals by committing to use DVBE for not less than three percent of the contract amount, or
- Make a good faith effort to meet the goals, or
- Partially meet the goals **and** document Proposer's good faith efforts to meet them completely.

Proposer shall be deemed to have made "good faith efforts" upon submittal of documentary evidence that **all** of the following actions were taken:

1. Contact was made with the CIWMB to identify potential DVBE firms.
2. Contact was made with other State agencies, including the Department of General Services, Office of Small Business Certification and Resources, to identify potential DVBE firms.
3. Advertisement was published in trade papers focusing on DVBE firms unless time limits imposed by the CIWMB preclude such advertisement. Plan Holder lists will not be considered as advertisement. Attach copies of each advertisement with the submittal of the proposal.
4. Invitations to Bid were submitted to potential DVBE firms.
5. Available DVBE firms were considered.

DVBE certification and information shall be submitted with the proposal. Failure to submit the required DVBE information by the bid opening date will be grounds for finding the bid non-responsive. Proposer's

DVBE information shall establish that the DVBE goals will be met or that a “good faith effort” to meet the goals has been made.

Proposers are cautioned that, even though their proposal indicates that they will meet the stated DVBE goals, their submittal should also include their “good faith efforts” information along with their DVBE goal information to protect their eligibility for award of the Agreement in the event the CIWMB, in its review, finds that the goals have not been met.

Compliance with DVBE requirements are accomplished by completing Attachments D and/or E in accordance with the instructions on the attachments and the above guidance. **Failure to include properly completed DVBE documentation and certification will result in disqualification from further participation in the selection process.**

A copy of the Certification Letter issued by the Department of General Services is required for all DVBE, as a DVBE must be certified by the Department of General Services, Office of Small and Minority Business. No DVBE can be counted towards participation unless it is so certified.

For the successful Proposer, DVBE requirements will continue for the life of the Agreement. Upon contractual completion, the Contractor will be required to submit a final report identifying all DVBE firms used on the Agreement and their percentage of participation. The State or its designees will have the right to audit records pertaining to DVBE usage and efforts made to comply with these DVBE requirements.

B. SMALL BUSINESS PARTICIPATION

The CIWMB expects that a percentage of the total contract amount will be contracted with a certified small business. Any business used to meet the small business requirements must be certified or have certification pending with the Department of General Services, Office of Small Business Certification and Resources. Questions regarding the certification should be directed to that office at (916) 375-4400. To qualify as a Small Business, your firm must have its principal place of business located in California. This contract's participation may apply to a combined effort of the contractor and any sub-contractors.

Attachment D must be completed and submitted with the RFP package if the Proposer is a certified Small Business. If the Proposer will use subcontractors to meet the above goal, all subcontractors must be listed on Attachment D. Verification of a firm's Small Business certification shall also be submitted.

SECTION V

EVALUATION AND SELECTION

A. FAILURE TO FULFILL MINIMUM BID REQUIREMENTS

To be responsive, Proposer must comply with all minimum proposal requirements set forth in Sections I, II, and III. Failure to meet said minimum proposal requirements or failure to follow the instructions contained in this RFP shall be grounds for rejection. Any proposals modifying the conditions or specifications of this RFP may be rejected. Immaterial deviations may be waived by the State.

B. SELECTION PROCESS

After the period has closed for receipt of proposals, each technical proposal will be opened and examined to determine compliance with the RFP format requirements. If a proposal does not meet all the requirements, it will be considered non-responsive and rejected from further competition.

The proposals will next be reviewed for completion of the DVBE participation goals or verification that good faith efforts were made.

The Contractor's Status Form (Attachment C) will be reviewed to determine if any proposers are claiming a small business preference. All claims will be verified with the Department of General Services, Office of Small Business Certification and Resources. A qualified Proposer who claims the small business preference and is certified as a small business will be granted a preference consisting of 5 percent of the highest responsive revenue bid, if that highest bid has been submitted by a proposer who is not certified as a small business. If, after addition of the 5 percent preference from a certified small business bidder's proposal, the proposal is equal to or more than the highest responsive proposal, the proposal will be awarded to the certified small business. The 5 percent preference is used only for computation purposes to a maximum of \$50,000, to determine the highest responsive Proposer and does not alter the amounts of the resulting Agreement. An Agreement awarded by reason of the 5 percent preference is awarded for the amount of the small business firm's actual bid.

Technical proposals that meet the requirements above, including the DVBE participation goals, are submitted to the Evaluation and Selection Committee, which will evaluate and score each proposal. The Evaluation and Selection Committee meets and identifies those proposals that meet or exceed the required minimum technical points based on the established Scoring Sheet Sample (Attachment F). *The point calculations reflect the averages of the combined scores of all evaluators on the committee.*

Interviews may be requested for clarification of those proposals that passed the minimum technical points. Said interviews may occur at any time during the proposal evaluation process. The purpose of the interviews are for clarification only. No proposer will be allowed to alter his/her proposal. Any attempt on the part of the proposer to do so will result in the disqualification of that proposer.

After completion of the scoring process and identification of those qualified proposers meeting the minimum total score, the envelopes containing the sealed Cost Proposal Sheet for each qualified proposer will be opened at the date and time specified in Section I, "Schedule" at the following location:

1001 "I" Street
Environmental Services Center, 1st Floor
Sacramento, CA 95814

The Agreement will be awarded to the highest responsible proposer.

C. GROUNDS FOR REJECTION

A proposer shall be rejected if:

1. The proposal is received at any time after the exact time and date set for receipt of proposals.
2. The Revenue Proposal is unsigned.
3. The Revenue Proposal is not prepared as required by this RFP.

4. The Proposer has been decertified from contracting with the State by the Department of Fair Employment and Housing.
5. The Proposer has received a substantive negative contract performance evaluation from the State of California.
6. The Proposer does not meet the DVBE participation goals nor provide a good faith effort.
7. The proposal is conditional, incomplete or contains any irregularities.
8. Required license(s) and permit(s) information is not submitted with the proposal.

All proposals may be rejected whenever the determination is made that the proposals received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected. No proposal may be rejected arbitrarily or without reasonable cause.

D. AWARD OF STANDARD AGREEMENT

1. Award of the subject Agreement, if it is awarded, shall be to the highest responsible proposer meeting all the bid requirements. *The CIWMB reserves the right to not award an Agreement.* The CIWMB will post a Notice of Intent to Award five (5) working days prior to the award being made. Notice of the proposed award shall be posted in a public place in the office of the California Integrated Waste Management Board, 1001 "I" Street, Sacramento, and on the following Internet site: www.ciwmb.ca.gov/contracts for five (5) working days prior to awarding the agreement.
2. Upon completion of the evaluation of acceptable proposals, if the highest proposer is determined to be non-compliant and if the Agreement is to be awarded to another proposer, the CIWMB must notify the highest proposer of its' intent at least five (5) working days prior to the award being made.
3. Upon award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on the CIWMB's website at www.ciwmb.ca.gov/contracts. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
4. Proposer certifies that if awarded this contract, it shall in the performance of the contract conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.

E. PROTEST OF AWARD

If a Proposer chooses to protest the proposed award:

1. The protest must be filed with the CIWMB and the Department of General Services (DGS) after the Notice of Intent to Award is made, but before the actual award.
2. If any Proposer, prior to the award of agreement, files a protest with the California Integrated Waste Management Board and the Department of General Services, Office of Legal Services, on the grounds that the (protesting) Proposer would have been awarded the contract had the CIWMB correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.

- Department of General Services
Office of Legal Services
Attention: Protest Coordinator
707 Third Street, 7th Floor
West Sacramento, CA 95605
FAX: (916) 376-5088

- Integrated Waste Management Board
Contracts Unit
Business Administration Office, MS-7
PO Box 4025
Sacramento, CA 95812-4025
FAX: (916) 319-7226

3. Within five (5) days after filing the initial protest, the protesting Proposer shall file with the Department of General Services, Office of Legal Services and the California Integrated Waste Management Board, a full and complete written statement specifying the grounds for the protest. It is suggested that you submit this complete written statement by certified or registered mail. Protestants should include their fax numbers if they have one.
4. After filing a protest, the protestant has five calendar days to file a detailed written statement of the protest grounds if the original protest did not contain the complete grounds for the protest.
5. If no protest is filed with the CIWMB or DGS within five (5) working days of the date of that the Notice of Intent to Award, the Agreement shall be awarded to the proposed qualified Proposer.

SECTION VI

MISCELLANEOUS

A. INFORMATION

All information obtained or produced during the course of work shall be made available to the CIWMB for its use as it may so be determined.

B. COMMITMENT

This RFP does not commit the CIWMB to award an Agreement or to pay any costs incurred in preparation of a bid responding to this RFP. The CIWMB reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in whole or in part.

If the highest responsive proposer fails to enter into a satisfactory Agreement within a reasonable period of time after the award, the CIWMB may deem the proposer to have rejected the award. At that point, the CIWMB may disqualify the awardee and award the Agreement to the next highest responsive proposer. The Executive Director will determine what is a reasonable period of time for the selected proposer to enter into the Agreement.

C. TERMINATION

The CIWMB has the authority and express right to terminate any Agreement awarded under this RFP at any time during the term of the Agreement for any reason or if the CIWMB finds that the Contractor's work is negligent, not satisfactory, or not in accordance with the Agreement requirements.

D. START OF WORK

Once the final Agreement award is made, work will not begin until the Agreement is fully executed, approved by the Department of General Services and written authorization has been received by the contractor from the CIWMB.

SECTION VII

SCOPE OF WORK

To meet the requirements and to fulfill the terms of the Agreement, the Contractor shall complete the following seven (7) tasks. These tasks outline a general approach for meeting the requirements; however, alternative approaches for some or all of these tasks may be proposed if the alternative approach meets or exceeds the requirements outlined in the Task.

A. OBJECTIVES

The objectives of the agreement are to collect in-house recyclable materials, including but not limited to white paper, mixed paper, newspaper, magazines, cardboard, books, metal, plastic and glass beverage containers (California Redemption Value Containers [CRV]) at designated State facilities. In-house collection of recyclables shall consist of the Contractor: physically walking through state facilities at locations identified in the RFP and collecting materials from state provided containers.

Additionally, the agreement will include dockside recyclable collection. This portion of the contract's objective is to collect recyclable materials from state facilities dockside locations, including but not limited to white paper, mixed paper, newspaper, magazines, cardboard, books, metal, plastic and glass beverage containers (California Redemption Value Containers [CRV]) at designated State facilities. Dockside collection of recyclables shall consist of the Contractor: placing their own collection containers ranging in size from 0.8-30 yards, and physically collecting materials placed in the bins on the dock of State facilities at locations identified in the RFP.

This RFP specifically is seeking to contract with contractors that can provide services outlined in the RFP and meet the specific requirements of the Welfare and Institutions Code 19403 and 19404.

B. WORK TO BE PERFORMED

The work to be performed under the Agreement is for the collection and processing of recyclable materials from State facilities, which includes both in-house, and dockside collection locations (as listed in Attachment H). The Contractor will provide all labor, equipment, personnel, customer service, scheduling, routes, quarterly reports, and payments in a timely manner as outlined in the body of this RFP.

To fulfill the terms of this contract, the Contractor shall complete the following seven (7) tasks. The CIWMB, in agreement with the Contractor, may modify the work plans as necessary during the course of the Agreement.

Task 1: Meet with CIWMB

The Contractor will be required to meet with CIWMB staff a total of nine (9) times, once prior to commencement of work, and once every three months (quarterly). Meetings will allow the Contractor and CIWMB Staff to confer on contract performance matters, including but not limited to service concerns, re-occurring customer service issues, container distribution timing and locations. All meetings will occur at the CIWMB office at,

California Integrated Waste Management Board
1001 "I" Street
Sacramento, CA 95814

All meetings will occur during regular business hours during a time agreed upon by both the CIWMB staff and the Contractor. For estimating the cost of these meetings, the Contractor should assume that each meeting would be approximately 4 hours in duration.

