



Request for Proposal, Secondary
2007-2008 Statewide Waste
Characterization Study,
IWM06045

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SECTION I OVERVIEW

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

CIWMB Contact California Integrated Waste Management Board
Physical Address: 1001 I Street,
Sacramento, CA 95814
CIWMB Contracts Unit, MS-19A
Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A
Phone: (916) 341-6105
FAX: (916) 319-7582
EMAIL: contracts@ciwmb.ca.gov

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

Service Need

The Board has recognized the need for periodic statewide waste characterization studies as part of its 2001 Strategic Plan. Up-to-date information on the types and amounts of materials disposed in the state's waste stream is essential for solid waste planning, assessment of waste diversion activities, and market development for recovered materials. Periodic studies provide information on how the waste stream changes over time, and provide opportunities to gather new information on materials of concern as they are identified.

The contract consists of conducting a comprehensive statewide waste characterization study to gather accurate, representative data on the disposed waste stream. The objectives of this study are to quantify and characterize materials disposed in the state's waste stream from residential, commercial/industrial, and self-haul sectors. Each sector shall be characterized separately. This will be accomplished by taking samples of waste at disposal facilities (landfills and transfer stations) from garbage trucks and self-haulers and sorting them into various material types. Vehicle surveys will also be conducted at disposal facilities to gather data on the contribution of each sector to the overall waste stream. Data from each sector will be combined to determine the overall statewide disposed waste composition.

In order to compare data over time, the study will be performed in a manner consistent with the Board's 2003-2004 Statewide Waste Characterization Study (report available at <http://www.ciwmb.ca.gov/Publications/default.asp?pubid=1097>). The budget for this study is larger than for the 2003-2004 study, therefore more samples and more sampling sites can be accommodated. Since sampling in rural areas can be problematic due to small facilities and fewer sampling opportunities, special attention and effort will be focused on sampling in rural areas to ensure the best data possible is obtained. Another objective of the study is to gather information on the amount of MRF (Materials Recovery Facilities) residuals disposed at landfills, as part of the vehicle survey and interviews of facilities during recruiting of sampling sites.

OVERVIEW CONT.

Service Need Cont. Finally, an important objective of this study is to obtain more precise data on special materials in the waste stream such as tires, electronic waste, household hazardous waste, and possibly other materials. These materials occur infrequently in the waste stream, and data collection and analysis methods that work well for most materials in the waste stream may not work as well for these materials. This contract includes a research task to design methods, gather data, and analyze data on these special materials to get the most reliable estimate possible for their amount in the waste stream.

Contract Budget Subject to the availability of funds and approval by the Board, there is a current maximum budget of \$500,000 (five hundred thousand dollars).

The CIWMB reserves the right to amend the budget for this Agreement as needs arise.

Payment Withhold The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task.

The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of the CIWMB.

Liquidated Damages The selected Contractor, to receive award of this agreement, will be subject to liquidated damages if required deliverables (i.e., reports) are not submitted by the due date(s) outlined in the Scope of Work.

The damages will be equivalent to five percent (5%) of the budgeted amount for each task not completed in the required timeframe.

Contract Term The term of this Agreement will span approximately 23 months and is expected to begin in late May or early June 2007.

The CIWMB reserves the right to amend the term of this Agreement as needs arise.

Process Type Request for Proposal (RFP), Secondary Method.

Process Schedule This process will be conducted according to the following tentative schedule:

Advertisement Date	March 9, 2007
Written Questions Due by 5:00 pm	March 22, 2007
Submittal's Due by 2:00 pm	April 17, 2007
Post Notice of Intent to Award	May 1, 2007

SECTION II**RULES AND CONDITIONS**

Introduction

There are conditions that this RFP, submitting Proposers, proposals and resulting Agreements are subject to and/or required to comply with.

Commitment

Upon submittal of a Proposal, the Contractor has committed to comply with the following requirements:

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

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

The CIWMB is not committed to award an Agreement resulting from this RFP.

Antitrust Claims

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

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

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

Contractor's Cost

All costs resulting from the contractor's participation in the RFP process are at the firm's expense.

No costs incurred by the contractor participating in the RFP process will be reimbursed by the CIWMB.

RULES AND CONDITIONS CONT.

Information

All information obtained or produced during the course of the Agreement will be made available to the CIWMB.

Any information that the proposer deems confidential, must so be marked prior to submission to the CIWMB.

The CIWMB will hold information deemed confidential by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

The RFP includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the RFP. All questions, including those concerning terms and conditions, must be submitted in writing either by mail, fax, or e-mail to the CIWMB Contact as listed in Section I at the time outlined in Section I Process Schedule . The questions and answers will be published in an Addendum to the RFP (see below, Addenda).

Addenda

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

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to the CIWMB prior to the deadline for submission of written questions. The CIWMB will issue addenda to address such issues.

Modification of Submittals

A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:

- Provide a written request
- Identify the requesting individual and their association to the proposer

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

Errors in Submittals

An error in a Proposal package may be cause for rejection of that proposal.

The CIWMB may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.

Unreliable List

Any contractor or subcontractor currently of the CIWMB Unreliable list, is ineligible to apply for or participate in this contract.