CIWMB staff will prepare an agenda two weeks prior to any meetings. The Contractor will provide information requested on the agenda, as well as an update on issues discussed in the prior meeting. Additionally, the Contractor will be prepared to discuss any logistic or administrative issues that need to be remedied.

Additional discussions or correspondence will occur on an as needed basis via telephone, email and facsimile.

At the first meeting, the Contractor will provide routing information, customer service, contact numbers and contract manager contact numbers, including an emergency phone number, for CIWMB staff to review. CIWMB staff will review this information and provide comments within two weeks, if applicable.

Should the Agreement be extended an additional 12 (twelve) months an additional 4 (four) meetings will be required.

Task 2: Collection Plan

In-house Collection

The Contractor will outline and implement the collection and processing methods based upon its RFP Proposal as approved by the Board. This outline, subsequently called the Collection Plan In-house, should be developed based on the historic information provided in Attachment G and the following:

- During the course of the Agreement, the CIWMB will provide additional collection containers, as funding becomes available, to be distributed to designated State facilities. The Contractor will be consulted on the most effective locations for the additional containers, but the final decision will be based upon CIWMB direction.
- The Contractor shall distribute small numbers (two or fewer) of containers if additional containers are necessary to meet the material generation levels or to be able to successfully change the collection frequency.
- Missed pick-ups shall be kept to a minimum. Contractor must notify the CIWMB as to the reason for any missed pick-ups. **If missed pick-ups become frequent and/or routine, this Agreement may be terminated.**
- Servicing missed locations should occur within two (2) business days. And in no event shall occur later than five (5) calendar days.
- Service locations shall be left in a neat and orderly manner.
- Personnel shall be courteous and professional.
- Collection personnel shall have a list of agency representatives should there be any inquiries about the service level.
- Various State agencies have access restrictions that require collection personnel to be accompanied during the collection of recyclable materials. This requires scheduling collection dates and times with the State facilities.
- The Contractor shall be responsive to State agency security requests. The Contractor shall ensure that all personnel have the necessary background and security clearances for the implementation of this contract at sites that require it, and provide a list to the CIWMB.
- The collection day should not change once it is established (see Attachment G).

Exceptions to any of the above considerations should be noted in the Collection Plan. If no exceptions are noted, it is understood that the Contractor agrees with these requirements.

The Collection Plan for **In-house** should include the following information:

- **Collection Method**

A descriptive plan that the Contractor will follow to remove the recyclable material from the State facilities. The plan should begin at the dispatching of trucks through and including the shipping of material to a mill, broker, etc. An abbreviated example of a Collection Plan might include the following,

All material will be collected in state-provided 23-gallon containers and transferred to a rear loader or side loader collection truck parked at the curb outside the building. Collection areas will be left in a neat and orderly manner. At the processing operation, loads will be weighed for tracking and reporting requirements prior to discharging the load. Material is then processed to an extent to produce baled OCC (11), ONP (6), SOP (37), white ledger (40), and glass, plastic and metal. Expected residuals include plastics numbered greater than 2 and any material not previously listed. Material is shipped in various forms including baled, crushed and loose.

Or,

All fiber (paper) materials will be commingled into wheeled carts and metal/beverage containers will be collected in a separate cart. Carts will be loaded into a split body automated truck or partitioned lift gate truck parked at the curb outside the building. Collection areas will be left in a neat orderly manner. At the processing operation, each section of the split body will be weighed separately for tracking and reporting requirements prior to discharging the load. Material is then processed to an extent to produce baled SOP (37), OCC (11), and glass, plastic and metal. Expected residuals include any material not previously listed. Material is shipped in various forms including baled, crushed and loose.

The above examples do not necessarily represent the best method of collection or processing. The Contractor is to determine its own methodology based on its experiences, equipment, personnel and business structure, with the intent, to be the lowest operating cost and therefore the greatest revenue returned to the CIWMB.

- **Material Quality**

The Contractor is to identify the fiber type to be collected based on their level of processing and collection method. For example, all fiber material will be classified as Sorted White Ledger or Mixed Paper. Or all fiber will be processed to a level of Sorted White Ledger, ONP (6) and Mixed Paper. This level of processing and the collection process shall not change for the term of the Agreement unless approved by the CIWMB.

- **Equipment**

The Contractor is to identify the equipment to be used in the collection of recyclable material. This identification shall include the minimum following information:

- Equipment type,
- Equipment quantities,
- Availability of backup equipment.

- **Personnel**

The Contractor is to identify the number of personnel necessary to meet the collection requirements. Personnel listed should include, management, supervisory, customer service, equipment operators, collection personnel, etc., (note: to meet the requirements of Welfare and Institutions Code Section 19404, 75% of all personnel working on this contract must be disabled.)

The collection plan for **Dockside Collection** should include the following information:

The Contractor will outline and implement the collection and processing methods based upon its RFP Proposal as approved by the Board. This outline, subsequently called the Collection Plan Dockside, should be developed based on the historic information provided in Attachment F and the following:

- During the course of the Agreement, the Contractor will provide collection containers to be distributed at designated State facilities dockside locations. The Contractor will be consulted on the most effective locations for additional containers, but the final decision will be based upon the State facility and the CIWMB direction.
- The Contractor shall distribute additional containers if additional containers are necessary to meet the material generation levels or to be able to successfully change the collection frequency.
- Missed pick-ups shall be kept to a minimum. Contractor must notify the CIWMB as to the reason for any missed pick-ups. **If missed pick-ups become frequent and/or routine, this Agreement may be terminated.**
- Servicing missed locations should occur within two (2) business days. And in no event shall occur later than five (5) calendar days.
- Service locations shall be left in a neat and orderly manner.
- Personnel shall be courteous and professional.
- Collection personnel shall have a list of agency representatives should there be any inquiries about the service level.
- Various State agencies have access restrictions that require collection personnel to be accompanied during the collection of recyclable materials. This requires scheduling collection dates and times with the State facilities.
- The Contractor shall be responsive to State agency security requests. The Contractor shall ensure that all personnel have the necessary background and security clearances for the implementation of this contract at sites that require it, and provide a list to the CIWMB.
- The collection day should not change once it is established (see Attachment G).

Exceptions to any of the above considerations should be noted in the Collection Plan. If no exceptions are noted, it is understood that the Contractor agrees with these requirements.

The Collection Plan should include the following information:

- **Collection Method**
A descriptive plan that the Contractor will follow to remove the recyclable material from the State facilities. The plan should begin at the dispatching of trucks through and including the shipping of material to a mill, broker, etc. An abbreviated example of a Collection Plan might include the following,

All material will be collected in 0.8-30 yard containers and transferred to an enclosed transfer trailer or collection truck parked at the building dock. Collection areas will be left in a neat and orderly manner. At the processing operation, loads will be weighed for tracking and reporting requirements prior to discharging the load. Material is then processed to an extent to produce baled OCC (11), ONP (6), SOP (37), white ledger (40), and glass, plastic and metal. Expected residuals include plastics numbered greater than 2 and any material not previously listed. Material is shipped in various forms including baled, crushed and loose.

The above example does not necessarily represent the best method of collection or processing. The Contractor is to determine its own methodology based on its experiences, equipment, personnel and business structure, with the intent, to be the lowest operating cost and therefore the greatest revenue returned to the CIWMB.

- **Material Quality**
The Contractor is to identify the fiber type to be collected based on their level of processing and collection method. For example, all fiber material will be classified as Sorted White Ledger or Mixed Paper. Or, all fiber will be processed to a level of Sorted White Ledger, ONP (6) and Mixed Paper. This level of processing and the collection process shall not change for the term of the Agreement unless approved by the CIWMB.
- **Equipment**
The Contractor is to identify the equipment to be used in the collection of recyclable material. This identification shall include the minimum following information:
 - Equipment type,
 - Equipment quantities,
 - Availability of backup equipment.
- **Personnel**
The Contractor is to identify the number of personnel necessary to meet the collection requirements. Personnel listed should include, management, supervisory, customer service, equipment operators, collection personnel, etc. and, (note: to meet the requirements of Welfare and Institutions Code Section 19404, 75% of all personnel working on this contract must be disabled.)

Task 3: Providing Containers For Dockside Collections

It is the responsibility of the Contractor to provide containers for the collection of dockside recyclable materials from State facilities ranging in size from 0.8-30 yard collection bins. Attachment G has a listing of the current size and number of bins in place.

Task 4: Final Disposition of Recyclable Materials.

It is the responsibility of the Contractor to ensure that collected material (In-house and Dockside) is processed and recycled to the highest beneficial use, preferably new products. To this end the Contractor is to document the final disposition of the collected material as part of the quarterly reporting requirement (see Task 6). This section of the quarterly report will include at least the following details:

- A written description of the final disposition of each of the collected material types. For example, a list of the mills where fiber materials were shipped, and/or scrap dealers that metal materials were delivered to, etc.
- The type of material shipped. For example, ONP is shipped as number 6 or 8, Mixed paper number 1, CA Redemption Aluminum, number 1 or 2 plastics or mixed scrap, etc.
- Contact names and telephone numbers of brokers, mills, etc. should the CIWMB decide to evaluate the material disposition.

Task 5: Customer Service

The Contractor is to assign a customer service representative who will be the primary contact for service issues related to this Agreement. Methods and details as to how the Contractor will perform the following is based on Contractor's RFP Proposal, pursuant to Board approval:

- How customer service issues will be resolved.
- Customer Service Representative's name and contact numbers (telephone(s), facsimile, email, after hours telephone, and emergency telephone numbers).
- Contract Manager's name and contact numbers (telephone, facsimile, email, and emergency).
- Customer Service operating hours.
- The method and time to resolve missed pick-ups, messy pick-ups, mixing of material by agency personnel, and property damage.

- Call back service level (i.e., call back within same business day).
- Develop a system to resolve problems that require CIWMB assistance dealing with complex issues at pick-up locations.

Task 6: Reporting Requirements

The Contractor shall provide a summary of collection activities from In-house and Dockside on a quarterly basis for the term of the Agreement. These reports shall be due on or before the 15th of the month, following the preceding quarter. For purposes of this Agreement, the reports will be due on, or before April 15, July 15, October 15 and January 15. The reports shall include the following components:

- Information from Task 2.
- Summary of the prior quarter's recyclables collected from the State agencies (defined in the list of In-house and Dockside ATTACHMENT H). This summary will be provided to the CIWMB in Excel format.
- Weigh tickets for loads received by the processing operation. These weigh tickets shall include a unique identification number, date, gross, tare and net weight. Copies of weigh tickets or a summary list of loads is acceptable.

Summaries shall be sent to:

- The State Agencies (82). Addresses to be provided prior to start of contract. Electronic submittals in Excel and MS Word format will be considered an appropriate alternative provided the Agency has email access and can print the report, if necessary.
- The CIWMB Representative. Electronic submittal is the preferred method to submit the summary. Electronic submittal shall be in Excel and MS Word format and should be sent as an attachment to:

achaney@ciwmb.ca.gov

Should email not be available, a disk copy and a hard copy should be sent to:

Attn: Al Chaney, IWMS
State Office and Facility Assistance, MS-23
California Integrated Waste Management CIWMB
PO Box 4025
1001 "I" Street
Sacramento, Ca 95812-4025

Task 7: Payments to the CIWMB

The Contractor shall submit payments to the CIWMB on a quarterly basis. The payments shall include sufficient supporting information to confirm the stated revenue. The supporting information should include the following information:

- Copies of relevant Yellow Sheet, Transacted Paper Stock Prices Tables.
- Summary and numeric average of data from the Yellow Sheet pages (see example Table A).
- Summary detailing the Yellow Sheet commodity averages, the Agreement ceiling values, the percent share, the resulting revenue by material type and the total revenue due to the CIWMB (see example Table B).
- Copies of tonnage weigh tickets or summary of fiber tonnage by commodity type.

The Contractor shall apply the above standards of in-house collection of recyclable materials to the dockside collection of recyclable materials.

TABLE A

Example of Documenting Yellow Sheet Commodity Data

Date	Mixed Paper (1)		News (6)		News (8)		OCC (11)		SOP (37)		White Ledger (40)	
	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High
1/12/04	50	65	60	65	75	80	60	65	100	110	205	215
2/09/04	55	60	55	60	85	90	80	85	115	125	205	215
3/08/04	65	70	65	70	95	100	80	85	115	125	205	215
4/05/04	65	70	65	70	90	95	80	85	115	125	205	215
5/10/04	65	70	65	70	90	95	90	95	115	125	205	215
6/07/04	65	70	60	65	85	90	90	95	125	135	205	215
High/Low Ave.	\$64.16		\$64.16		\$89.16		\$82.5		\$119.16		\$210	

TABLE B

Example of CIWMB Revenue Reconciliation

Quarter	Year	Material Type	Collected Quantity (1) (ton)	Average Commodity Value (2) (\$/ton)	Ceiling Value (3) (\$/ton)	Delta Value (2) - (3)	Total Shared Value (\$) *
2	2004	Sorted White Ledger (40)	38.58	\$210.00	\$150.00	\$60.00	\$2,314.80
2	2004	OCC (11)	189.87	\$82.50	\$75.00	\$7.50	\$1,424.02
2	2004	News (6)	627.65	\$64.16	\$44.00	\$20.12	\$12,628.31
2	2004	Mixed Paper (1)	0.0	\$64.16	\$45.00	\$19.16	\$00.00
Totals			856.1 Tons				\$16,367.13

* Value is greater or equal to \$0.00.

Payment submittals shall be submitted quarterly whether or not revenue is due to the CIWMB. The Contractor shall make payments to the CIWMB's Project Recycle Fund and shall be mailed or hand delivered to:

Payments sent by U.S Postal Service should be addressed as follows:

California Integrated Waste Management Board
Accounting Office
P.O. Box 4025
Sacramento, CA 95812-4025

Payments sent by commercial carrier or hand delivered should be addressed as follows:

California Integrated Waste Management Board
Accounting Office
1001 "I" Street
Sacramento, CA 95814

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REVENUE PROPOSAL SHEET
COLLECTION OF RECYCLABLE MATERIAL
FROM STATE GOVERNMENT FACILITIES
(SACRAMENTO AREA)

IWM 04024

Complete this form and submit the original in a separate sealed envelope in accordance with the requirements of this RFP.

Material Type	Contractor's Commodity Ceiling Value (1) (\$/ton)	Average Historic Commodity Value* (2) (\$/ton)	Difference ** (1 - 2) (\$/ton)	Percent Revenue Share of Difference
Mixed Paper (1)		\$64.16		
News (6)		\$64.16		
News (8)		\$89.16		
OCC (11)		\$82.50		
SOP (37)		\$119.16		
White Ledger (40)		\$210.00		
Paper Fiber Sub-Total				

* Based on the Yellow sheet data.

**The Difference cannot be less than \$0/ton.

Material Type	Contractor's Commodity Ceiling Value (1) (¢/container)	California Redemption Value* (CRV) (for 24oz. or less) (¢/container)	Difference** (1-2) (¢/container)	Percent Revenue Share of Difference
Metal Cans		4.0 ¢		
Plastic Cans		4.0 ¢		
Glass Bottles		4.0 ¢		
CRV Sub-Total				

* Based on the California Redemption Value (CRV)

** The Difference cannot be less than ¢0/Each

Please add Paper Fiber Sub-Total and CRV Sub-Total Percent Revenue Share of Difference	Grand Total	
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Historic value will vary over the term of the Agreement.

Definition of Terms:

Material Type – A material that conforms to the grades and preparation requirements as defined in current Paper Stock Institute of America Standards and Practices Circular, currently PS-96. Grade numbers appear in parenthesis.

Historic Commodity Value – The average Material Type value published in the Official CIWMB Markets, The Yellow Sheet, Transacted Paper Stock Prices. This value is typically published weekly on a \$US/ton basis.

Commodity Ceiling Value – The cost to the contractor to produce a specific Material Type conforming to industry standard designations plus reasonable profit.

Percent Revenue Share – The proportion of the revenue to be paid to the CIWMB when the value of the Ceiling Commodity Value less the Historic Commodity Value is positive.

For definition of paper grades see Attachment F.

Actual commodity values will differ from historic values but the ceiling value, percent share, material types, commodity value levels and percent revenue sharing (see Attachment A) bid by the successful Contractor shall become part of the Agreement and shall remain in effect during the term of the Agreement, unless modifications will produce additional revenue to the CIWMB. These levels must take into account potential changes in salaries and wages, general and administrative overhead, operational costs, costs associated with the collection and processing of recyclable materials, and all other costs that would affect these levels for the term of this Agreement, which is two years, extendable at the CIWMB's sole option for one additional year).

Indicate both the ceiling value and the percent share of the commodity value over the ceiling value. Both the ceiling value and the percent share can vary by material type. The Contractor represents that all material types for which a commodity ceiling value is indicated will be processed to an extent to produce a marketable material. No negative value will be acceptable for any individual material type.

The ceiling value, the historic value, the percent share will be combined with the historic quantities to determine the highest revenue proposal.

Submitted By:

Company Name

Company Address

Telephone Number

Authorized Official and Title

Signature of Official

Date

CONTRACTOR CERTIFICATION

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Official's Name</i>	
<i>Date Executed</i>	<i>Executed in the County of</i>
<i>Contractor's Signature</i>	
<i>Title</i>	<i>Federal Tax ID No.</i>
<i>Legal Business Name</i>	

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)
2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program as required to inform employees about:
 - 1.) the dangers of drug abuse in the workplace;
 - 2.) the person's or organization's policy of maintaining a drug-free workplace;
 - 3.) any available counseling, rehabilitation and employee assistance programs; and
 - 4.) penalties that may be imposed upon employees for drug abuse violations.
 - c. Provide that every employee who works on the proposed Agreement will:
 - 1.) receive a copy of the company's drug-free policy statement; and
 - 2.) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.
 - d. Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of this Agreement, or both, and Contractor may be ineligible for award of any future State agreements if the CIWMB determines that the Contractor has made false certification or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)
3. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)
4. **UNION ORGANIZING:** Contractor hereby certifies that no request for reimbursement, or payment under this agreement, will seek reimbursement for costs incurred to assist, promote or deter union organizing.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California:

1. **AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
2. **AMERICANS WITH DISABILITIES ACT:** Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
3. **CONFLICT- FUTURE BIDDING LIMITATION:** Pursuant to Public Contracts Code section 10365.5:
 - a. No person, firm, or subsidiary thereof who has been awarded a consulting services contract may submit a bid for, nor be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract.
 - b. Subdivision (a) does not apply to any person, firm, or subsidiary thereof who is awarded a subcontract of a consulting services contract that amounts to no more than 10 percent of the total monetary value of the consulting services contract.
 - c. Subdivisions (a) and (b) do not apply to consulting services contracts subject to Chapter 10 (commencing with Section 4525) of Division 5 of Title 1 of the Government Code.
4. **CONFLICT OF INTEREST:** Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.
 - a. Current State Employees (PCC 10410):
 - 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
 - 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.
 - b. Former State Employees (PCC 10411):
 - 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
 - 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420) Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

5. **CONTRACTOR NAME CHANGE:** An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

6. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax. Under this Contract, Proposers shall be qualified as a California nonprofit public benefit corporation, nonprofit mutual benefit corporation or nonprofit religious corporation as defined in Corporations Code Section 9912 and be tax exempt under section 501(c)(3) of the Internal Revenue Code,
- c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by contacting the Office of the Secretary of State.

7. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700).

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other government entity.

9. RECYCLED CONTENT: Contractor hereby certifies under penalty of perjury that the materials, goods, supplies offered, or products used in the performance of this Agreement meets or exceeds the minimum percentage of recycled material, both post-consumer waste and secondary waste, as defined in Sections 12161 and 12200 of the Public Contract Code.

10. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body that by law has authority to enter into an agreement, authorizing execution of the agreement.

11. UNRELIABLE LIST: Prior to authorizing a subcontractor(s) to commence work under this contract, Contractor shall submit to the CIWMB a declaration from the subcontractor(s), signed under penalty of perjury, stating that within the preceding three years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, have occurred with respect to the subcontractor(s).

Placement of Contractor on the CIWMB Unreliable List anytime after award of this contract may be grounds for termination of contract. If a subcontractor is placed on the CIWMB Unreliable List after award of this contract, the Contractor may be required to terminate the subcontract.

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CONTRACTOR STATUS FORM

Contractor's Name _____ County _____

Address _____ Phone No. _____

_____ Fax No. _____

Federal Employer Identification No. _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS:

Individual Limited Partnership General Partnership Corporation Other

INDIVIDUAL:

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

PARTNERSHIP:

If a partnership, list each partner, including limited partners, stating their true name and their interest in the partnership:

CORPORATION:

If a corporation, place and date of Incorporation: _____

Date corporation was authorized by Secretary of State: _____

President: _____ Vice-President: _____

Secretary: _____ Treasurer: _____

Other Officers: _____

OTHER: (Explain)

SMALL BUSINESS PREFERENCE

Are you claiming preference as a small business?

- YES – Attach approval letter from Office of Small Business Certification and Resources
 NO

Date you filed for small business preference: _____ Your small business ID No. _____

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**SMALL BUSINESS AND DISABLED VETERAN BUSINESS
ENTERPRISE PARTICIPATION SUMMARY**

TYPE OF PARTICIPATION (SMALL BUS. AND/OR DVBE)	MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	% OF PARTICIPATION (TOTAL CONTRACT AMOUNT)
	PRIME	SUB	SUPPLIER			
						%
						%
						%
						%
						%
						%
						%
						%

Incomplete documentation and certification will result in disqualification from further consideration in the evaluation of bidders.

The appropriate certification letter issued by the Office of Small Business Certification and Resources shall be attached for all qualifying small business and disabled veteran businesses.

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DEMONSTRATION OF GOOD FAITH EFFORTS

1	Contact made with California Integrated Waste Management Board to identify potential DVBE firms.						
<p>Name of Person Contacted: _____ Title: _____</p> <p>Date of Contact: _____</p>							
2	Contact made with other State agencies, including the Department of General Services, to identify potential DVBE firms.						
<p>Agencies Contacted:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 45%;"><u>Name of Agency</u></th> <th style="text-align: left; width: 30%;"><u>Person Contacted</u></th> <th style="text-align: left; width: 25%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Agency</u>	<u>Person Contacted</u>	<u>Date of Contact</u>			
<u>Name of Agency</u>	<u>Person Contacted</u>	<u>Date of Contact</u>					
3	Advertisements published in trade papers or other publications focusing on DVBE firms.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Name of Paper or Publication</u></th> <th style="text-align: left; width: 30%;"><u>Date Published</u></th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </tbody> </table> <p><i>Note: Attach a copy of each advertisement. Placeholder lists are not acceptable.</i></p>		<u>Name of Paper or Publication</u>	<u>Date Published</u>				
<u>Name of Paper or Publication</u>	<u>Date Published</u>						
4	Invitations to bid sent to potential DVBE firms.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 45%;"><u>FIRM</u></th> <th style="text-align: left; width: 30%;"><u>CONTACT</u></th> <th style="text-align: left; width: 25%;"><u>DATE SENT</u></th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>			
<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>					

5	DVBE firms which were available and considered.
	<p>Name of Firm: _____ Person Contacted: _____ Nature of Work: _____ Telephone No.: _____ Results of Contact: _____ Reasons if Rejected: _____</p>
	<p>Name of Firm: _____ Person Contacted: _____ Nature of Work: _____ Telephone No.: _____ Results of Contact: _____ Reasons if Rejected: _____</p>
	<p>Name of Firm: _____ Person Contacted: _____ Nature of Work: _____ Telephone No.: _____ Results of Contact: _____ Reasons if Rejected: _____</p>

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PROPOSAL SCORING SHEET

To qualify, the Proposal MUST achieve the minimum score identified for each section. The score can range from zero (0) to the maximum score provided per section.