Negotiating State Contracts

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

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

Electronic Waste Recycling

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the agreement, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

RULES AND CONDITIONS CONT.

Small Business (SB) Preference

Any Proposer competing in this process as a California Certified SB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Proposer's are encouraged to provide a copy of the OSDS certification with the proposal package.

Subcontractors

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

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

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

SECTION III**PROPOSAL SUBMITTAL REQUIREMENTS**

Introduction

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

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

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

Deadline

The proposal package must be received by the CIWMB, at the address listed in Section I, Overview by 2:00 p.m. on Tuesday, April 17, 2007.

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

Addressing

The proposal package must clearly state that it is in response to this RFP and note the RFP number listed with the direction of "Mailroom – do not open."

Number of Copies

The Proposer is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original"
- Four (4) bound, hard copies marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. Entire proposal, including any attachments, must be saved as a single document.

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

Document Printing

All documents must be submitted double-sided on paper with a minimum of 30% post-consumer recycled content fiber.

Table of Contents

The information must be organized as presented with corresponding page references.

Summary

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

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Methodology

Provide a brief narrative of the methods to be employed by the contractor to accomplish the project objectives.

These methods must have sufficient detail to allow the CIWMB to evaluate those methods and should address all tasks and items in the description of work (Section IV).

Things potential contractors need to keep in mind when responding to this RFP:

- Proposals should describe how the objectives will be met, the approach the contractor will use to gather representative data, and not only what work will be performed, but how the work will be performed, especially regarding sample numbers and sites and field work. Examples of information that could be included are: protocols, number of field staff and supervisors to be on-site, and role of each; training and supervision of sorters and vehicle surveyors; etc.
 - The tasks described in the Description of Work outline a general approach for meeting the requirements; however, alternative approaches for some or all of the tasks may be proposed if they meet or exceed the requirements for statistically robust data and result in data comparable to the 2003-04 study, and this is adequately demonstrated in the proposal.
-

Organization

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

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

Qualifications and Resources

The prospective contractor, and/or Proposer's team (if subcontractors have been identified in the Proposal), must have the experience, qualifications, and resources to perform the required tasks of the project, including:

- Overall knowledge and experience in performing successful disposal characterization studies, preferably statewide or other large-scale studies
- Experience in developing a statewide disposal characterization study that is statistically representative (study design)
- Experience in collecting accurate disposal characterization data (field work)
- Experience in quantifying the major waste sectors that will be used in the statewide disposal characterization study
- Experience in developing and following Health and Safety Plans and ensuring proper training for field staff
- Experience and qualifications in data analysis procedures to develop representative compositions and statewide data
- Ability to complete all of the tasks in the Description of Work within the deadlines
- Ability to research and develop methodology for this project.

Project Manager. Identify one individual on the Proposer's project team who will manage the contract work. Include a thorough description of his/her experience, knowledge, and educational background that demonstrates his/her abilities and expertise to perform the activities of this RFP. The selected Contractor will not substitute the Project Manager without prior approval of the CIWMB Contract Manager. The Proposer may name subordinate managerial staff as well.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Qualifications and Resources Cont.

Proposals will be evaluated and scored based on the experience, qualifications and resources of the prime and any subcontractors identified in the proposal.

Each proposal must include a description of the resources to be used on the project, including a listing of key personnel who will perform the activities described in this RFP. Include information that demonstrates each individual or team member's abilities to perform the work. The proposals must include resumes or descriptions for the Project Manager, key personnel and subcontractors that include:

- Experience, including summary of similar work
- Knowledge and expertise
- Educational background
- Appropriate licensing and/or certificates
- Tasks to be performed and number of hours

Those identified in the proposals as being responsible for the work must actually perform the work.

The contractor should anticipate meeting at least 3 times with the CIWMB's Contract Manager in Sacramento throughout the term of this contract.

References

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

The CIWMB reserves the right to seek references in addition to the client references provided by the Proposer, as it deems necessary.

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

Samples of Written Work

The Proposer's team must include a copy of a verifiable written work that is similar in nature to the proposed project and deliverables.

Contract Eligibility

The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.

Licenses

The Contractor shall be an individual or firm licensed to do business in California. Required documentation includes the following as applicable:

- A copy of the Proposer's county/city issued license with proof of expiration date, must be included with the Proposal submittal.
- Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Proposers must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract.

There are no professional licensing requirements for this RFP.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Small Business (SB) Participation

The CIWMB expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California OSDS Certified SB that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified OSDS SB, as defined in Section V, Definitions and Terms, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet these goals and has been unable to secure a certified OSDS SB, a Demonstration of Good Faith Effort must be completed and submitted with the proposal.

Disabled Veteran Business Enterprise Participation (DVBE)

The CIWMB expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified OSDS DVBE, as defined in Section V, Definitions and Terms, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet these goals and has been unable to secure a certified OSDS DVBE, a Demonstration of Good Faith Effort must be completed and submitted with the proposal.

Enterprise Zone Act (EZA)

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

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

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

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

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

**Target Area Contract
Preference Act
(TACPA)**

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

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

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

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

**Local Agency Military
Base Recovery Act
(LAMBRA)**

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

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

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

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

SECTION IV**COST PROPOSAL SUBMITTAL**

Evaluation

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

Cost Breakdown

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet. **Note** that the Cost Proposal Sheet requires a line item cost by task and additional cost details for Task 3, including Marginal Sample Cost, Roofing Sample Cost, and Gate Surveyor Cost.