Contractor's Company Name: _____

	Maximum	Minimum
1. QUALIFICATIONS	40	36
Does the Contractor have a minimum of three (3) years of experience in the collection, management, processing, and marketing of recyclable materials? Does the proposal provide relevant detail about the following? <ul style="list-style-type: none"> • Knowledge of the solid waste industry. • Knowledge of State of California and Federal solid waste rules and regulations. • Equipment necessary to collect, transfer, process and market recyclable materials to the extent necessary to adequately fulfill the Scope of Work. • Personnel necessary to adequately fulfill the Scope of Work, including, but not limited to drivers, collectors, supervisor(s), manager(s), customer service representative(s), etc. • Knowledge of data collection, analysis, and report writing sufficient to fulfill the requirements of the Scope of Work. 		

2. SCOPE OF WORK	40	36
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WORK TO BE PERFORMED

Task 1: Meet with CIWMB

Does the Proposal clearly set out a detailed plan as to how the Contractor will comply with this Task?

Task 2: Collection Plan (In-house and Dockside)

Does the Proposal set forth a detailed, reasonable plan as to how the Contractor will comply with the following requirements?

- The Contractor will distribute small numbers (two or fewer) of containers.
- Missed service will be minimized or eliminated.
- Servicing missed service locations will occur within 48 hours of notification of the Contractor.
- Service locations will be left in a neat and orderly manner.
- Personnel will be courteous and professional.
- The collection day will not change once it is established, subject to CIWMB approval (see Section IV.B.).

Is the Collection Plan reasonable and efficient? Does the Plan address in detail the following issues:

- Collection Method
- Material Quality
- Equipment
- Equipment type
- Equipment quantities
- Availability of backup equipment
- Personnel

Task 3: Providing Containers for Dockside Collection

Does the contractor set forth a detailed plan to have in place 0.8-30 yd. collection bins at State facilities at the beginning of the contract start date.

Task 4: Final Disposition of Recyclable Materials.

Is the proposed Final Disposition in compliance with CIWMB policies and directives? Is the proposed Final Disposition reasonable and effective?

Task 5: Customer Service

Does the Proposal set forth in detail a customer service program that is reasonable and effective?

Task 6: Reporting Requirements

Does the Proposal discuss in detail how the Contractor will comply with all reporting requirements in a timely and concise manner?

Task 7: Payments to the CIWMB

Does the Proposal discuss in detail how the contractor will comply with all payment requirements in a timely manner?

3. WORK REFERENCES 10 7

Are the referenced projects of a comparable complexity or similar logistics?

Were past projects successful?

Are recommendations from references for current and past performance favorable?

The CIWMB reserves the right to consider in-house and additional external references. In-house references may include the entirety of the vendor's RFP history, including bids, which did not result in the vendor acquiring a contract.

4. PROCESSING LEVEL 10 7

The level of processing indicates the level of commitment to return the materials to the highest beneficial use.

How many of the following commodities has the Contractor committed to producing pursuant to the Agreement?

- White Ledger (40)
- Sorted Office Paper (SOP) (37)
- Newspaper (6)
- Newspaper (8)
- OCC (11)
- Mixed Paper (1)
- Glass, by color
- Plastic, multiple types
- Metal, by type
- Telephone Books, other materials

Definitions:

Soft Mixed Paper (1) - Consists of a mixture of various qualities of paper not limited as to type of baling or fiber content.

News (6) - Consists of baled newspaper as typically generated from news drives and curbside collections.

Special News De-ink Quality (8) – Consists of baled sorted, fresh newspapers, not sunburned, free from magazines, white blank, pressroom over-issues, and paper other than news, containing not more than the normal percentage of rotogravure and colored sections. This grade must be tare-free.

Corrugated Containers (11) – Consists of baled corrugated containers having liners of either test liner, jute or kraft.

Sorted Office Paper (37) – Consists of baled paper, as typically generated by offices, containing primarily white and colored ground wood free paper, free of unbleached fiber. May include a small percentage of ground wood computer printout and facsimile paper.

Sorted White Ledger (40) – Consists of printed or unprinted sheets, shavings, guillotined books, and cuttings of white ground wood free ledger, bond, writing, and all other papers which have a similar fiber and filler content. This grade must be free of treated, coated, padded, or heavily printed stock.

Please note: A minimum score of 85% must be achieved to be considered for the Cost Proposal Opening portion of the RFP process.

Proposal printed double-sided utilizing one hundred percent (100%) recycled-content paper (unless 100% recycled-content paper is not appropriate, such as where many full color photographs will be used, then paper with a minimum of fifty percent (50%) recycled-content may be used).content fiber (Proposer must provide documentation attesting to the contentof the paper, i.e. packaging or ream label) (5)

Company Name _____

Evaluator's Name _____ Date _____

HISTORICAL DATA AND INFORMATION

TABLE 1
Historic Recyclable Materials
Collected from State Facilities
(In House)

Material Type	Quantity (tons)
	2003
White Ledger	231.00
Color Ledger	**
Telephone Books	**
Mixed Waste Paper	153.80
Newspaper	**
Magazine	**
Cardboard	21.74
CRV	2.3
Plastic Bottles	**
Glass Bottles	**
Totals	406.54

TABLE 2
Historic Recyclable Materials
Collected from State Facilities
(Dock Side)

Material Type	Quantity (tons)
	2003
White Ledger	480.23
Color Ledger	502.83
Telephone Books	**
Mixed Waste Paper	**
Newspaper	2416.11
Magazine	**
Cardboard	1018.12
CRV	**
Plastic Bottles	**
Glass Bottles	**
Totals	4417.29

**Materials collected, but no data available.

A. HISTORICAL COLLECTION OPERATIONS

The following container configuration is the basis of the historic collection listed in Table 1(In-house).

- White ledger containers (23-gallon containers).
- Mixed paper containers (all other forms of ledger listed in the above Table 1, 23-gallon containers).
- Cardboard collection shall be stacked in a location desirable, and in coordination with the State facility serviced.
- A beverage/metal collection container (size of gallon containers and plastic trash bags to be determined by the contractor, container lid secured by a metal ring).

At this time, this container configuration exists at only 3 agency's addresses. As part of this RFP it is the intent of the CIWMB to provide collection containers as funds become available. Containers will be purchased at twenty-five (25) percent of facilities listed in Attachment H starting with the largest facilities with bins and distributed in an effort to create this container configuration for all facilities. The Contractor will evaluate each potential location to determine the most effective and cost effective configuration. Note, however, that due to the uncertainty of the revenue share, the CIWMB cannot guarantee the extent to which this goal may be achieved.

The following container configuration is the basis of the historic collection listed in Table 2(Dockside).

- White ledger containers (0.8-30 yd. containers).
- Color Ledger, Cardboard and Newspaper containers (all other forms of ledger listed in the above Table 2, 0.8 yd.-30 yd. containers).

At this time, the container configuration is based upon the need of the State facility. As part of this RFP it is the Contractor's responsibility to provide collection bins for Dockside collection. Dockside collection bins are to be determined by the Contractor in coordination with the State agency and the CIWMB. Current Dockside collection bins vary in type from bins, large pallets, small pallets, split pallets, Gaylords, carts, boxes and other (30 yard or toter).

Historically, collection frequency has been weekly. Based on input from past Contractors and industry representatives, the collection frequency under this RFP shall include weekly, bi-monthly and monthly of In-house and on call for Dockside services. Table 3 summarizes the collection frequency relative to the container count with regard to In-house collection.

**TABLE 3
Collection Frequency**

Collection Frequency	Number of Facilities	No. of Containers Per Facility
Historic Collection Frequency		
Weekly	347	n/a
Proposed Collection Frequency		
Weekly	38	>25
bi-monthly	82	>10
Monthly	227	>0

The individual addresses and collection frequency is presented in Attachment H. Regardless of the collection frequency, the collection day and week will remain the same for the term of the Agreement. A Facility that is serviced weekly shall be serviced on the same work day of the week; a Facility that is serviced bi-monthly shall be serviced on same day for the first and third week, as example the first and third Monday; and, a Facility that is serviced monthly shall be serviced on the same workday each month, as example the last Monday of the month. The Contractor shall plan for the collections of materials from State Agencies when the regular collection days fall on a State Holiday. The Contractor shall insure that the collection of materials from State Agencies that fall upon holidays shall not impact the health and safety of those facilities affected. Routing efficiency will determine the day of the week and the week of the month. The Contractor should make an effort to maintain the current collection day of the week when evaluating collection routing. The Contractor is expected to periodically change the collection frequency as the CIWMB increases the container count above the levels specified in Table 3.

B. POTENTIAL RECYCLABLES COLLECTION

To assist the Contractor in evaluating operating logistics Table 4 was developed. Table 4 was derived from two sources; the first is the material generated from the existing State Facilities that collect a variety of paper materials and beverage containers; the second source of information is based on the CIWMB's Statewide Waste Characterization Study completed in December 1999.

A summary of the derived potential recyclable generation is presented in Table 4. The two sources compare well with regard to the total potential generation at State Facilities although the fiber component appears higher based on historic information. The CIWMB will use Table 4, as well as input from the Contractor and Agency representative, to distribute additional containers. The Contractor should utilize Table 4 as a planning tool.

TABLE 4
Potential Recyclables In State Facilities

Material Type	Existing Programs at State Facilities		Statewide Waste Study, 12/99	
	tons/employee	Annual Total (tons)	tons/employee	Annual Total (tons)
White Ledger	0.0433	1,678	0.034	1,317
Ordinary Corrugated Cardboard	0.0145	561	0.018	713
Newspaper	0.0101	393	0.022	852
Color Ledger Paper	0.0012	47	0.002	62
Computer Paper		-	0.001	31
Mixed Paper	0.031	1,204		-
Magazines, Catalogs, Phone Books, etc.	0.0014	53	0.016	604
Glass (Beverage Containers)	0.0010	39	0.010	403
Metal (Cans)	0.0051	197	0.003	108
Plastic (HDPE, PETE and misc. bottles)	0.0025	99	0.006	217
Totals	0.1102	4,271	0.1112	4,308

Notes:

1. Total employees included in RFP is 38,744.
2. Statewide study values from the 'Public Administration' sector.
3. Computer Paper included in Mixed Paper for existing programs.

C. HISTORIC RECYCLING REPORTING

Prior to the passage of AB 75 (Public Resource Code (PRC) Section 42920(et seq.) agencies were not required to monitor its waste generation and diversion. The PRC requires that at least three recyclable streams be monitored, they include, white ledger, mixed paper and all other. This is the basis of the three-container configuration outlined in Section IV, B. Based on discussions with industry representatives, CIWMB staff recognizes that the level of detail required in the reporting will dictate the collection method and collection/processing cost. In order to maximize the flexibility of the collection method and minimize collection/processing cost, the Contractor must report the amount of recyclable materials based on the pro-rata share of the total tonnage collected. The pro-rata share will be based on the number of containers at each of the State Facilities. For example:

- The total recyclable material tonnage collected for the first quarter of the year is 350 tons.
- The total number of containers at State Facilities is 5,000.
- Agency XYZ has 50 white ledger containers, 25 mixed paper containers and 5 beverage/metal containers.

Based on this information the tonnage reported Agency XYZ would be:

- The Pro-rata share of containers:
- White ledger containers are 50/5000 or 1.00%
- Mixed paper containers are 25/5000 or 0.50%
- Beverage/Metal containers are 5/5000 or 0.05%
- Pro-rata share of recyclable tonnage reported to the agencies and the CIWMB:
- White ledger tonnage is 1% x 350 tons or **3.50 tons**.
- Mixed paper tonnage is 0.5% x 350 tons or **1.75 tons**.
- Beverage/Metal material tonnage is 0.05% x 350 tons or **0.35 tons**.

The CIWMB will provide a listing of the number of containers or equivalent volumes to the Contractor, similar to the one presented in Attachment H. The CIWMB will update this list as containers are added and the Contractor shall notify the CIWMB of any discrepancies that are identified.

D. HISTORIC COMMODITY VALUE

Historically the collection of recyclable materials has generated revenue for the CIWMB, which in turn has purchased the collection containers that are located in the State Facilities. This revenue was received by the CIWMB, in the form of Lump Sum payments from the previous collection contractor. Based on CIWMB experience with this type of payment and discussions with industry representatives the State is proposing a modified form of payment. It is the CIWMB's intent that the revised payment method provides the Contractor with additional protection against downward trends in the commodity markets in exchange for the Contractor sharing the upward trends of the market.

The historic payment method is based on the average commodity value compared to a ceiling value set by the Contractor. The historic data was evaluated from a published data Table in the Official CIWMB Markets, The Yellow Sheet, The Transacted Paper Stock Prices (hereinafter referred to as the Yellow Sheet). This evaluation was for fiber materials and payment will be based only on the fiber materials. This is because the collection of fiber at State Agencies is well established both in practice and in tonnage. Based on this historic review the value of various fiber mixes and materials are presented in Table 5.

TABLE 5
Historic Commodity Values*

Item	Mixed Paper (1)	News (6)	News (8)	OCC (11)	SOP (37)	Sorted White Ledger (40)
Average	\$53	\$61	\$78	\$78	\$129	\$202
Std. Deviation	14	12	17	34	36	43
95% Con	0.05	0.05	0.05	0.05	0.05	0.05
Sample Size	210	210	210	210	210	210
95% Confidence	\$2	\$2	\$2	\$5	\$5	\$6

* Based on data from the Yellow Sheet.

Based on the Contractor's collection method, operating cost, processing residual quantities, marketed final materials, etc. the Contractor shall establish ceiling prices for each of the materials they intend to produce. The materials the Contractor intends to produce must be classified into one of the material categories listed in Table 4 for purposes of establishing revenues paid to the CIWMB (see Section VII, B, Task 7.) If the commodity value goes above the ceiling value the successful Contractor will share the difference with the CIWMB. Additionally the Contractor will propose a percentage to share with the CIWMB for the shared component. For example,

The following materials were collected during the first quarter,

- 320 tons of White Office Paper
- 21 tons of Mixed Paper
- 1 ton of Metal/Beverage Containers

As part of the Agreement, the Contractor set a ceiling price for the collected commodities at the following levels,

- \$160/ton for Sorted Office Paper (37) (which the Contractor defined as material collected from the Office Paper container).
- \$42/ton for Mixed Paper.
- No value is set for the Metal/Beverage Containers.
- Additionally, the Contractor indicates that 80% of the value over the ceiling value will become revenue for the CIWMB.

Based on the Yellow Sheet values, numerical averages for the material types collected and processed are determined to be:

- \$181/ton for Sorted Office Paper (37).
- \$41/ton for Mixed Paper (1).

Based on this information the following revenue would be due to the CIWMB:

Sorted Office Paper (37)

$$[320 \text{ tons} \times (\$181/\text{ton} - \$160/\text{ton})] \times 80\% = \$5,376$$

Mixed Paper (1)

$$[21 \text{ tons} \times (\$41/\text{ton} - \$42/\text{ton})] \times 80\% = \$0$$

Therefore the quarterly revenue to the CIWMB would be \$5,376.

The above example does not represent the preferred ceiling levels, sharing percentage, or material types. The example is meant to illustrate the payment method. The Contractor shall determine the ceiling levels based on their own experiences, collection method, processing methods and business risk. The CIWMB will use the ceiling values, percentage share, and historic tonnage information to determine the anticipated revenue from the Contractor /Contractor over the life of the Agreement. This anticipated revenue and the qualifications of the Contractor, as determined by the Proposal evaluation, would be used to award the Agreement, subject to the conditions set forth herein.

Dockside Technical Specifications

Bulk Storage Containers. Contractor shall, with mutual consent of each agency, provide adequate number of collection containers of appropriate size and configuration for the particular location. Such containers shall be approved by the State Fire Marshal, maintained in a clean, well-painted condition and neatly lettered to clearly identify the purpose for the container throughout the contract period.

The State disclaims and the Contractor acknowledges ownership, responsibility (for upkeep) and liability for loss of, or damage to, such containers.

Security. All paper, regardless of its classification, shall be handled by the Contractor in such a manner as to prevent loss or unauthorized inspection at any time.

While in transit, paper shall be secured in a sealed, fully enclosed van or bin, or shall be "tarpred" and securely "tied down" with "V" boards to prevent loss or unauthorized inspection.

While in Contractor's plant or any other location in which the Contractor deposits State of California paper, it shall be kept in a secure area.

Site Inspection: The State and the CIWMB reserve the right for its representative to inspect the Contractor's plant(s) at any time during the term of the contract.

Dockside and In-House Pick-up Locations
(Tentative Locations)

Dockside Pick-up Locations

DEPARTMENT NAME	ADDRESS	BINS	LPLT	SPLT	GLD	CRT	OTR	BX
AIR RESOURCES BD	2927 13TH St	1						
AIR RESOURCES BD	2020 L STREET	4						
ASSEMBLY REPRO	3865 CHANNEL DR WSAC	2	1					
BLUE ANCHOR	1400 10TH ST	1						
BOAT & WATER	2000 EVERGREEN ST	2						1
BUREAU AUTO REPAIR	10240 SYST PRKWAY	2	1					
CDF	1920 20TH STREET	1						
CHP	2555 1ST AVE					2		
CHP	3330 N AD ART RD	2						
CAL TRANS	1120 N ST	4						
CAL TRANS	2001 EVERGREEN	3	2					
CAL TRANS	CHARTER WAY	3						
CAL TRANS	34TH & STOCKTON						1 SPLIT	
CAL TRANS	5900 FOLSOM BLVD	6						
CHP	2200 X STREET			3				
CHP	2551 1ST AVE					2		
CHP	2555 1ST AVE					2		
CHP	3330 N AD ART RD	2						
CHP	3350 REED AVE	3						
CHP	444 N 3RD ST			2				
CHP	3500 REED AVE	3						
CHP REPRO	855 RIVERSIDE PKWY SUITE 80			2				
CHP	860 STILLWATER	6						
COMMUNITY COLLEGE	1102 Q ST	1			2		1 SPLIT	
CONSERVATION WRHS	1059 VINE ST	1						
CONSUMER AFFAIRS	10240 SYST PRKWAY	1						
CONSUMER AFFAIRS	10220 SYST PRKWY	2						
CONSUMER AFFAIRS	3485 ORANGEGROVE		2					
CONSUMER AFFAIRS	400 R ST	1						
CONTRACTOR ST LIC.	9821 BUSINESS PARK DR	1						
CONTROLLERS	3301 C ST	2					30 YD	
		6					12	
CORRECTIONS	1515 S ST						TOTER	
DEPT OF FINANCE	915 L ST	3				2		
DEPT OF INSURANCE	9342 TECH CENTER DR	1						
DESTRUCTION	3240 INDUSTRIAL BLVD	14						
DMV	2415 BURNETT WAY	4	12					
DMV	2570 24TH ST		10					
DMV	2730 BROADWAY	3	8					
DMV	4201 SIERRA POINT DR	3						
DMV	7570 24TH ST	4	6					
ED FUND	3300 ZINFANDEL DR	2						
EDD PRINT SHOP	1733 SPORTS DR	3	8				30 YD	10
EDD	3704 PARKWAY PLACE		4					
EDD	722 CAPITAL MALL	1						
EDD	751 N STREET	2						
EDD	805 R STREET	2						

EDD	800 CAPITOL MALL		1				
EDD	9815 GOETHE RD		6				
EDUCATION	1430 N ST		3				
EDUCATION	3740 SEAPORT BLVD		1				
EDUCATION WHSE	805 R STREET		1				
EDUCATION WHSE	401 N 3RD STREET						
EDUCATION	721 CAPITAL MALL		1			1	
EMERGENCY SERVICES	3650 SHRIEVER		1				
ENERGY COMMISSION	1516 9TH ST		2	2			
EQUALIZATION	3920 W. CAPITAL AVE SUITE 200		2	2			
EQUALIZATION	450 N ST		2		8		10
FINANCE	1810 13TH ST		1				
FISH & GAME	1700 K ST		4				
FISH & GAME	1701 NIMBUS RD		2				
FISH & GAME	3281 S ST		1				1 BX
FISH & GAME	4001 N. WILSON WAY	STKTON	3				
FOOD & AGRICULTURE	1220 N ST.		2		1		
FOOD & AGRICULTURE	3290 MEADOWVIEW RD		4				
FOOD & AGRICULTURE	3292 & 3288 MEADOWVIEW RD		4				
FTB	11135 INTERNATIONAL		1				
FTB	11120 INTERNATIONAL		1				
FTB	830 VALDEZ AVE						PLTS
FTB	9645 BUTTERFIELD		8	3	8		
HEALTH & WELFARE	1651 ALHAMBRA		1		5		
HEALTH SERVICES	1037 N. MARKET BLVD SUITE 9					6	
HEALTH SERVICES	1501 CAPITAL AVE		2				
HEALTH SERVICES	1615 CAPITAL AVE		2				
HEALTH SERVICES	3650 INDUSTRIAL BLVD				2		
HEALTH SERVICES	3301 S STREET						8 PLTS
HEALTH SERVICES	3901 LENNANE DR		2	2			
HEALTH SERVICES	3650 INDUSTRIAL BLVD		2		18		6
HEALTH SERVICES	744 P ST		1				
JESSE UNRUH	915 CAPITAL MALL		2				
JUSTICE	1300 I ST		3				2 BX
JUSTICE	1718 3RD STREET						PLTS
JUSTICE	4949 BROADWAY		5				
LEG ANALYST	1723 14TH STREET		2				
LEG ANALYST	925 L ST		4				
LEG BILL ROOM	712 R ST				6		
LIBRARY & COURTS	900 N ST		2				
LIBRARY & COURTS	914 CAPITAL MALL		2				
LOB	1020 N ST		4				
MATERIALS MNGMT	1700 NAT'L DRIVE		3				
MENTAL HEALTH	1600 9TH STREET		1				
NATIONAL GUARD	9800 GOETHE RD		2				
OES	3650 SHRIVER AVE		2				
PERSONNEL	801 CAPITAL MALL		1				
RA MCGEE TRNG CTR	9850 TW CITIES GALT		2	1			
RECORD CENTER	1501 CEBRIAN ST		10				PLTS
RESOURCE BUILDING	1416 9TH ST		4				
SEC OF STATE	1500 11TH ST		4				
SOCIAL SERVICES	1991 N SUNRISE RSVL		1				
SOCIAL SERVICES	1700 9TH STREET				4		