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

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

The costs/rates identified on the cost breakdown may not be changed and will remain in effect for the life of the agreement.

Travel and Per Diem

Lodging, food, and incidental expenses on trips in support of services will be reimbursed at the following State per diem rates per 24 hour day for the length of the contract. All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq..

- Lodging – up to a maximum of \$84 per day
 - Meals (breakfast, lunch and dinner) – up to a maximum of \$34 per day
 - Incidentals – up to a maximum of \$6 per day.
 - Coach airfare, mid-size/economy rental cars, and fuel – actual costs verified by bills or receipts. First Class or Business Class air travel is not allowed.
-

SECTION V**EVALUATION AND SELECTION**

Introduction

The CIWMB will perform a Pre-Qualification Evaluation process to ensure that the Proposer has included all required documentation in the Proposal submittal.

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

Those Proposer's submittals that pass this review will be forwarded to the Selection Committee for Evaluation.

Selection Process

The Selection Committee will evaluate and score all proposals, passing the Pre-Qualification Evaluation, utilizing the Scoring Criteria identified in this RFP.

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

Oral Interviews

The CIWMB does not plan to hold Oral interviews for this RFP.

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

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

Failure to attend the interview by the Proposer will be grounds for removing the Proposer from the remainder of the process.

Grounds for Rejection

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.

Additionally, a proposal may be rejected if:

- It is received after the due date and time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP
- The Proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Proposer has received a substantive negative contract performance from the State
- Any items required by the RFP are not included with the submittal

No proposal may be rejected arbitrarily or without reasonable cause.

Award of Agreement

Award of this Agreement will be to the highest ranking responsible Proposer meeting all of the RFP requirements.

In the event of a tie, the CIWMB may utilize a tie breaker to determine the winning Proposer.

The CIWMB reserves the right to not award an Agreement.

Notice of Intent to Award

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

Notice of the intent to award will be posted on the CIWMB's website at www.ciwmb.ca.gov/contracts and at the headquarters building noted in Section I.

EVALUATION AND SELECTION CONT.

Rejection of Award If the Proposer fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, the CIWMB may deem that the Proposer has rejected the award.

The CIWMB reserves the right to disqualify the awardee and award the Agreement to the next highest ranked Proposer.

Proposer Notifications The CIWMB will notify all Proposers of the outcome of their proposal submittals, prior to posting the notice of intent to award.

Protest of Award A Proposer may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed within the five (5) day period of the notice of intent to award timeframe.

Within five (5) days of the initial protest filing, the Proposer must submit a detailed written statement with information that supports that the Proposer would have been awarded the contract and the grounds for that position.

The Agreement will not be awarded until a decision has been made on the filed protest.

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

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

California Integrated Waste Management Board
Attn; Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7582
Email contracts@ciwmb.ca.gov

Work to be Performed Work to be performed includes the following:

- designing a cost-effective approach to data collection
- identifying, recruiting, and coordinating with facilities to be sampling sites
- performing all field work including selecting and sorting samples, conducting vehicle surveys, and recording field data
- conducting a separate research task for special materials as described in Part I above and Task 4 below
- data entry and analysis
- preparing and submitting regular progress reports and interim data to the Board's contract manager during the project
- preparing a final report and presenting the results at one or more Board meetings.

The same 5 geographical regions used in the 2003-2004 study will be used again. It is expected that 5 sites in each region will be used for sampling, and at least 250 samples will be characterized from each of the 3 sectors. Proposals may recommend modified sample numbers and sites based on the method proposed by the contractor to obtain statistically valid statewide composition data. All composition samples will be physically sorted, except where impractical and visual sorting is more appropriate (for example, some construction and demolition waste, or for health and safety considerations).

Sampling will be conducted during 4 seasons and it is anticipated that sampling will occur as follows: winter (January 2008), spring (April 2008) summer (July 2008); and autumn (October 2008). The Board's standard list of 67 material types will be used for sorting (available at <http://www.ciwmb.ca.gov/WasteChar/MatCategory.htm>), with approximately 20 additional specialized types added.

The residential waste stream shall be sub-divided into single family sources and multi-family sources. Multi-family samples will be collected at the site of generation (e.g., apartment buildings), therefore multi-family sites must be selected and recruited by the contractor. Data for the subsectors will be combined to develop the overall residential sector data. The self-haul waste steam shall be sub-divided into residential sources and commercial sources. Waste composition data for the subsectors will be combined to develop the overall self-haul sector data.

Data will also be collected to determine the percent of the state's waste stream that is from residential, commercial/industrial, and self-haul sources, as well as statewide tonnage disposed by each of these sectors. It is anticipated that surveys of incoming vehicles will be conducted at the gate of each facility used for composition sampling, on the same days as sampling, and that a minimum of 50 survey days will be included in the study. However, additional vehicle survey data will also be collected to investigate various methods of collecting data. At least 15 additional facilities will be identified by Board staff for additional data collection through vehicle surveys only, not composition sampling. These facilities will generally consist of the sites in each region receiving the highest tonnage of waste in the region.