SOCIAL SERVICES	3705 SEAPORT		2					
SOCIAL SERVICES	714 P ST		1					
STATE LIBRARY	4201 SIERRA POINT DR		1					
STATE BUILDING	31 CHANNEL ST	STN	1					
STATE CAPITAL	1100 CAPITAL MALL			6				
STUDENT AID COMMISS	1045 NATIONAL DR					2		
TEAL DATA CENTER	3101 GOLD CAMP DR		4					
TELECOM	601 SEQUOIA PACIIFIC BLVD.		2					
TOXIC SUBSTANCE CON	10151 CROYDON WAY #3		2					
VETERANS AFFAIR	1227 O ST		1					1 BX
VICTIMS COMP BOARD	630 K ST		1					
WATER RESOURCES	1400 ENTERPRISE BLVD			3	1			
WATER RESOURCES	1450 RIVERBANK RD		1					1 SPLIT
WATER RESOURCES	1721 13TH STREET		1		1			
WATER RESOURCES	3281 S STREET		1					
WATER RESOURCES	3443 ROUTIER RD		1					1 SPLIT
WATER RESOURCES	EL CAMINO		1					
WATER RESOURCES	809 N MARKET		1					
WATER RESOURCES	901 P ST		2		12			
WIC	3901 LENNANE DR		2	2				
			242	81	67	11	24	0 11

Dockside Container Legend:

- Bins: Bins
- Large Pallet: LPLT
- Small Pallet: SPLT
- Gaylord Box: GLD
- Cart: CRT
- Other: OTH
- Box: BX
- Stockton: STKTON, STN

Tentative In-House Pick-up Locations

Collection Frequency	Department	Office	Address	Suite	# of employees	Containers
Monthly	Seismic Safety Commission	Physician Assistant Examining Committee	1424 Howe Avenue	Suite 35	8	1
Monthly	Social Services, Dept. of		1900 K Street	Suite 100	8	1
Monthly	Rehabilitation, Dept. of		3401 Folsom Blvd.	Suite B	8	1
Monthly	Social Services, Dept. of	Mobile Equipment Office	3901 Commerce Drive		8	1
Monthly	Prison Terms, Board of	Acupuncture Committee	1424 Howe Avenue	Suite 37	9	1
Monthly	Public Defender, State		2211 Park Town Circle	Suite 4	9	1
Monthly	Insurance, Dept. of	Board of Examiners in Veterinary Medicine	1420 Howe Avenue	Suite 6	10	1

Monthly	Military Department	Board of Psychology	1422 Howe Avenue	Suite 22	10	1
Monthly	Parks & Recreation, Dept. of	Cal OSHA - Consultation Unit	2424 Arden Way	Suite 410	10	1
Monthly	Personnel Administration, Dept. of	Cal OSHA Regional Office	2424 Arden Way	Suites 125 & 165	10	1
Monthly	Industrial Relations, Dept. of	Cal OSHA District Office	2424 Arden Way	Suite 165	14	1
Monthly	Student Aid Commission, CA	Employment Development Dept	1017 J Street	Suite A	5	1
Monthly	Industrial Relations, Dept. of	Item Processing Unit	1020 9th Street	Room 101	35	1
Monthly	Industrial Relations, Dept. of	Dept of Forestry and Fire Protection	1025 Triangle Court	Suite 400	2	1
Monthly	Industrial Relations, Dept. of	Youthful Offender Parole Board	1029 J Street	Suite 500	15	1
Monthly	Social Services, Dept. of	Assemblymember Ortiz's Office	1215 15th Street	Suite 120	7	1
Monthly	Industrial Relations, Dept. of	California State Railroad Museum	125 I Street		200	1
Monthly	Water Resources, Dept. of		1310 Windward Circle		1	1
Monthly	Industrial Relations, Dept. of	Disability Evaluation Section	1414 K Street	Suite 500	15	1
Monthly	Industrial Relations, Dept. of	Information Technology Investment Group	1414 S Street		10	1
Monthly	Toxic Substances Control, Dept. of	Hearing Aid Dispensers	1420 Howe Avenue	Suite 12	4	1
Monthly	Toxic Substances Control, Dept. of	Registered Dispensing Opticians	1434 Howe Avenue	Suite 88	4	1
Monthly	Transportation, Dept. of	Speech Pathology & Audiology Examining Committee	1434 Howe Avenue	Suite 86	3	1
Monthly	Wildlife and Conservation Board	Traffic Operations	1520 12th Street		13	1
Monthly	Unemployment Insurance Appeals Board, CA		1713 J Street	Suite 303	3	1
Monthly	Youth Authority, Dept. of the		1820 Alhambra Blvd.		0	1

Monthly	Stephen P. Teale Data Center	Division of State Architect	1920 T Street	Suite 100	6	1
Monthly	Transportation, Dept. of	CA State Summer School for the Blind	2012 H Street	Room 201	4	1
Monthly	Transportation, Dept. of	Asbestos Consultant Certification Unit	2211 Park Town Circle	Suite 1	4	1
Monthly	Unemployment Insurance Appeals Board, CA	Mining and Tunnelling Unit	2211 Park Towne Circle	Suite 2	3	1
Monthly	Health Services, Dept. of	Administrative Law Judges	2277 Fair Oaks Boulevard	Suite 415	5	1
Monthly	Social Services, Dept. of		2424 Arden Way	Suite 130	7	1
Monthly	Transportation, Dept. of	Division of Apprenticeship Standards	2424 Arden Way	Suite 160	4	1
Monthly	Health Services, Dept. of	Court Reporters Board of CA	2535 Capitol Oaks Drive	Suite 230	5	1
Monthly	Health Services, Dept. of	Medical Quality Review Committee	2535 Capitol Oaks Drive	Suite 220	13	1
Monthly	Highway Patrol, CA Dept.of	Board of Voc. Nursing & Psychiatric Tech. Exam.	2535 Capitol Oaks Drive	Suite 200	35	1
Monthly	Highway Patrol, CA Dept.of	Medical Quality Review Committee	2535 Capitol Oaks Drive	Suite 230	13	1
Monthly	Industrial Relations, Dept. of		2720 Gateway Oaks Drive	Suite 350	3	1
Monthly	Social Services, Dept. of	National Guard	3250 Meadowview Road		7	1
Monthly	Industrial Relations, Dept. of		3321 Power Inn Road	Suite 230	15	1
Monthly	Housing & Community Development, Dept. of		3500 Reed Avenue		12	1
Monthly	Health Services, Dept. of	CPOST	444 N 3rd Street	Suite 312	5	1
Monthly	Highway Patrol, CA Dept.of	Cemetery Task Force	444 North 3rd Street	Suite 201	12	1
Monthly	Industrial Relations, Dept. of		4825 J Street	Suite 120	4	1
Monthly	Social Services, Dept. of	Internal Management Audits	621 J Street	First Floor	7	1
Monthly	Water Resources, Dept. of	Guide Dogs For The Blind	830 K Street		1	1
Monthly	Water Resources Control Board, State	Legislative Office	921 11th Street	Room 1103	2	1

Monthly	Social Services, Dept. of	Sacramento Special Investigation Unit	9845 Horn Road		6	1
Monthly	Health Services, Dept. of	Audits Section	700 North 10th Street	Room 142	16	1
Monthly	Health & Welfare Agency Data Center		1940 Alabama Street		19	1
Monthly	General Services, Dept. of	Fairs & Exposition Division	1010 Hurley Way	Room 200	20	1
Monthly	General Services, Dept. of		1027 10th Street	2nd Floor	20	1
Monthly	General Services, Dept. of	Child Development and Education	1121 L Street	Suite 600	20	1
Monthly	General Services, Dept. of		1960 Alabama Street		20	1
Monthly	General Services, Dept. of		2000 O Street	Room 120	20	1
Monthly	General Services, Dept. of	Cal OSHA - Elevator Unit	2424 Arden Way	Suite 425	20	1
Monthly	General Services, Dept. of	Collection Division	10969 Trade Center Drive	Suite 100	24	2
Monthly	Fair Employment & Housing Commission	Contractors' State License Board	10365 Old Placerville Road	Suite 220	25	2
Monthly	Financial Institutions, Dept. of	OHMVR Division	1725 23rd Street	Suite 220	25	2
Monthly	Equalization, Board of	Sacramento Satellite Camp	2140 Chase Drive		25	2
Monthly	Food & Agriculture, Dept. of	Administrative Adjudications Division	8745 Folsom Blvd	Suite 220	25	2
Monthly	Food & Agriculture, Dept. of	Northern Regional Office	8745 Folsom Blvd	Suite 130	25	2
Monthly	Food & Agriculture, Dept. of	Adult Services	8745 Folsom Blvd.	Suite 230	25	2
Monthly	Federal Defender	Capitol Services	914 S Street		25	2
Monthly	Equalization, Board of	Adoptions Branch	2035 Hurley Way	Suite 300 B-MS 19-30	26	2
Monthly	Employment Development Department	Foster Care Services and Audits Bureau	1500 5th Street	Suite 216	27	2
Monthly	Employment Development Department	Office of Administrative Hearings	560 J Street	Suite 300	27	2
Monthly	Employment Development Department	MLD Evaluation	600 North Market		27	2
Monthly	Employment Development Department	Disability Branch	819 19th Street		29	2

Monthly	Education, Dept. of	Gold Rush District Office	101 J Street		12	2
Monthly	Education, Dept. of	Horse Racing Board	1010 Hurley Way	Suite 300	38	2
Monthly	Emergency Services, Office of	Office of Research	1101 R Street		16	2
Monthly	Employment Development Department		1107 9th Street	Room 800	30	2
Monthly	Education, Dept. of	Community Care Licensing, Central Training Unit	1510 J Street	Suite 140	7	2
Monthly	Employment Development Department	Parole Services	1608 T Street	Suite A	18	2
Monthly	Employment Development Department	Sacramento Project Headquarters	1801 6th Street		30	2
Monthly	Education, Dept. of	Office of the Inspector General	3927 Lennane Drive	Suite 220	15	2
Monthly	Employment Development Department	Northgate West Region	3940 Rosin Court		20	2
Monthly	Education, Dept. of		5007 Broadway		20	2
Monthly	Education, Dept. of	Central Heating and Cooling Plant	625 Q Street		16	2
Monthly	General Services, Dept. of	Family and Community Partnerships Office	660 J Street	First Floor	15	2
Monthly	Emergency Services, Office of		7919 Folsom Blvd.		49	2
Monthly	Education, Dept. of	Statistics and Data Analysis Section	815 S Street		48	2
Monthly	Transportation, Dept. of		8387 Folsom Blvd		60	2
Monthly	Employment Development Department	Engineering and Test Branch	909 S Street		14	2
Monthly	Education, Dept. of		1801 7th Street		32	2
Monthly	Corrections, Dept. of		2131 S Street		35	2
Monthly	Corrections, Dept. of	Measurement Standards	8500 Fruitridge Road		35	2
Monthly	Corrections, Dept. of	Bradshaw Office	10190 System Parkway	Suite 100 and 110	40	3
Monthly	Corrections, Dept. of	Adoptions Branch	1500 5th Street	4th Floor	40	3
Monthly	Conservation, Dept. of		1100 11th Street	Suite 400	13	3