A small pilot study will also be conducted on determining the presence of asbestos in roofing loads. It is anticipated that at least 10 samples from these loads will be collected and subjected to laboratory analysis at an accredited laboratory to be approved by the Board's contract manager.

DESCRIPTION OF WORK CONT.

Work to Be Performed Cont.

For a portion of the loads analyzed (portion not to exceed 25%), a general assessment will be made on the divertibility of commonly recoverable materials found in the sample. This may include assessing contamination of materials or other factors that could affect divertibility.

To meet the requirements and to fulfill the terms of this contract, the contractor shall complete the following six tasks. The Board, in agreement with the contractor, may modify the work plans based on new information gathered during the contract term. Additional related tasks may be added if the Board approves a funding augmentation.

Tasks

Task 1: Study Design

The contractor shall design a sampling study to develop statewide representative disposal composition and quantity data for the residential, commercial/industrial, and self-haul sectors of the waste stream. The contractor shall prepare a study design document describing in detail the work that will be performed to achieve the objectives of the study. The study design shall include:

- description of the overall approach to achieve study objectives
- methodology for selecting and recruiting sampling sites
- sampling plan including number of samples allocated to sectors, sites, and regions
- plan to address sampling problems that may be encountered in rural areas
- vehicle gate survey plan
- field methods including health and safety measures, training and supervision of sorters/surveyors, and method for selecting and characterizing samples
- general contingency plans to address unforeseen circumstances that may delay or adversely affect the study
- data management and analysis plan
- quality control procedures for all parts of the study.

The Board will provide the following information to the successful bidder after contract award in order to finalize the study design:

- annual total amount disposed statewide and in regions used for the study
- annual total amounts disposed at disposal facilities used in the study
- population estimates for jurisdictions, counties, regions, and the state as a whole
- list of active disposal facilities from which to choose sampling sites and
- final list of material types to be sorted.

The contractor will prepare and submit a copy of the preliminary draft study design to the Board's contract manager as soon as possible, not to exceed 60 calendar days after contract approval. Board staff will review this plan, and the contractor will make required changes in the final plan and submit to the Board's contract manager within 30 days of receiving comments.

DESCRIPTION OF WORK CONT.

Tasks Cont.

Task 2: Site Selection and Schedule

The contractor will be responsible for identifying, selecting, and recruiting all disposal facilities to be used as sampling and vehicle survey sites (anticipated to be a minimum of 25). Board staff will provide a list of active disposal facilities from which to choose sampling sites. The contractor shall develop a questionnaire for interviewing facilities to determine suitability as potential sampling sites. This questionnaire shall be reviewed and approved by the Board's contract manager before recruiting begins.

During the facility interviews, the contractor shall also conduct a short survey of each facility to gather information on particular materials that may be disposed there, such as biosolids, food processing waste, MRF residuals, agricultural plastic, and other materials.

In addition to the sites recruited by the contractor for composition sampling and vehicle surveys, Board staff will identify at least 15 additional sites to be used for vehicle surveys only. To be consistent with the method used in the 2003-2004 study, sampling and surveying sites chosen by the contractor should be by random selection. The additional sites identified by Board staff will generally consist of the sites in each region that receive the most tonnage of waste. Resulting data from the two groups of sites will be analyzed and compared by the contractor in order to determine any differences in the two methods of selecting sites.

The contractor shall also recruit all sites (e.g., apartment complexes) to be used for the generator-based multi-family residential sampling portion of the study. In developing sampling schedules, the contractor shall identify and take into consideration special circumstances in rural areas that may require more time and effort to collect representative samples.

Once all sites have been recruited, the contractor shall submit a list of disposal facility sites selected, with operator cooperation obtained, to the Board's contract manager at least 45 calendar days prior to the first field sampling. This list shall include a tentative schedule of which sites will be used in each season. Subsequently, for each season, the contractor shall submit the list of facilities and scheduled field days at each site at least 30 calendar days prior to the beginning of field sampling. This document shall include an overall schedule for fieldwork, describing start-up tasks, travel, set-up, and sorting days, and number of samples from each sector/subsector to be characterized at each site.

The contractor shall be prepared for dealing with special logistical needs such as sampling at transfer stations that have material recovery activities, landfills with special diversion programs, etc. Field activities will be coordinated to maximize efficiency and minimize cost.

Task 3: Field Sampling and Sorting and Vehicle Surveys

The contractor will conduct all field sampling/sorting of waste and vehicle surveys as the contractor outlined in its study design to obtain statewide waste characterization data. This includes coordinating activities with all facilities used in the study. The contractor shall be responsible for having a health and safety plan and ensuring it is followed by all field personnel.

DESCRIPTION OF WORK CONT.

Tasks Cont.

For each load sampled, the contractor will collect data on the jurisdiction and sector of origin, truck type, and any notes or unusual circumstances. For self-haul loads, the subsector of origin will also be determined to be residential, general commercial/industrial, construction and demolition, roofing, landscaper, or other. Only one sample will be taken from each truck selected for sampling. The contractor will include field-sorting data for each sample (weight of each material type in the sample) and total sample weight.