Monthly	Controller, State	CA State Railroad Museum	111 I Street		40	3
Monthly	Consumer Affairs, Dept. of		11135 Trade Center Drive		154	3
Monthly	Consumer Affairs, Dept. of	Valley Division	11344 Coloma Road		27	3
Monthly	Community Services and Development Department	CD Shop	1301 V Street		20	3
Monthly	Consumer Affairs, Dept	Structural Pest Control Board	1422 Howe Avenue	Suite 3	23	3
Monthly	Consumer Affairs, Dept. of	New Motor Vehicle Board	1507 21st Street	Suite 330	17	3
Monthly	Consumer Affairs, Dept. of	Procurement Division, CMAS Unit	1808 14th Street	Room 100	17	3
Monthly	Corporations, Dept. of		1891 Alhambra Boulevard		30	3
Monthly	Consumer Affairs, Dept. of	State Council on Developmental Disabilities	2000 O Street	Suite 100	12	3
Monthly	Conservation, Dept. of		2015 Areojet Road		50	3
Monthly	Corporations, Dept. of		2201 Broadway	2nd Floor	180	3
Monthly	Corrections, Dept. of	Cal Vet Loans	2710 Gateway Oaks Drive	North Bldg. Suite 190	12	3
Monthly	Consumer Affairs, Dept. of		3321 Power Inn Road	Suite 250	20	3
Monthly	Conservation Corps, CA	Division of Investigations	444 North 3rd Street	Suite 110	30	3
Monthly	Consumer Affairs, Dept. of	Food Distribution Center	610 Bercut Drive	Suite A	11	3
Monthly	Consumer Affairs, Dept. of	Air Operations	6130 Freeport Boulevard	Suite 102	12	3
Monthly	Conservation, Dept. of	Office of Fleet Administration	802 Q Street		47	3
Monthly	Consumer Affairs, Dept. of	Sacramento Medi-Cal Field Office	9332 Tech Center Drive		35	3
Monthly	Consumer Affairs, Dept. of		9750 Business Park Drive		350	3
Monthly	Alcoholic Beverage Control, Dept. of	Employment Development Dept	1017 J Street		50	3
Monthly	Transportation, Dept. of		1027 10th Street	2nd Floor	50	3
Monthly	Air Resources Board	Planning and Technological Services Branch	11070 White Rock Road	Suite 210, 120B	50	3
Monthly	Aging, Dept. of		1920 Alabama Street		50	3

Monthly	Coastal Commission, CA		2400 Venture Oaks Way		50	3
Monthly	Census	Licensing	320 Capitol Mall		50	3
Monthly	California Complete Court	Office of State Publishing	344 North 7th Street		50	3
Monthly	Treasurer, State		1115 11th Street		54	4
Monthly	Summer School For the Arts, California State	Out of State District Office	3321 Power Inn Road	Suite 130 & 210	56	4
Monthly	Social Services, Dept. of	Personnel Automation Section	1050 20th Street	1st Floor	59	4
Monthly	Consumer Affairs, Dept. of	Administrative Hearings and Appeals	1029 J Street	Suite 200	30	4
Monthly	Consumer Affairs, Dept. of	Valley Division	11336 Trade Center Drive		103	4
Monthly	General Services, Dept. of		1303 J St	Suite 400	4	4
Monthly	Consumer Affairs, Dept. of	Office of Small Minority Business	1531 I Street		27	4
Monthly	Education, Dept. of	Northern Service Center	1725 23rd Street	Suite 200	31	4
Monthly	Parks & Recreation, Dept. of	Benefits Division	1800 15th Street		60	4
Monthly	Consumer Affairs, Dept. of	Bureau of Medi-Cal Fraud	2033 Howe Avenue	Suite 200	16	4
Monthly	Forestry & Fire Protection, Dept. of	Pesticide Enforcement	3050 Beacon Blvd.		12	4
Monthly	Osteopathic Medical Board		3321 Power Inn Road	Suite 140 & 220	60	4
Monthly	Consumer Affairs, Dept. of		3651 Business Drive	Suite 120	35	4
Monthly	Alcoholic Beverage Control, Dept. of	Exam Resources	501 S Street	Suite 3	20	4
Monthly	California Commissions on Correctional Peace		600 Bercut Drive		50	4
Monthly	Youth Authority, Dept. of the	State Fund	2275 Gateway Oaks		63	4
Monthly	Water Resources, Dept. of	Workmen 's Compensation Appeals Board	2424 Arden Way	Suites 230, 295, 305, 325, 335, 355, 395	64	4
Monthly	Transportation, Dept. of	EDS	3215 Prospect Park	Room 190	70	5
Monthly	General Services, Dept. of		11120 International Drive		50	5
Monthly	Employment Development Department	Buearu of Medical Fraud	1425 River Park Drive		50	5

Monthly	Horse Racing Board	Protective Services Division	1801 9th Street		80	5
Monthly	Parks & Recreation, Dept. of	Community Care Licensing-Residential	2400 Glendale	Suite C	36	5
Monthly	Veterans Affairs, CA Dept. of		2710 Gateway Oaks Drive	Suite 100	14	5
Monthly	General Services, Dept. of		3201 S Street		11	5
Monthly	Social Services, Dept. of		3775 North Freeway Blvd	Suite 200	60	5
Monthly	Transportation, Dept. of	Northern Division	3780 Rosin Court	2nd Floor	20	5
Monthly	Education, Dept. of		4570 Pell Drive		62	5
Monthly	Employment Development Department	Office of Substance Abuse	524 I Street		27	5
Monthly	Mental Health, Dept. of	Office of Traffic Safety	7000 Franklin Blvd.	Suite 440	28	5
Monthly	Teachers' Retirement System, State	Medical Managed Care	915 Broadway		75	5
Monthly	Parks & Recreation, Dept. of		1700 National Drive		80	5
Monthly	Real Estate, Dept. of	Regional Water Quality Control Board	3443 Routier Road	Suite A	80	5
Monthly	?		1500 5th Street		86	6
Monthly	Health Services, Dept. of	Business Services Office	1031 18th Street		35	6
Monthly	General Services, Dept. of		1130 K Street	Lower Level 60	109	6
Monthly	Education, Dept. of	Office of the State Fire Marshal	1131 S Street		90	6
Monthly	Air Resources Board	Board of Podiatric Medicine	1420 Howe Avenue	Suite 8	6	6
Monthly	Consumer Affairs, Dept. of	Athletic Commission	1424 Howe Avenue	Suite 33	9	6
Monthly	Highway Patrol, CA Dept. of	Adoptions Branch	1500 5th Street	3rd Floor, Rm 380	33	6
Monthly	Highway Patrol, CA Dept. of	CMS Support Branch	1500 5th Street	Suite 225	25	6
Monthly	Corrections, Dept. of		1515 S Street	5th Floor	225	6
Monthly	Consumer Affairs, Dept. of	Board of Accountancy	2000 Evergreen Street	Suite 250	67	6
Monthly	Transportation, Dept. of	Investigations Division	2411 Alhambra Blvd.	1st & 2nd Floor	37	6
Monthly	General Services, Dept. of	Archaeology Lab	2505 Port Street		25	6

Monthly	Status of Women, Commission on		555 Capitol Mall		120	6
Monthly	Franchise Tax Board	Energy Assessment	717 K Street	Suite 409, 400, & 308	35	6
Monthly	Franchise Tax Board	Licensing & Certification	7801 Folsom Boulevard	Suite 200	55	6
Monthly	Franchise Tax Board	Fraud Division	9342 Tech Center Drive	Suite 500	50	6
Monthly	Motor Vehicles, Dept. of	Sales & Use Tax Office	9823 Old Winery Place	Suite 1	90	6
Monthly	Justice, Dept. of		10969 Trade Center Drive	2nd Floor	100	7
Monthly	Parks & Recreation, Dept. of	COEG Group	11037 Trade Center Drive	1st Floor	100	7
Monthly	Highway Patrol, CA Dept.of		2800 Meadowview Road		100	7
Monthly	Pesticide Regulation, Dept. of		700 North 10th Street	Suite 110, 124, 134, 218, 224	100	7
Monthly	Health Services, Dept. of	Sacramento South - 41 0250	8930 Big Horn Blvd.		102	7
Monthly	General Services, Dept. of	Valley Division	11336 Trade Center Drive		103	7
Monthly	Corrections, Dept. of	Board of Dental Examiners	1432 Howe Avenue	Suite 85B	30	7
Monthly	Transportation, Dept. of	Board of California Physical Therapy	1434 Howe Avenue	Suite 92	7	7
Monthly	Social Services, Dept. of	Office of Gaming Registration	1435 River Park Drive	Suite 200 and 308	30	7
Monthly	Consumer Affairs, Dept. of	Office of Business, Facility, and Asset Management	1515 River Park Drive		28	7
Monthly	Highway Patrol, CA Dept.of	Medi-Cal Managed Care	1801 7th Street		120	7
Monthly	Fish & Game, Dept. of		1807 13th Street	1st Floor	125	7
Monthly	Justice, Dept. of		1930 9th Street	building	36	7
Monthly	Social Services, Dept. of	Child Support Training Unit	2525 Natomas Park Drive	Suite 110	7	7
Monthly	Corrections, Board of		4343 Williamsborough Drive		189	7
Monthly	General Services, Dept. of	SAWS Project	8745 Folsom Blvd.	Suite 100, 114, 115, 116, 117, 140	105	7
Monthly	Office of Traffic Safety	Housing and Community Development Commission	8911 Folsom Blvd.		103	7
Monthly	Franchise Tax Board		9560 Micron Avenue		120	7
Monthly	Social Services, Dept. of		2400 Venture Oaks Way	Suite 440	110	7

Monthly	Alcoholic Beverage Control, Dept. of		700 North 10th Street	Rooms 134, 202, 218 228, 258, 226, 246	110	7
Monthly	Chiropractic Examiners, Board of		830 K Street		110	7
Monthly	Social Services, Dept. of	South Sacramento Area	6 Massie Court		114	8
Monthly	Criminal Justice Planning, Office of	Office of Internal Affairs	1050 20th Street	2nd Floor	20	8
Monthly	Parks & Recreation, Dept. of		1130 K Street	1st & 4th Floors, Suite 101	120	8
Monthly	Consumer Affairs, Dept. of		1418 Howe Avenue		112	8
Monthly	Consumer Affairs, Dept. of	Committee on Dental Auxiliaries	1428 Howe Avenue	Suite 58	8	8
Monthly	Corrections, Dept. of		1430 Howe Avenue		111	8
Monthly	Health Services, Dept. of	Deferred Compensation	1515 S Street	1st Floor	190	8
Monthly	Insurance, Dept. of		1755 Creekside Oaks Drive	Suite 190	40	8
Monthly	Employment Development Department		2201 Broadway		97	8
Monthly	General Services, Dept. of		4305 Auburn Blvd.		124	8
Monthly	Forestry & Fire Protection, Dept. of		515 L Street	Rooms 230, 250 & 270	300	8
Monthly	Consumer Affairs, Dept. of		555 Capitol Mall	Suite 1290	22	8
Monthly	Public Employment Relations Board		700 North 10th Street	Suite 242	120	8
Monthly	Youth Authority, Dept. of the		660 J Street	Suite 400	122	8
Monthly	Transportation, Dept. of		1600 K Street	2nd Floor and 1st Floor	130	9
Monthly	Housing & Community Development, Dept. of	Dept of Water Resources	1020 9th Street	Third Floor	100	9
Monthly	Employment Development Department	Bureau for Private Postsecondary Vocation and Ed.	1027 10th Street	4th Floor, 3rd Floor, 5th	70	9
Monthly	Consumer Affairs, Dept. of	Division of State Architect	1225 R Street		27	9
Monthly	Consumer Affairs, Dept. of	Division of State Architect	1225 R Street		27	9
Monthly	Franchise Tax Board	CMS Support Branch	1500 5th Street	1st floor	25	9