All samples will weigh at least 200 pounds. Any samples weighing less than 200 pounds will not be accepted as fulfilling the contract (except as described below for self-haul samples), and the Board's contract manager will have the discretion to withhold an appropriate amount of payment for each light sample. Since self-haul loads vary greatly in size, what constitutes a "self-haul" sample depends on the size of the load brought in by the self-hauler. If the load weighs over 250 pounds, then a sample of at least 200 pounds shall be collected and sorted. If the total load weighs from 175 to 250 pounds, the entire load is to be sorted as a sample. This is the only circumstance in which samples less than 200 pounds will be acceptable. If the total load weighs less than 175 pounds (as do many passenger car loads), then additional loads from the same class of vehicle and type of origin must be collected until the total weight exceeds 200 pounds. The combined small vehicle loads would then be counted as one sample.

The contractor will take a photograph of each sample before sorting (digital photos are preferred). The contractor will provide all equipment needed for fieldwork, including health and safety equipment. Board staff and possibly other interested parties will observe some of the sorts.

Through vehicle surveys and possibly other data collected from sample sites, the contractor shall determine the percentage of the waste stream that is from residential, commercial/industrial, and self-haul sources. Data will be collected to determine how much of the residential waste stream comes from single-family and multi-family sources, and to determine regional and statewide residential per capita disposal rates. The contractor shall further classify the self-haul sector into residential, construction and demolition (C&D), roofing, landscaper, general commercial/industrial (other than C&D, roofing, and landscaper), and possibly other sub-sources as identified by Board staff. The percent each of these sub-sources contributes to the self-haul waste stream shall be estimated by the contractor. During the vehicle survey data shall also be collected on loads of MRF residuals delivered to the facility.

For at least 10 roofing loads encountered in the study, samples of the loads will be collected, set aside, and later submitted for laboratory analysis for asbestos. The laboratory used by the contractor shall be accredited and approved by the Board's contract manager.

The "Leaves and Grass" material type listed in the "Other Organic" category will be sorted according to the type description, and the portion of leaves and the portion of grass will be estimated visually.

For a portion of the loads analyzed (portion not to exceed 25%), a general assessment will be made on the divertibility of commonly recoverable materials found in the sample. This may include assessing contamination of materials or other factors that could affect divertibility. The contractor will take photos of sorted materials in some of these loads to show examples of the condition of materials in loads sampled.

DESCRIPTION OF WORK CONT.

Tasks Cont.

For multi-family generator sampling (apartment buildings), all bins at the site shall be inspected to determine whether any substantial differences exist among bins, and if so, subsamples will be taken to ensure a representative sample. Sample volume shall also be measured. Information shall also be collected at multi-family sampling sites to develop a statewide multi-family disposal rate (tons per unit per year). This shall include confirmation of number and size of waste bins at the site, visually estimating fullness of bins, sample collection and bin observations on an appropriate day to obtain representative data, and other pertinent information as determined during study development.

The contractor shall implement measures to ensure the accuracy of the data collected, including how data will be recorded and checked in the field.

The contractor shall prepare contingency measures to deal with logistical, equipment, weather, or other problems encountered in the field, including refusal of cooperation by facilities, or other unforeseen circumstances. These measures may include conducting make-up days to collect required data if necessary.

During field sampling operations, the contractor shall prepare and submit to the Board's contract manager weekly reports containing the following:

- Final schedule/sampling plan for the upcoming week;
- Summary of sampling completed during the previous week, including numbers and locations of samples characterized for each sector and/or subsector and number of vehicle surveys completed;
- Copies of all field sheets and photographs taken for the previous week's work;
- Reports of any problems, contingency measures taken, or significant findings encountered; and
- Recommendations for adjustments for field procedures, sites, or general study design, if needed.

Not more than 30 calendar days after the end of field operations for each season, the contractor shall prepare and submit to the Board's contract manager a preliminary report summarizing all samples completed, including numbers and locations of samples characterized for each sector and/or subsector, number of vehicle surveys completed, and a description and explanation of any differences between the final sampling plan and actual field sampling performed.

Task 4: Special Materials Research Project

The goal of this task is to develop the most reliable estimates possible for the amount of special materials in the waste stream including tires, electronic waste, household hazardous waste, and possibly other materials. In general, the activities that would be included in this task include:

- researching current data and information available for these special materials
- investigating methods that may be appropriate for gathering data to improve estimates of these materials in the waste stream
- include information for California as well as other states and possibly other countries in the research
- summarize data and methods available and report this to the Board's contract manager
- develop data collection plan and data analysis plan to recommend to Board staff, discuss with staff and obtain approval
- conduct data collection, data entry, and analysis
- include results in final report described below.

DESCRIPTION OF WORK CONT.

Tasks Cont.

This task may involve coordinating data collection with other work performed for this contract. If so, work for this task shall be described in the documents to be submitted to Board staff as described for the tasks above. The final product should be the best estimate possible of the amounts of these materials in the waste stream, description of advantages or limitations of the data, assessment of how well the research project achieved the goal, and recommendations for further work if needed.

Task 5: Data Entry and Analysis

The contractor shall perform all data entry and analysis, and shall prepare and submit to the Board's contract manager a proposal of quality control measures to ensure the accuracy of the data entered and reports generated by the spreadsheet/database (this can be included in the Study Design document). Any errors or discrepancies in data discovered during quality control activities will be resolved by the contractor. The contractor will enter all data collected into spreadsheets or a database compatible with the Board's computer system, with format and software to be approved by the Board's contract manager.

At least 30 calendar days prior to commencement of data entry for the first season, the contractor shall submit sample printouts displaying database and/or spreadsheet format to the Board's contract manager for approval.

The contractor will aggregate data and perform standard statistical analysis for each sector and subsector to determine average composition, standard error, and confidence interval at the 90% confidence level. The entities for which this composition data should be reported are as follows: residential single-family subsector, residential multi-family subsector, overall residential sector; overall commercial/industrial sector; residential self-haul subsector, commercial self-haul subsector, and overall self-haul sector; overall statewide composition (all sectors combined). Possibly some specialized statistical analyses may be required by the contractor to assess sources of variability, such as seasonal and/or regional differences.

The contractor shall submit to the Board's contract manager an electronic copy of the following:

- database/spreadsheets containing data for each sample grouped by subsector and/or sector where appropriate. Data should include sample ID number, facility, date, sample weight, weight of each component, truck type, sector/subsector and jurisdiction of origin and any notes
 - average composition and statistical data for each subsector and sector for which composition data was collected
 - vehicle gate survey data, including analysis and comparison of data from the two groups of sites as described in Task 2 above
 - database/spreadsheets containing data for the special materials gathered from the research study in Task 5.
-

DESCRIPTION OF WORK CONT.

Tasks Cont.

Task 6: Final Report and Presentation of Results

All data collected through this study will be submitted to and become the property of the Board. The contractor will prepare and provide to the Board's contract manager both a preliminary draft and final comprehensive report describing study design, field methods, data analysis, significant findings, and data tables and charts. The report must meet the Board's publication standards, and these standards as well as templates and other tools will be made available to the contractor upon request. The report and data will be submitted in both paper and electronic formats.

Prior to preparing the comprehensive report, the contractor shall submit to the Board's contract manager for approval an outline of the final report, including draft or example tables and graphs.

The final report shall incorporate any changes from the preliminary report requested by the Board's contract manager. The final report shall include:

- An executive summary briefly describing the background, scope, purpose, study design, field methods, and results of the study;
 - An introduction including project background, the purpose and objectives of the study, and a description of how the study was conducted;
 - A description of the study design used and how it was developed, including statistical background or methods used, site selection process, final sampling sites and numbers of samples taken at each, appropriate maps, explanation of any differences between the final plan and actual sampling done, and any significant problems or significant findings of this part of the project;
 - A description of how fieldwork was conducted, describing the step-by-step process of how samples were selected, collected, sorted, and weighed, and how all other field data was collected for disposal facility sampling.
 - A description of how data was collected to estimate the percent and quantity of the residential, commercial/industrial, and self-haul sectors in the statewide waste stream.
 - Include explanations for any special circumstances, changes in plans or techniques, and any significant findings;
 - Results for all parts of the study, including the following:
-

DESCRIPTION OF WORK CONT.

Tasks Cont.

Waste composition tables, showing for each material type and category, the average percent, standard error, confidence interval at the 90% confidence level, and estimated statewide tonnage. The number of samples characterized should also be shown. Tables should be included for:

- Single-family residential subsector
- Multi-family residential subsector
- Overall residential sector
- Commercial/industrial sector
- Residential self-haul subsector
- Commercial self-haul subsector
- Overall self-haul sector
- Overall statewide composition

NOTE: The contractor will also provide to Board staff these tables for each region, although they need not be included in the final report.

- A table showing the number of samples characterized for each sector and subsector at each facility, to show the distribution of samples
- Explanation of how data was aggregated to develop compositions for each subsector, sector, and for the statewide overall composition;
- Statewide percent and estimated tonnage for each sector and subsector; and
- Statewide and regional per capita residential disposal rates and statewide multi-family per unit disposal rate.

The contractor shall also include a discussion of new information obtained on field methods and study design, and recommendations for improving future studies.

The contractor will also present the results of the study at public meetings as required, (e.g., CIWMB Committee, Board, etc.), not to exceed 3 meetings.

Periodic Consultation With/And Reports to Board Staff

The contractor shall confer with the Board's contract manager and other Board staff assigned to the statewide waste disposal characterization study as necessary and contractor must receive approval from the Board's contract manager before implementing each major phase of the project. Payment for all deliverables is subject to final approval by the Board's contract manager. Specific tasks are outlined above and deliverables are outlined in the following section.

DESCRIPTION OF WORK CONT.

Tasks Cont.

CONTRACT/TASK TIME FRAME

NOTE: Deliverables are briefly listed in the table below. See description of each task for full description of what should be included in each deliverable.