Monthly	Real Estate Appraisers, Office of	Parole & Community Services Division	1515 S Street	4th Floor	97	9
Monthly	Education, Dept. of		1600 K Street	1,2, & 4th floors	130	9
Monthly	Personnel Administration, Dept. of	Board of Reg. Prof. Engineers & Land Surveyors	2535 Capitol Oaks Drive	Suite 300	40	9
Monthly	Social Services, Dept. of		4343 Williamsborough Drive		135	9
Monthly	Justice, Dept. of	Headquarters Office	7100 Bowling Drive		75	9
Monthly	Health Services, Dept. of	District 3 Central DES	801 12th Street	3rd & 4th Floor	100	9
Monthly	Emergency Medical Services Authority	Training Center	9323 Tech Center Drive	Suite 100, 1800	80	9
Monthly	Consumer Affairs, Dept. of		1303 J Street	Suite 500	38	10
Monthly	Consumer Affairs, Dept. of	Training Unit	1808 14th Street	1st & 2nd Floors	28	10
Monthly	Consumer Affairs, Dept. of		2014 T Street	Room 210	20	10
Monthly	Corrections, Dept. of		3000 S Street	3rd Floor, Suite 200 and 300	143	10
Monthly	Corrections, Dept. of	Cal Trans	3165 Gold Valley Drive		150	10
Monthly	Administrative Law, Office of		502 J Street	Rooms 100 & 104	11	10
Bi-Monthly	Youth Authority, Dept. of the	District 3 Central DES	801 12th Street	3rd & 4th Floor	100	11
Bi-Monthly	Transportation, Dept. of	Medical Board of CA	1426 Howe Avenue	Suite 54	175	12
Bi-Monthly	Water Resources, Dept. of		501 I Street	Suite 515, 5th floor	175	12
Bi-Monthly	Social Services, Dept. of	Medical Board of CA	600 North 10th Street	Suite 230 C	177	12
Bi-Monthly	Insurance, Dept. of	Accounting	1325 J Street	Suite 1600	178	12
Bi-Monthly		Managed Risk Medical Insurance Board	1000 G Street	Suite 450 & 500	53	12
Bi-Monthly	Health & Welfare Agency Data Center	Administration Division	1121 L Street	Suites 103, 203, 204 thru 207, 301, 303, 909, Suite 600, 7th Floor, Basement	180	12
Bi-Monthly	Corrections, Dept. of		1300 U Street		200	12
Bi-Monthly	Employment Development Department		1700 Tribute Road		135	12

Bi-Monthly	General Services, Dept. of	Disaster Response Service Bureau	1725 23rd Street	Suite 100	19	12
Bi-Monthly	Consumer Affairs, Dept. of		1807 13th Street	2nd Floor	125	12
Bi-Monthly	General Services, Dept. of	Community Care Licensing	2535 Capitol Oaks Drive	Suite 400,450	159	12
Bi-Monthly	Postsecondary Education Commission, CA	Sacramento Midtown - JS 0590	2901 50th Street		90	12
Bi-Monthly	Fair Employment & Housing, Dept. of		2901 58th Street		50	12
Bi-Monthly	Transportation, Dept. of		3810 Rosin Court	Suite 150	79	12
Bi-Monthly	Savings & Loan, Dept. of		5009 Broadway		90	12
Bi-Monthly	Aging, Dept. of		660 J Street	Room 250, 350, 305	9	12
Bi-Monthly	Education, Dept. of	Alcoholic Beverage Control Appeals Board	660 J Street	Suite 443	6	12
Bi-Monthly	Social Services, Dept. of		721 Capitol Mall	Rm 109	181	12
Bi-Monthly	Health Planning & Development, Office of Statewide		11093 Sun Center	Suite 200	190	13
Bi-Monthly	Fish & Game, Dept. of		10834 International Drive		182	13
Bi-Monthly	Employment Development Department		10961 Sun Center Drive		150	13
Bi-Monthly	Employment Development Department		1108 O Street	Room 427 & 2,3 5 floor	120	13
Bi-Monthly	Environmental Health Hazard Assessment, Office of		2750 Gateway Oaks Drive	1st and 2nd floor	187	13
Bi-Monthly	Employment Development Department		2752 Kilgore Road		120	13
Bi-Monthly	Alcoholic Beverage Control, Dept. of		10949 Trade Center Drive		200	13
Bi-Monthly	Alcoholic Beverage Control, Dept. of		801 K Street	10th Floor	200	13
Bi-Monthly	Health Services, Dept. of	CA Commission on Aging	1027 10th Street	Room 260	9	14
Bi-Monthly	Public Employees' Retirement System		10971 Sun Center Drive		200	14
Bi-Monthly	Franchise Tax Board	Dairy Council of CA	1101 National Drive	Suite B	20	14

Bi-Monthly	Employment Development Department	Information Technology Branch	11070 White Rock Road	Suite 185	8	14
Bi-Monthly	Student Aid Commission, CA	Office of Vital Statistics	304 S Street	1st, 2nd, 3rd, Floors	130	14
Bi-Monthly	California State Employees Association		501 J Street	4th & 5th Floor	168	14
Bi-Monthly	Corrections, Dept. of	Public School Construction	1130 K Street	Suite 400	162	15
Bi-Monthly	Franchise Tax Board		1130 K Street	Suite 340	196	15
Bi-Monthly	Emergency Services, Office of	Division of Procurement	1515 S Street	3rd Floor	8	15
Bi-Monthly	General Services, Dept. of		1515 S Street	2nd Floor	50	15
Bi-Monthly	Toxic Substances Control, Dept. of	Nursing Home Administrator Program	1800 3rd Street	Suite 162	7	15
Bi-Monthly	University of CA		401 S Street		65	15
Bi-Monthly	Aging, Dept. of		501 J Street	Suite 300, 3rd floor	250	15
Bi-Monthly	General Services, Dept. of		555 Capitol Mall	Suite 525	23	15
Bi-Monthly	Consumer Affairs, Dept. of		1700 K Street	Suites 150 & 250	90	16
Bi-Monthly	Corrections, Dept. of	Clean Water Programs	2014 T Street		217	16
Bi-Monthly	Consumer Affairs, Dept. of	Disability and Adult Programs Division	3750 Rosin Court	Suite 120	200	16
Bi-Monthly	Fish & Game, Dept. of		1300 U Street		200	17
			t			
Bi-Monthly	Water Resources Control Board, State	Peace Officers Standards and Training	1601 Alhambra Blvd		120	17
Bi-Monthly	Social Services, Dept. of	Fire and Resource Assessment Program	1920 20th Street		25	17
Bi-Monthly	California Earthquake Authority		501 J Street	2nd Floor	250	17
Bi-Monthly	Transportation, Dept. of		11031 Sun Center Drive		300	18
Bi-Monthly	Justice, Dept. of	Respiratory Care Examining Committee	1426 Howe Avenue	Suite 48	11	18
Bi-Monthly	Forestry & Fire Protection, Dept. of	NHDDS	2014 Capitol Avenue		20	18

Bi-Monthly	Forestry & Fire Protection, Dept. of		1625 North 16th Street		280	19
Bi-Monthly	Franchise Tax Board	Logistics Office	11030 White Rock Road		250	19
Bi-Monthly	Corrections, Dept. of	Operations Control	3310 El Camino Avenue	2nd and 3rd Floors	130	19
Bi-Monthly	Air Resources Board	Water	2000 Evergreen Street	Suite 250	280	20
Bi-Monthly	Water Resources, Dept. of		2450 Venture Oaks Way	Suite 400 & 500	170	20
Bi-Monthly	Consumer Affairs, Dept. of	Central District	3251 S Street	Room C-10	80	20
Bi-Monthly	Emergency Services, Office of	CSMT	560 J Street	Room 390	12	20
Bi-Monthly	Water Resources, Dept. of	Middle Grades Office	560 J Street	Suite 170	12	20
Bi-Monthly	Water Resources, Dept. of	State Land Commission	100 Howe Avenue	1st & 2nd Floors	95	21
Bi-Monthly	State Compensation Insurance Fund	Procurement Division	1823 14th Street		175	21
Bi-Monthly	State Lands Commission		1719 24th Street		150	24
Bi-Monthly	Education, Dept. of	Division of Safety of Dams	2200 X Street (DWR)	Suite 200	75	24
Bi-Monthly	Education, Dept. of	CA Unemployment Insurance Appeals Board	2400 Venture Oaks Way	Suite 200 & 300	200	24
Bi-Monthly	Employment Development Department	Nutrition Education Training Section	560 J Street	Rooms 240, 270	20	25
Bi-Monthly	Conservation Corps, CA		700 North 10th Street	Suite 258	110	25
Bi-Monthly	Water Resources, Dept. of		8950 Cal Center Drive	Suite 140	75	25
Weekly	Education, Dept. of		1800 3rd Street	Room 455	304	27
Weekly	Social Services, Dept. of		630 K Street		350	27
Weekly	Health Services, Dept. of		601 North 7th Street		425	28
Weekly	Control, Board of	Real Estate Services Division	1102 Q Street	4th Floor	406	29
Weekly	General Services, Dept. of	Labor Market Information Division	7000 Franklin Blvd	Suite 1100	280	30
Weekly	Pesticide Regulation, Dept. of	Division of Apprenticeship Standards	2424 Arden Way	Suite 160	4	31
Weekly	Social Services, Dept. of		830 K Street	Room L-5	350	31

Weekly	Employment Development Department	Community Care Licensing	8745 Folsom Blvd	Suite 200	20	31
Weekly	Industrial Relations, Dept. of	Employment Training Panel	1100 J Street	4th & 5th Floor	90	35
Weekly	Employment Development Department	Legal Office & General Office	1900 Capital Avenue		200	35
Weekly	Commission on Teacher Credentialing		721 Capitol Mall	Rm 109	534	36
Weekly	Health Services, Dept. of	Office of Aids	611 North 7th Street		100	38
Weekly	Employment Development Department		11037 Trade Center Drive	2nd Floor	125	39
Weekly	Community Colleges, CA		1102 Q Street	3rd Floor	180	40
Weekly	Health Planning & Development, Office of Statewide	Managed Risk Medical Insurance Board	818 K Street	Room 200	156	40
Weekly	Transportation, Dept. of	South Natomas Office, District 3	2800 Gateway Oaks Drive		200	42
Weekly	Teachers' Retirement System, State		7667 Folsom Blvd.		450	42
Weekly	Alcohol & Drug Programs, Dept. of	Business Services Office	1700 K Street	Entire Building	320	43
Weekly	Student Aid Commission, CA		3300 Zinfandel		620	45
Weekly	Health, Dept. of		630 N Street		629	45
Weekly	Youth Authority, Dept. of the		4241 Williamsborough Drive	Suite 012, 201	353	47
Weekly	Corrections, Dept. of		1900 Alabama Street	Building 1960	350	54
Weekly	Rehabilitation, Dept. of		2000 Evergreen Street	1st Floor	110	56
Weekly	Health Services, Dept. of		591 North 7th Street		316	60
Weekly	Health Services, Dept. of		651 North 7th Street		200	60
Weekly	Housing & Community Development, Dept. of		1800 3rd Street	3rd Floor	721	67
Weekly	Legislature	Legislative Data Center	1100 J Street	1st , 2nd , 3rd, 6th, and 7th Floors	300	73
Weekly	Transportation, Dept. of		1820 Alhambra Boulevard		1442	93

Weekly	Transportation, Dept. of		1801 30th Street		1590	95
Weekly	Transportation, Dept. of		1727 30th Street		720	120
Weekly	Franchise Tax Board		9645 Butterfield Way		3000	164