DELIVERABLES	DUE DATES
<p>TASK 1: Study Design</p> <ul style="list-style-type: none"> • Preliminary Draft Study Design • Final Study Design 	<p>As soon as possible after contract approval, not to exceed 60 calendar days</p> <p>30 calendar days after contractor receipt of Board requested changes</p>
<p>Task 2: Sample Site Selection and Schedule</p> <ul style="list-style-type: none"> • List of disposal facility sites selected, with operator cooperation obtained, and tentative schedule of which sites used in each season • For each season, list of facilities to be used, scheduled field days, overall field work schedule, and the number of samples from each sector/subsector to be characterized at the site 	<p>45 calendar days prior to initiation of field sampling (approx. 11/15/07)</p> <p>30 calendar days prior to initiation of field sampling for each season – approximate dates are 12/1/07, 3/1/08, 6/1/08, and 9/1/08</p>
<p>Task 3: Field Sampling/Sorting</p> <ul style="list-style-type: none"> • Weekly reports during field sampling operations • Preliminary report upon completion of field operations for each season 	<p>Each week during field operations</p> <p>30 calendar days following end of each season as defined in Task 1</p>
<p>Task 4: Special Materials Research Project</p> <ul style="list-style-type: none"> • Summary of current data available and potential data collection methods • Data collection and analysis plan • Final results 	<p>Tentatively, 60 days after contract approval</p> <p>Tentatively, 120 days after contract approval</p> <p>To be included in final report as described for Task 6 below</p>
<p>Task 5: Data Entry and Analysis</p> <ul style="list-style-type: none"> • Sample printouts displaying database and/or spreadsheet format prior to data entry • Electronic and paper copy of database/spreadsheets containing data for each sample grouped by sector and/or subsector where appropriate • Electronic and paper copy of average composition and statistical data 	<p>At least 30 calendar days prior to commencement of data entry, but no later than December 1, 2007</p> <p>For each item listed, data shall be reported for each season as well as for the entire study. Winter season data is due March 31, 2008; spring season is due June 30, 2008; summer season is due September 30, 2008; autumn season data is due December 31, 2008. Data for the combined seasons is due January 21, 2009.</p>
<p>Task 6: Final Report and Presentation of Results</p> <ul style="list-style-type: none"> • Outline of final report • Preliminary draft comprehensive report • Final report • Presentation of results of the study at public meetings as required (not to exceed 3 meetings) 	<p>December 1, 2008</p> <p>February 1, 2009</p> <p>March 15, 2009</p> <p>April or May 2009 Committee or Board meetings</p>

DESCRIPTION OF WORK CONT.

Control of Work

1. The CIWMB Contract Manager has the authority to determine the quality and acceptability of the following:
 - Work to be performed
 - Rate and progress of the work
 - Fulfillment of the services provided by the Contractor
 - Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CIWMB Contract Manager when the Contractor fails to complete orders required by this Agreement.

2. The Contractor will designate a Project Manager who holds the following authority:
 - Act as the Contractor's Representative for work to be provided under this Agreement
 - Act as the Contractor's Representative regarding contractual matters relating to this Agreement

If during the course of the Agreement, it is deemed necessary to replace the Project Manager, CIWMB Contract Manager approval is required.

SECTION VII DEFINITION AND TERMS

General	<p>Unless the context otherwise requires, wherever in this RFP or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.</p> <p>Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.</p>
Abbreviations	<p>ADA Americans with Disabilities Act CAL EPA California Environmental Protection Agency CCR California Code of Regulations DVBE Disabled Veteran Business Enterprise EPA Environmental Protection Agency (Federal Government) GC Government Code CIWMB California Integrated Waste Management Board PCC Public Contract Code RFP Request for Proposals SB Small Business SOW Scope of Work OSDS The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)</p>
Agreement	<p>The written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the RFP, Proposal, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.</p>
Board	<p>Members of The California Integrated Waste Management Board.</p>
Board Staff	<p>Staff of the California Integrated Waste Management Board involved in the implementation of this contract or representatives of Consultant to the California Integrated Waste Management Board as designated in the Work Orders.</p>
Cal EPA	<p>The California Environmental Protection Agency</p>
CIWMB	<p>The California Integrated Waste Management Board.</p>
Consultant	<p>The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with the Board to provide work pursuant to this RFP or his or their legal representatives.</p>
Contract	<p>A legally binding agreement between the state & another entity, public or private, for the provision of goods or services.</p>

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

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

Director The Executive Director of the California Integrated Waste Management Board, or his/her designees. Any references to Executive Officer shall mean the Executive Director and/or designated officer.

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

Legal Holidays Those days designated as State holidays in the Government Code.

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

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

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

State The State of California.

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

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

ATTACHMENTS

Cost Proposal Sheet
2007-2008 Statewide Waste Characterization Study
IWM06045

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

Contractor/Company Name: _____

Task #	Personnel Services: (Do not include travel or overhead) estimated # of hrs needed for contract services multiplied by the individual or position rates per hr.. (Include name/position title and hours)				Fringe Benefits (Identify fringe benefit costs citing actual benefits or as a percentage of personal services costs)	Operating Expenses (operating expenses related to the services provided in this agreement, including rent and supplies, as applicable)	Equipment Costs (Include a description of equipment)	Travel Expenses (Include travel expenses and per diem. Rates are set at the rate specified by DPA for excluded employees)	Overhead (This information must be provided)	Other (any other specific breakdown required to sufficiently explain the budget costs)	Total by Task
	Name/ Position	\$/Hr	Hrs	Total \$							
1											
2											
3											
4											
5											
6											
Total by Line Item	(Sum of Total \$)										GRAND TOTAL

TASK 3 Additional Cost Detail

Marginal Sample Cost:

A. MSW Sample: \$ _____

B. Roofing Sample: \$ _____

Gate Surveyor Cost (per surveyor day): \$ _____

Acknowledgement/Authorization

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

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

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

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

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

Name & Title of Authorized Representative:	_____	Contractor Name:	_____
Address:	_____	Telephone #:	_____
City, State Zip:	_____	Email:	_____
Signature of Authorized Representative:	_____	Date Signed:	_____

Proposal Scoring Sheet
2007-2008 Statewide Waste Characterization Study
IWM06045

To qualify, the bidder **MUST** achieve the minimum score identified for EACH section below **AND** achieve a minimum overall score of 130.

Contractor/Company Name: _____

Criteria	Maximum	Minimum	Score Recv'd
1. Overall approach and organization	<u>15</u>	<u>12</u>	_____
a. Format of proposal. (5)			
b. Overall approach and understanding of problems, issues and required tasks. (5)			
c. Addresses all items in RFP. (5)			
2. Methodology	<u>50</u>	<u>40</u>	_____
a. Soundness of proposed methodology and field procedures. (10)			
b. Effectiveness of proposed methodology and field procedures. (10)			
c. Clear detailing of the project work plan. (10)			
d. Number of samples/distribution of sampling to ensure representative data. (10)			
e. Feasibility of work plan and schedule with proposed staffing. (10)			
3. Qualifications/Resources (References may be consulted)	<u>40</u>	<u>32</u>	_____
a. Assigned staff's knowledge, education, and experience in similar projects. (10)			
b. Similarities between previous projects and the project contained in this RFP. (10)			
c. The quantifiable success (including level of completion) of past projects and supporting work records (Board staff will verify level of success through records of projects performed for the Board and/or California jurisdictions related to AB 939). (20)			
SUBTOTAL:	<u>105</u>	<u>84</u>	=====
4. Cost Proposal -	<u>45</u>	<u>36</u>	_____
(30% of Total Points Possible)			
TOTAL SCORE:	<u>150</u>	<u>120</u>	=====

Evaluation Team Member Number

Date

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

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL	DVBE	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

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

Demonstration of Good Faith Efforts

Check only one: Small Business Disabled Veteran Business Enterprise

Use same template, but submit separate forms for SB and DVBE efforts, checking the appropriate box above.

Note: This form must be submitted if the participation levels indicated on the SB/DVBE Participation Summary form are less than 25% for SB and 3% for DVBE.

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE firms.						
Name of Person Contacted: _____ Title: _____ Date of Contact: _____							
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms.						
Agencies Contacted: <table style="width:100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 45%;"><u>Name of Agency</u></th> <th style="text-align: left; width: 30%;"><u>Person</u></th> <th style="text-align: left; width: 25%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>			
<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>					
3	Advertisements published in trade papers or other publications focusing on SB/DVBE firms.						
Note: Attach a copy of each advertisement. Placeholder lists are not acceptable. <table style="width:100%; margin-top: 10px;"> <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> </td> <td> </td> </tr> </tbody> </table>		<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 SB/DVBE firms.						
<table style="width:100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>FIRM</u></th> <th style="text-align: left; width: 33%;"><u>CONTACT</u></th> <th style="text-align: left; width: 34%;"><u>DATE SENT</u></th> </tr> </thead> <tbody> <tr> <td> </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>					

Demonstration of Good Faith Efforts (Cont'd)

5	SB/DVBE firms which were available and considered.
---	--

Name of Firm: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

Name of Firm: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

Name of Firm: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

STATE OF CALIFORNIA
 California Integrated Waste Management Board
 CIWMB 74C (Revised 8/06 for Contracts)

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

Recycled-Content Certification

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

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

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

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

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3) 10233, 10308.5, 10354, and 12205(a)

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12404.

Print name _____ Signature _____ Company _____ Date _____

(See footnotes on the back of this page.)

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

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

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

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

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

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

Proposal Completion Checklist

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

- Copy of City/County Business License
 - Contractor Status Form
 - Methodology
 - Client References
 - Statement regarding compliance with RFP requirements such as Recycled Content, Conflict of Interest, E-Waste, etc.
 - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero.*
 - Demonstration of Good Faith Efforts *Submit form(s) only if participation level is below 25% for SB and/or 3% for DVBE. Submit separate forms for SB and DVBE and mark appropriate box at top of form.*
 - Signed and complete Cost Proposal Sheet (including Task 3 Detail)
 - Personnel Information and Organizational Chart
-

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

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

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

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

- Recycled Content Certification (Attachment E)
 - Payee Data Record (Standard Form 204)
-

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

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 or as a non-small business certifying to subcontract 25% of the total bid amount?

 YES – Please attach approval letter from OSDS
 NO

If claiming preference as a small business, date you filed for small business certification: _____

Your small business ID No. _____

NOTE: THIS FORM MUST BE COMPLETED OR YOUR BID MAY BE REJECTED

Client References

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

BIDDER / SUBCONTRACTOR'S NAME: _____

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

If three references cannot be provided, explain why:
