

REQUEST FOR PROPOSALS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

Services Related to the City of San Fernando's Solid Waste Management Collection Service Agreement

in strict accordance with the Specifications on file in the office of the SAN FERNANDO CITY MANAGER'S OFFICE, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at www.sanfernando.gov/Business-Support/RFPs-RFQs-NIBs-NOIs.

An electronic copy of the proposal must be submitted in PDF format via email to the CITY CLERK DEPARTMENT at CityClerk@sanfernando.gov. The deadline for RFP submissions is **4:00 p.m. on September 22, 2026**. Any party may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

Published in **The San Fernando Sun** on _____ 2026.

Request for Proposals



Request for Proposals for Services Related to the City of San Fernando's Solid Waste Management Collection Service Agreement

Release Date:

July 23, 2026

Mandatory Pre-Proposal Conference:

August 4, 2026

2:00 p.m. PT

Deadline for Submittal:

September 22, 2026

4:00 p.m. PT

Contact: Jordan Lane, R3 Consulting Group, Inc.

Email: jlane@r3cgi.com

Phone Number: (805) 619-9094

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

CityClerk@sanfernando.gov

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ATTACHMENTS

- Attachment 1** – [RESERVED for Draft Solid Waste Management Collection Service Agreement]
- Attachment 2** – Current Solid Waste Subscription Data for the City of San Fernando
- Attachment 3** – Evaluation Criteria
- Attachment 4** – Existing Collection Service Agreement Between the City of San Fernando and Consolidated Disposal Service, including Amendments
- Attachment 5** – Existing Rate Sheet for City of San Fernando Solid Waste Services

SECTION 1.0: Background And General Information

1.1 Introduction

The City of San Fernando (City), located in Los Angeles County (County), is requesting proposals (Proposals) from qualified firms (Proposers) to provide Garbage¹, Recyclable Materials, and Organic Waste collection services (Collection Services). Collection Services, as stated throughout this RFP, refer to the collection and transfer of materials to a designated facility approved by the City via a Solid Waste Service Agreement. This Request for Proposals (RFP) describes the required scope of services, the contractor selection process, and the minimum information that must be included in the Proposals. The Draft Solid Waste Management Collection Service Agreement (Draft Agreement) will be released as an Addendum to this RFP on or about August 4, 2026. If a word or phrase is not defined in the Draft Agreement, the definition of such word or phrase as contained in the appropriate chapter of the San Fernando Municipal Code shall control.

The City intends to award one exclusive Collection Service Agreement for the provision of residential, commercial, industrial/roll-off boxes, and City Collection Services. There is no guarantee that the City will make a contract award.

Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification. The term of the resultant contract will be ten (10) years, with one (1) additional five (5) year term extension possible.

Proposers are required to read and understand all information contained within this entire Proposal package. By responding to this RFP, Proposers agree to read and understand these documents thoroughly.

About the City of San Fernando

The City of San Fernando is a compact, fully built-out urban community with a population of around 24,000. It is an enclave surrounded by the City of Los Angeles, in the San Fernando Valley region of Los Angeles County. The City of San Fernando was incorporated in 1911 as a general-law city and is currently organized according to the City Council/City Manager form of government with seven departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 111 full-time employees from a total adopted budget for fiscal year 2025-2026 of \$56.2 million, which includes a general fund budget of \$28.8 million. Formerly a land of farms and ranches, the City is now a vibrant center of manufacturing and commerce. Additional information about the City can be obtained from the City of San Fernando website: <https://www.sanfernando.gov/>.

¹ Capitalized terms in this RFP are defined terms. If a definition is not included in this document, the defined terms have the same definitions as are provided in Article 1, Definitions, of the forthcoming Draft Agreement. If a word or phrase is not defined in the forthcoming Draft Agreement, the definition of such word or phrase as contained in the appropriate chapter of the San Fernando Municipal Code shall control.

1.2 Action Dates

The following is an outline of the anticipated schedule for the Proposal review and contract award. All dates and activities are subject to change.

RFP Schedule

Date	Activity
July 20, 2026	City Council Meeting – Approval to Release RFP
July 23, 2026	Release RFP
August 4, 2026, 2 p.m.- 3 p.m. PT	Mandatory Pre-Proposal Conference & Submit Form A; Issue Draft Agreement
August 4, 2026	Draft Franchise Agreement Released
August 18, 2026, 4 p.m. PT	Final Day to Submit Questions
August 21, 2026	Responses to Questions emailed to vendors that have requested the RFP documents
September 22, 2026, 4 p.m. PT	Proposal Due Date
September 25, 2026, 4 p.m. PT	Cashier's Check as Proposal Deposit Due
October 19-21, 2026	Interviews
January 19, 2027	City Council Meeting - Anticipated Award Recommendations
August 14, 2027	Service Begins

Interested parties may obtain copies of this RFP by visiting:

<https://www.sanfernando.gov/Business-Support/RFPs-RFQs-NIBs-NOIs>

Pre-Proposal Conference

A mandatory pre-proposal video conference will be held online on August 4, 2026, from 2 p.m. to 3 p.m. Pacific Time (PT) via Zoom at:

<https://us06web.zoom.us/j/87315110066>

To Join by Phone:

+1 (669) 900-6833

Meeting Code: 87315110066#

Becoming a Prospective Proposer and Receiving RFP Notifications

Any Proposer interested in providing a Proposal must:

1. Have an authorized person present and accounted for in the attendance record at the pre-proposal conference; and
2. Submit a signed copy of Form A (enclosed in Section 5) either digitally using <https://form.jotform.com/261955306719162> or by email to jlane@r3cgi.com by 3 p.m. on August 4, 2026.

Once a Proposer has completed these two steps, that Proposer's name will appear on the Prospective Proposers list for the RFP, and they will receive any addenda or notifications relating to the RFP.

Questions Concerning Request for Proposals

Any party considering the submittal of a Proposal shall not contact or lobby any City Council member, City official, employee (except those specified for contact), or agent thereof regarding the RFP. Any party attempting to influence or circumvent the RFP, bid submittal, and review process may have their Proposal rejected for violating this provision of the RFP at the sole discretion of the City.

All communications between the City and a Prospective Proposer, along with the related responses, will be transmitted simultaneously to all Prospective Proposers that have attended the pre-proposal conference and completed Form A (the RFP Communications Protocol). Any Prospective Proposer who fails to recognize or utilize the process of communication defined in the RFP Communications Protocol will be notified of its violation and may be subject to disqualification from the selection process at the sole discretion of the City.

It is to the City and Proposer's benefit that questions and objections are brought to the City's attention so it may issue necessary amendments to the RFP and help prevent the opening of defective proposals upon which the City could not award a Contract. Proposer should carefully review this RFP and all attachments for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively, "Questions").

All Questions must be submitted via email to jlane@r3cgi.com by 4 p.m. PT on August 18, 2026.

No later than August 21, 2026, answers to questions received, as well as any addenda that may be issued by the City, will be emailed to Prospective Proposers that have attended the pre-proposal conference and completed Form A (the RFP Communications Protocol).

Submission of Proposals

The Proposal and any required certifications must be signed by an individual or individuals authorized to execute legal documents on behalf of the Proposer.

Electronic Proposals shall be submitted via email to CityClerk@sanfernando.gov. All required sections of the Proposal must be submitted via email. If the total file size of the submittal exceeds 36 MB, Proposers should upload files to a file-sharing site of their choosing and send the location of the files in their RFP submission email to the City. Proposers will receive an email confirmation indicating that their Proposal was submitted successfully.

Proposers are solely responsible for submission of their electronic Proposal by the stated Proposal Submittal Deadline. No Proposals received after the deadline shall be accepted and no exceptions shall be made. No oral, telegraphic, facsimile, or telephone Proposals or modifications will be considered.

Proposals must be received no later than 4 p.m., local time (PT), on September 22, 2026.

Cancellation of RFP

The City reserves the right to cancel this solicitation at any time.

1.3 Background / Description

On December 6, 2013, San Fernando's City Council awarded a collection service agreement with Republic Services (Current Agreement). This Current Agreement, which went into effect on February 15, 2014, covered solid waste, recyclable materials, and compostable materials collection. The Current Agreement initially had a ten (10) year term, which was later extended twice, and it is set to expire on August 13, 2027. It can be found as Attachment 4 in this document.

In accordance with State laws and industry best practices, the City seeks to procure a new Collection Service Agreement with updated terms and conditions and some additional services beyond the current service levels.

City Service Levels

Garbage subscription levels in the City as of Q4 of 2025 were reported as follows:

San Fernando Garbage Subscription Levels, Q4 of 2025

Service Units	SFD	MFD	Comm	City ^{1,2}	Total
Number of Service Units	4,227	78	684	75	5,064
Container Counts	SFD	MFD	Comm	City	Total
20-gallon Garbage Cart	0	0	0	0	0
32-gallon Garbage Cart	2	0	0	0	2
64-gallon Garbage Cart	3057	9	43	0	3,109
96-gallon Garbage Cart	2229	0	152	75	2,456
1-yard Garbage Bin	0	0	16	0	16
1.5-yard Garbage Bin	0	4	15	0	19
2-yard Garbage Bin	0	9	55	0	64
3-yard Garbage Bin	0	45	236	1	282
4-yard Garbage Bin	0	30	137	0	167
5-yard Garbage Bin	0	0	3	0	3
6-yard Garbage Bin	0	0	41	0	41
8-yard Garbage Bin	0	0	8	0	8
2-yard Garbage Compactor	0	0	0	0	0
3-yard Garbage Compactor	0	0	0	0	0
4-yard Garbage Compactor	0	0	0	0	0
10-yard Garbage Bin	0	0	7	5	12
20-yard Garbage Bin	0	0	0	0	0
30-yard Garbage Bin	0	0	0	1	1
40-yard Garbage Bin	0	0	1	3	4
Total Number of Containers	5,288	97	714	85	6,184

See Attachment 2 for details on the number of subscriptions by type. The City makes no guarantee of the information included here or in Attachment 2.

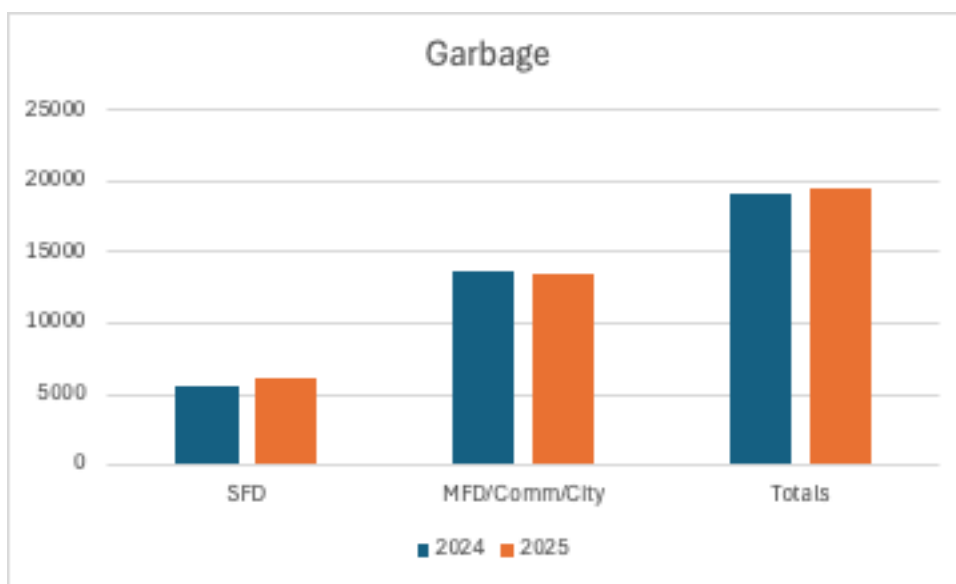
There are 57 Commercial Service Recipients that have received organics de minimis waivers, and 1 Commercial Service Recipient that has received organics space constraint waivers, that technically have just Garbage and Recycling collection services.

City Tonnage Reports

The tables and charts on the subsequent pages reflect tonnages for Garbage, Recyclable Materials, and Organic Waste for the years 2024-2025. The City makes no guarantee of the accuracy of the information shown – it is the expressed responsibility of Proposers to gather information that Proposers deem necessary to prepare Proposals to the City.

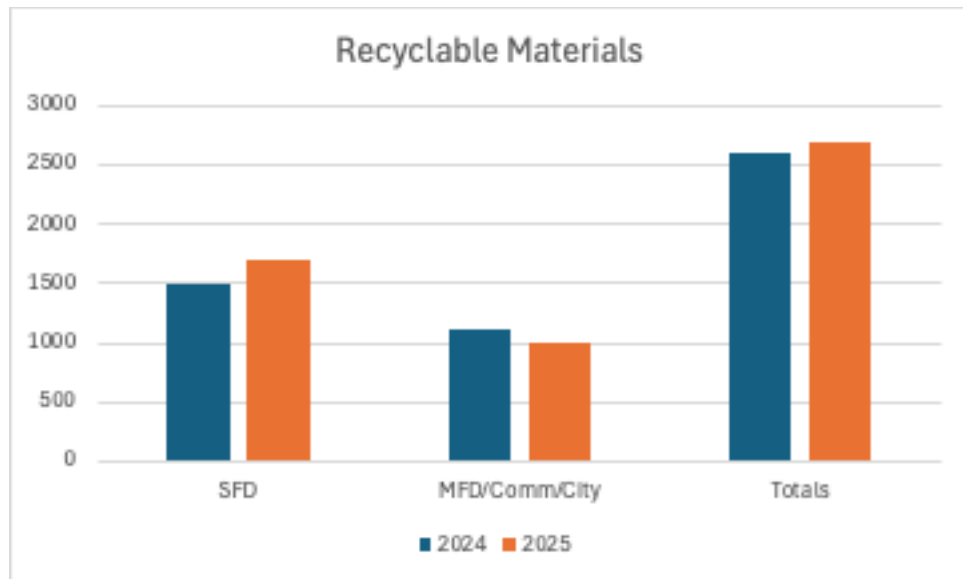
San Fernando Garbage Tonnage, 2024 – 2025

Sector	2024	2025
SFD	5635	6167
MFD/Comm/City	13577	13397
Totals	19212	19564



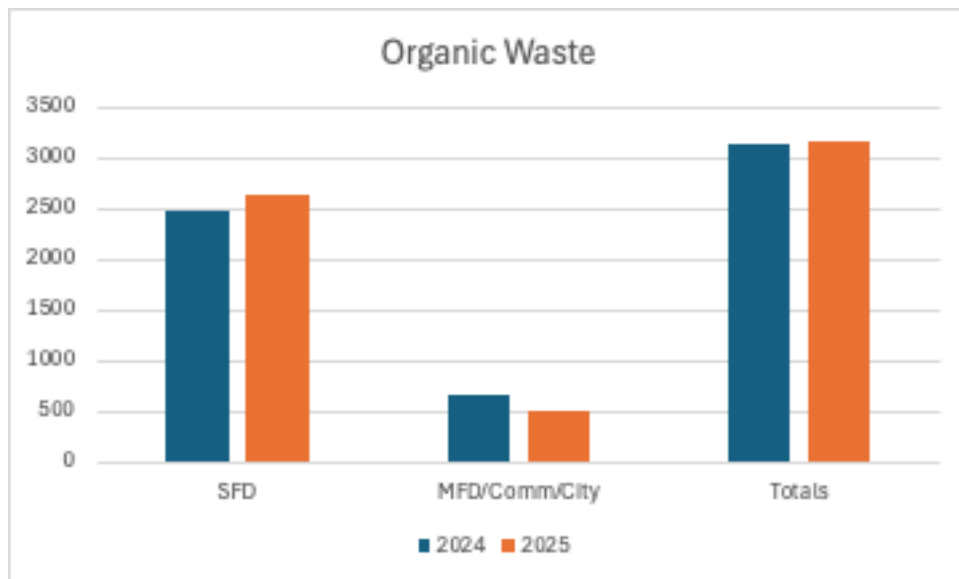
San Fernando Recyclables Tonnage, 2024 – 2025

Sector	2024	2025
SFD	1495	1712
MFD/Comm/City	1103	990
Totals	2598	2702



San Fernando Organics Tonnage, 2024 – 2025

Sector	2024	2025
SFD	2485	2655
MFD/Comm/City	666	507
Totals	3151	3161



Service Summary

The following services are offered to City residents and businesses under the Current Agreement.

Service	Description	Single-Family Residential	Multi-Family Residential	Commercial
Bundled three-cart service	Includes food scraps in the Organic Waste Cart and single-stream Recycling service; also includes up to 2 Recycling Carts and 2 Organic Waste Carts at no additional charge.	Yes; in 64-gallon Carts with options to adjust sizing	Yes; amount determined by Customer/ Contractor	Yes; amount determined by Customer/ Contractor
Bulky Item Pickup	Includes free curbside bulky pickup with 2 large individual items plus up to 4 cubic yards of other loose large items per pickup.	Yes; 4 free pickups per year.	Yes; 3 free pickups per year per service unit (not per dwelling unit).	No
Curbside Holiday Tree Collection	For two weeks immediately following December 25 th .	Yes	Yes	No
Curbside U-Waste Collection	Free curbside pickups.	Yes, unlimited.	Yes, unlimited.	Yes, up to 3 free pickups.
Curbside Motor Oil & Filter Collection	Free and unlimited.	Yes	Yes	No
U-Waste Drop-off	Free unlimited drop-offs at Contractor's facility.	Yes	Yes	Yes

Service	Description	Single-Family Residential	Multi-Family Residential	Commercial
Holiday Tree Drop-Off	For two weeks immediately following December 25 th .	Yes	Yes	Yes
Sharps Collection	Upon request and for a charge, Contractor will mail out sharps collection container and pre-paid shipping label.	Yes, plus, the first 100 seniors who order a Sharps collection container will receive the container free of charge.	Yes	Yes

The City also receives the following additional services under the Current Agreement include:

- Used Motor Oil: free unlimited collection from Public Works Yard.
- Collection from Public Containers (e.g., trash cans).
- Free collection of Recyclables and Organic Waste in Carts and Bins from City facilities.
- Services at City-Sponsored Events: Collection service, containers, staff support, and education materials for a set of 20 events per year.
- Unlimited collection of on-site 40-yard containers to be stationed at City Corporation Yard.

Additional services and education are provided to residents, businesses, and other entities through [CleanLA](#), a program managed by the L.A. County Public Works Environmental Programs Division that serves as a central resource for determining how to responsibly dispose of hard-to-recycle items. CleanLA offers a variety of collection/drop-off events and an extensive website outlining regional resources.

SECTION 2.0: Instructions To Proposers / Rules Governing RFP

2.1 Procurement Goals

The City's intent with this RFP is to continue to provide the community with the appropriate level of service, of the highest quality, and at the best Service Rates (Section 5, Form K). The specifications contained within this RFP are designed to establish an effective, efficient, environmentally clean, uniform, and safe system of solid waste collection. To this end, this RFP includes information to allow Proposers to properly prepare their responses and compute fair and reasonable compensation and rate Proposals. While the City has endeavored to be as accurate as possible, the City makes no guarantee of the accuracy of information included in this RFP. The City will not consider a financial review after award unless a material change of law occurs, as specifically defined in the forthcoming Draft Agreement. **It is the sole responsibility of proposers to gather and attain any and all relevant information needed to provide complete, valid, and accurate proposals, including but not limited to rate proposals.**

Proposers shall gather any relevant information without interrupting existing services being provided by the current service provider.

Except where this RFP provides new and/or enhanced services greater than are provided in the City today, the City further intends for all current solid waste services to continue without interruption, irrespective of whether those services are specifically identified in this RFP or in the forthcoming Draft Agreement. **It is the sole responsibility of proposers to conduct their independent due diligence in identifying, understanding, and committing to providing all current solid waste services without interruption if awarded a contract.**

Examination of the Request for Proposals

Proposers must carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced herein or otherwise available to Proposer. Proposers shall be presumed to be familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument, or document shall in no way relieve Proposers from any obligation with respect to this Proposal.

Addenda

The City will issue written addenda to make changes, additions, or deletions to this solicitation. Oral communications regarding this RFP will NOT be valid or binding, nor excuse prospective Proposers of any obligations hereunder, unless set forth in writing by the City. Addenda will be sent to all Prospective Proposers that have attended the mandatory pre-proposal conference and completed Form A (the RFP Communications Protocol). It is the responsibility of each Proposer to ensure that they are a Prospective Proposer in order to receive all addenda.

2.2 General Guidelines

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work. The City may reject any or all Proposal(s) without providing reason(s) underlying the declination. A failure to award a contract to the Proposer with the lowest cost Proposal shall not constitute a valid cause of action against the City. The City shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract. The City may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence or qualifications to perform the Services described herein.

The City reserves the right to:

- Reject any or all Proposals
- Issue subsequent Requests for Proposal
- Postpone opening for its own convenience
- Remedy technical errors in the Request for Proposal process
- Negotiate with any, all, or none of the Proposers
- Solicit best and final offers from all or some of the Proposers
- Accept other than the lowest proposed fees
- Waive informalities and irregularities in Proposals

Public Records

All Proposals submitted in response to this RFP become the property of the City and are subject to the California Public Records Act. By submitting a Proposal, Proposers acknowledge and accept that the contents of the Proposal and associated documents will be subject to public inspection and review.

Trade secrets may be marked as “confidential” only to the extent they meet the requirements of California Government Code Section 6254.7. If a Proposer submits an entire Proposal marked “confidential”, it will be considered non-responsive. Each Proposer should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be able to establish that the information which a Proposer submits, is a trade secret. If a request is made for information marked “confidential”, the City will provide the Proposer who submitted such information with reasonable notice to allow the Proposer to independently seek protection from disclosure by a court of competent jurisdiction.

Insurance Requirements

The City requires contractors doing business with them to obtain insurance, as shown in the Forthcoming Draft Agreement. The required insurance certificates must comply with all requirements of the standards as shown and must be provided within fifteen (15) days of issuance of the Notice of Intent to Award and prior to the commencement of any work.

Business Licenses

The successful Proposer and all subcontractors used in the work will be required to hold or to obtain a City business license, for which the fees will not be waived.

Compliance with State Laws

The Proposer and all subcontractors shall submit Proposals that are fully compliant with applicable laws within the State of California, including, but not limited to, the requirements of SB 1383, AB 1594, AB 1826, AB 341, SB 54, and any other existing applicable regulations.

Compliance with City Ordinances

Proposers and all subcontractors shall comply with the City of San Fernando Municipal Code including Section 70 which addresses Solid Waste and Recyclables Collection Services and Section 2-896 through Section 2-906 Living Wage Ordinance (LWO).

Additionally, Proposers and all subcontractors shall comply with the City of San Fernando's Resolution No. 8377 Regarding the Protection of Personal Data, Use of Facilities, and Related Matters.

Collusion

By submitting a Proposal, each Proposer represents and warrants that its Proposal is genuine and not false or collusive or made in the interest of, or on behalf of, any person not named therein; that the Proposer has not directly or indirectly induced or solicited any other person to submit a false Proposal, or any other person to refrain from submitting a Proposal; and that the Proposer has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a Proposal.

Withdrawal of Proposals

A Proposer may withdraw their Proposal before the expiration of the time for submission of Proposals by emailing CityClerk@sanfernando.gov with a request for withdrawal signed by, or on behalf of, the Proposer. This request must be received by the City prior to the expiration of the time for submission of Proposals.

Ownership of Documents

All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials produced for the Collection Service Agreement shall be the sole and exclusive property of the City. No such materials or properties produced in whole or in part for the

Collection Service Agreement shall be subject to private use, copyrights, or patent rights by Proposer in the United States or in any other country without the express written consent of the City. The City shall have unrestricted authority to publish, disclose (except as may be limited by the provisions of the Public Records Act), distribute, and otherwise use, copyright, or patent, in whole or in part, any such reports, studies, data, statistics, forms, or other materials or properties produced for a submitted Proposal or this RFP process.

2.3 Proposal Response

Proposers must submit their Proposals and all required information and forms by the submittal deadline. Proposals failing to provide complete information may be deemed non-responsive. Proposers must keep their own copies of their submittals for future reference. Before submitting a response, each Proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the Collection Service Agreement, as represented by the Forthcoming Draft Agreement, and to verify any representations made by the City. If Proposer receives an award because of its Proposal submission, failure to have made such investigations and examinations will in no way relieve the Proposer from its obligation to comply in every detail with all provisions and requirements of the Forthcoming Draft Agreement, nor will ignorance of such conditions and requirements be accepted as a basis or justification for any claim whatsoever by the Proposer.

Modification of Proposals

Any Proposer who wishes to make modifications to a Proposal already received by the City before the Submittal Deadline must withdraw their Proposal to make the modifications. All modifications must be made via email, properly by the Proposer's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of a Proposer to ensure that modified Proposals are resubmitted before the Submittal Deadline. Proposals cannot be changed or modified after the date and time designated for receipt.

Proposal Validity

Proposals submitted hereunder shall remain valid for two hundred ten (210) calendar days from the Submittal Deadline unless otherwise qualified.

Costs Incurred in Responding

The City will not pay or reimburse any costs incurred in Proposal preparation, presentation, demonstration, or negotiation, nor does it commit to procure or contract for any services. All costs of Proposal preparation shall be borne by Proposers. It is understood that all Proposals, inquiries, and correspondence relating to this RFP, as well as all related reports, charts, displays, schedules, exhibits, and other documentation, will become the property of the City when received by the City and may be considered public information under applicable law. The City assumes no liability for any costs incurred by Proposers throughout the entire selection process.

2.4 Compliance with Collection Service Agreement

Successful Proposers will be required to enter into a Collection Service Agreement, as represented by the Forthcoming Draft Agreement. Proposers must carefully review the Draft Agreement. Any comments/exceptions to this contract must be included in your Proposal. Precise substitute wording must be offered in place of any excepted language. It is not sufficient to state merely that an exception is noted to a particular paragraph. Deviations considered excessive by the City may reduce or eliminate a Proposer, and the City is under no obligation to agree to any exceptions whatsoever.

Proposed Service Rates must meet the terms and conditions of the Draft Agreement. Proposers must propose Service Rates that do not include any Exceptions to the Draft Agreement.

Commitments, Warranty, and Representations

The Proposal submitted in response to this RFP will be included as part of the final Collection Service Agreement. Proposers are cautioned that if a contract is awarded resulting from this procurement process, any written commitment by a Proposer within the scope of this procurement shall be binding upon Proposers, whether or not incorporated into a contract document. Failure of the Proposer to fulfill any such commitment shall render such Proposer liable for liquidated or other damages due the City under the terms of the Contract. For the purpose of this procurement, a commitment by a Proposer includes:

- Any modification of, or affirmation or representation as to the above, which is made by a Proposer in or during the course of negotiation.
- Any representation by a Proposer in a Proposal, supporting document, or negotiations subsequent thereto as to services to be performed, regardless of the fact that the duration of such commitment may exceed the duration of the contract.

2.5 Cashier's Check

Proposers are required to submit one cashier's check in the amount of twenty-five thousand dollars (\$25,000) to guarantee Proposers' obligation to negotiate in good faith and execute a Collection Service Agreement with the City of San Fernando at proposed Service Rates. If a Proposer fails, refuses, or neglects to furnish the required cashier's check, the Proposer's Proposal will be deemed non-responsive and will not be considered in the evaluation process. **The cashier's check must be received by the City and marked with the words "PROPOSAL DEPOSIT" and the Proposal number no later than 72 hours after the Proposal due date and time for the Proposer to be considered responsive.**

The address to which the cashier's check can be sent or delivered is:

City of San Fernando
Attn: City Clerk Department
117 Macneil Street
San Fernando, CA 91340

Upon receipt of the cashier's check, the City will notify the submitting Proposer of receipt via email (provided that contact information for that Proposer has been provided) and immediately deposit the check. Upon City's award of a contract, or the City's closure of the RFP without a contract award, the City will issue reimbursement checks to all Proposers that did not violate this RFP's requirements in terms of communication protocol (Form A) and obligation for good-faith negotiations.

2.6 Proposal Validation Pass/Fail Review

A panel of staff members from the City, as well as any other parties that the City deems necessary (Evaluation Panel), will conduct an initial "Pass/Fail" review of all Proposals submitted to check for completeness and compliance with the Proposal requirements. Proposals that have been determined to be complete and in compliance with the Proposal requirements will undergo further evaluation. Proposals that are not complete or are not in compliance with the submittal requirements may be disqualified from further evaluation, in which case Proposers will be notified by the City via email.

The following documents are required to be completed and submitted by Proposers:

- ☐ Proposal Cover Letter (signed)
- ☐ Executive Summary
- ☐ A cashier's check for \$25,000 (due no later than September 25, 2026, at 4 p.m. PT)
- ☐ Performance Bond Commitment Letter
- ☐ Table of Contents
- ☐ General Qualifications
- ☐ Statement of Financial Qualifications
- ☐ Technical Proposal
- ☐ Forms (see list below)
- ☐ Service Exceptions/Alternatives (if applicable)
- ☐ Collection Service Agreement Exceptions/Alternatives (if applicable)
- ☐ Appendices (if applicable)

Forms (See Section 5 of RFP):

- Form A: Communication Protocol (due by August 4, 2026, at 3 p.m. PT)
- Form B: Proposer's Statement of Organization
- Form C: Certification of Non-Gratuities

- Form D: Container Specifications
- Form E: Vehicle Specifications
- Form F: Non-Collusion Affidavit of Proposer
- Form G: Service Recipient Service Rate Proposal Summary and Signature
- Form H: Pass/Fail Requirements
- Form I: Notice to Proposers Regarding Insurance Requirements
- Form J: References
- Form K: Service Rates

2.7 Rejection of Proposals

While the City intends to enter a Collection Service Agreement for these services, they are not bound to do so. The City reserves the right to reject any or all Proposals. The City reserves the right to reject the Proposal of any Proposer who:

- Previously failed to perform adequately for the City or any other governmental agency within the previous twelve (12) months.
- Submits false, incomplete, or unresponsive statements in a Proposal.
- Is in default on the payment of taxes, licenses, or other monies due the City.
- Submits a Proposal containing errors or discrepancies.

Errors/Defects in Proposals

If discrepancies between sections or other errors are found in a Proposal, the City may reject the Proposal; however, the City may, at its option, correct any errors or request that Proposers correct errors. The City may waive any immaterial deviation or defect in a Proposal. The City's waiver of an immaterial deviation or defect shall in no way modify the RFP documents or excuse Proposers from full compliance with the RFP requirements, if awarded a contract.

2.8 Proposal Evaluation

Those Proposals that have passed an initial "Pass/Fail" review described below will be evaluated and scored by the Evaluation Panel based on the Evaluation Criteria listed in Attachment 3. A consensus ranking approach will be used for evaluation. The results of the evaluation will dictate which respective Proposer the City selects for negotiation of final Collection Service Agreement. A negotiated final Collection Service Agreement will be presented to the City Council with a recommendation for the award of a Collection Service Agreement.

The Evaluation Panel may contact and evaluate Proposer's and subcontractors' references; contact any Proposer to clarify any response; contact any current users of a Proposer's services; solicit information from any available source concerning any aspect of a Proposal; and seek and review any other information deemed pertinent to the evaluation process. In determining and evaluating the best Proposal, the Service Rates will not necessarily be controlling; reliability and quality of Collection service, customer service, and sustainability will also be considered, along with any other relevant factors deemed relevant and appropriate by the Evaluation Panel. The following subsections provide a discussion of each of the Evaluation Criteria. The full and exact list of Evaluation Criteria can be found in Attachment 3.

Service Rates & Value (25 points)

The Service Rates category of the evaluation criteria is intended to provide an equitable basis for comparison between Proposals and an evaluation of the effect of programs on Service Rates. Only Service Rate information as submitted by Proposers will be used in this evaluation. The Proposals will be reviewed to verify that the proposed Service Rates are consistent with the activities described in the Proposal as well as the Proposer's Technical Plan and Collection Service Operations Plan, and, as part of the evaluation, the City may require Proposers to provide detailed assumptions made in developing their Service Rates. Proposed Service Rates, including Service Rates for optional services, will be compared by services. Note, however, that Service Rates for hauler-proposed alternatives, as provided for in Section 3.2, Proposal Section 6, will not be included as part of the Service Rates evaluation.

Please note the following:

- All Service Rates are intended to be bundled and charged based on Garbage container size, and inclusive of minimum levels of Recyclable Materials and Organic Waste.
- Throughout the term of the Collection Service Agreement, the selected Proposer may not charge for any service not explicitly included in the final Service Rates.
- Throughout the term of the Collection Service Agreement, the selected Proposer will not receive any revenue that is not based on approved services as allowable to bill using the schedule of Service Rates.
- Throughout the term of the Collection Service Agreement, the only adjustment to Service Rates will be as provided for via annual rate adjustments (methodology provided in the forthcoming Draft Agreement).

Quality and Reliability of Service, and References (30 points)

The experience, past practices, and prior performance of each Proposer will be evaluated to determine the relative ability of each Proposer to implement the program elements described in this RFP and to attain the City's objectives for Solid Waste Collection Services.

Qualifications and areas of experience to be considered will include, without limitation:

- Qualifications and structure of project management team, relationships between management team and corporate management, and internal controls.

- Previous experience, past practice, and prior performance providing services to jurisdictions of similar size.
- Successful prior operation of solid waste collection programs.
- Implementation and administration of complex solid waste collection systems, including equipment selection and route design.
- Successful operation of Recyclable Material and Organic Waste programs that achieved high participation levels and diversion rates.
- Demonstrated expertise in implementing and maintaining customer service programs, including the development and use of performance measures and benchmarking.
- Previous experience, past practice, and prior performance in successfully designing and implementing transition plans, relevant to this RFP.
- Experience in designing, implementing, and operating public education and information programs that promote high participation and diversion.
- Demonstrated expertise in designing and using data management systems to assure accurate data collection, analysis, and reporting.
- An evaluation of financial statements.
- A financial review of each Proposer, including a review of key financial indicators, outstanding debt and debt coverage ratios, and ability to finance capital purchases and needed start-up investments in equipment.
- Proposer's capacity and plans for responding to fluctuations in the value of Recyclable Material markets.
- References whom the Cities may contact regarding past practices and prior performance.
- Litigation history.

Customer Service, Communication, & Outreach (30 points)

Each Proposal will be evaluated based on Proposer's proven reliability and responsiveness to customers, including, but not limited to, excellent customer communications, follow-up, follow-through, and ability to listen to customer feedback, including customer needs and concerns regarding billing and services. Each Proposal will also be evaluated based on Proposer's approach to providing effective and innovative bilingual outreach to customers to increase participation in diversion programs and reduce contamination of collected Organic Waste and Recyclable Materials. Within this category each Proposal will be evaluated based on Proposer's proven ability to engage in proactive communications with public agency staff and partners.

Sustainability (15 points)

Each Proposal will be evaluated based Proposer's proposed efforts and demonstrated ability to decrease waste, increase recovery of waste materials, and comply with SB 1383 via creative and/or innovative solutions, technological improvements, technical assistance, education and outreach, customer engagement, and continuous improvement. Criteria to be considered will include, without limitation:

- Demonstrated ability to support City efforts to mitigate environmental and infrastructural impacts of solid waste collection, including, but not limited to, reducing vehicle miles travelled (VMT), air pollution (GHG), and damage to City roadways.
- Proposed approach to facilitating the City's implementation of its [Climate Action and Resilience Plan \(CARP\)](#), supporting the City's [Strategic Goals](#), supporting the City in adhering to [L.A. County's Zero Waste Plan](#), and advancing any other existing or future environmental initiatives.
- Approach to the use of alternative fuels in collection vehicle fleet, in a blend consistent with EPA and Department of Energy standards for alternative fuels, and approach to the implementation of California Air Resources Board's (CARB's) Advanced Clean Fleet (ACF) regulations.
- Internal sustainability programs (use of local vendors, innovative "green" approach to providing services, corporate sustainability, etc.).

Additional Information and Interviews

If, during the evaluation process, the City is unable to determine a Proposer's ability to perform, the City has the option of requesting any additional information which the City deems necessary to determine Proposer's ability. Proposers will be notified and permitted five (5) working days to comply with any such request. Proposers may be invited to interview with the City. The City may also schedule site visits / facility tours with Proposers, at its discretion.

Proposal Evaluation and Selection Process

All Proposals shall be reviewed and evaluated by the Evaluation Panel to verify that the Proposer has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or include unacceptable deviations from the General Terms and Conditions of the Collection Service Agreement will be eliminated from further consideration.

The City reserves the right to reject any or all Proposals, rescind selection of any or all Proposers, or make no award. The City also reserves the right to require modifications and/or follow up with requests for additional information, including, but not limited to, follow-up interviews. The City may request Best and Final Offers based upon improved understanding of the offers or changed scope of service. The City will negotiate with that Proposer to determine final Service Rates and contract form. Because this Proposal is negotiable, all Service Rate proposals will remain confidential until after an award is made, and there will be no public opening and reading of Proposals. At all times, the City will comply with the provisions of the California Public Records Act. Overall responsiveness to the RFP is an important factor in the evaluation process.

Pre-Award Negotiations

After the Proposals are opened, but prior to award, the City may elect to conduct negotiations with the highest ranked Proposer for purposes of:

- Resolving minor differences and information.

- Clarifying necessary details and responsibilities.
- Emphasizing important issues and points.
- Receiving assurances from Proposers.
- Cost/budget clarifications.

If the City cannot successfully negotiate a contract with the highest ranked Proposer, the City may begin negotiations with the second highest-ranked Proposer. Selection may be made without further discussion, negotiations, or Proposer's presentations; therefore, Proposer shall offer the most favorable terms in response to this RFP. The Proposer must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth. Proposer should include information that will enable the City to determine the Proposer's overall qualifications. The City reserves the right to request additional information or clarification on any matter included in the Proposal response, to enable the City to arrive at the final award decision.

2.9 Awards

Award will be made to the Proposer offering the most advantageous Proposal after consideration of all evaluation criteria set forth herein. The City Council of the City of San Fernando will have final authority over which Proposer is awarded a Collection Service Agreement. The City shall not be obligated to award a Collection Service Agreement to the Proposer with the lowest Service Rates, though the City does request proposals that provide the lowest Service Rates to all sectors. An award, if made, will be in the best interest of the City after all factors have been evaluated. The City shall be the sole judges of the successful Proposals hereunder.

The City reserves the right to negotiate with any or all Proposers and to award a Collection Service Agreement to the Proposer that is not highest ranked. Proposers are advised that it is possible awards may be made without discussion or any contact concerning the Proposals received. Accordingly, Proposals must contain the most favorable terms, from a service rate and technical standpoint, that the Proposer can submit to the City. **Do not assume you will be contacted or afforded an opportunity to clarify, discuss, or revise your Proposal.**

An award will be made by means of a written Collection Service Agreement with the successful Proposer. A Notification of Intent to Award may be sent to any Proposer selected. Award is contingent upon successful negotiation of final Collection Service Agreement terms and approval by the City Council. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If negotiations cannot be concluded successfully, the City may negotiate with other qualified Proposers. The successful Proposer will be required to provide the City with the following:

- Fully executed Collection Service Agreement for Garbage, Recyclable Materials, and Organic Waste.
- Performance Bond in the amount specified in the forthcoming Draft Agreement.
- Insurance Required by Collection Service Agreement.
- W-9 Form.

2.10 Protest Procedures

To be considered, protests must be made in writing, signed by Proposer's authorized representative, and delivered to the City as follows:

- City of San Fernando, c/o City Clerk, located at City Manager's Office, City Hall, 117 Macneil Street, San Fernando, CA 91340

The following conditions apply to Proposal protest:

- **Before Proposal Submittal Deadline.** Protests of specifications, terms, conditions, procedures, or any other aspects of the solicitation must be made before the Proposal Submittal Deadline.
- **After Proposal Submittal Deadline.** Protest of award must be made, by Proposer, no later than five (5) calendar days after the notice of intent to award.

All protests must include the following information:

- The name, address, and telephone number of the protestor.
- The signature of the protestor (or protestor's authorized representative).
- The solicitation number.
- A detailed statement of the legal and/or factual grounds for the protest.

The City reserves the right to refuse to hear protestors who have not followed the above procedures.

SECTION 3.0: Proposal Content and Format

3.1 Proposal Preparation

To be considered responsive, Proposals must address all items identified in this section. Some items require that Proposers provide a detailed response and/or attachments. Failure to provide a complete response may be grounds for rejection of Proposal. Furthermore, Proposals must be prepared in such a way as to provide a straightforward and concise discussion of Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of the City. Elaborate or unnecessarily lengthy documents are discouraged. Emphasis must be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content.

Assemble and present your Proposal response in the order that the items are listed, identifying each response by the corresponding number.

Only one (1) Proposal from any individual, firm, partnership, or corporation under the same or different names will be considered. Proposals by corporations must be executed in the corporate name by two (2) corporate officers. One signature must be from the chairman, president, or vice-president, and the other signature must be from the chief financial officer, assistant treasurer, secretary, or assistant secretary. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner. Their title must appear under their signature, and the official address of the partnership must be shown below the signature. Proposals by limited liability companies must be executed in the company's name and signed by a managing member. No Proposer shall take exception to the specifications herein. Proposals taking exception to the specifications may be rejected as non-responsive.

3.2 Proposal Content/Format Guidelines

To expedite the evaluation process, each Proposal shall be organized in accordance with this section as outlined in the table below. Instructions for preparing each section of the Proposal shown in the outline are given in the following sections. Proposals that do not follow the specified format outlined below, or fail to provide the required documentation, may receive lower scores during the evaluation process. In the event of any conflict between any of the Proposal documents, resolution thereof shall be in the City's sole discretion. Proposers shall provide the information as requested and as applicable to the proposed services. Headings and section numbering utilized in the Proposal shall be the same as those identified in the table on the following page.

Section	Outline for Proposal
1	Cover Letter; Executive Summary; Performance Bond Commitment Letter; Table of Contents
2	General Qualifications
3	Financial Qualifications
4	Technical Proposal
5	Forms
6	Exceptions/Alternatives <i>(if applicable)</i>
7	Appendices <i>(if applicable)</i>

Each Proposal will adhere to the following order and content of sections. Proposals should be straightforward, concise, and provide “layman” explanations of technical terms that are used. Proposals which appear unrealistic in terms of technical commitments, lack technical competence, or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The City requests that all Proposers keep the Proposal length to a minimum page count that still conveys the required information.

The following Proposal sections are to be included in the Proposer’s response:

Proposal Section 1: Cover Letter; Executive Summary; Performance Bond Commitment Letter; Table of Contents

A. Cover Letter: A cover letter, not to exceed four (4) pages in length, should summarize key elements of the Proposal and shall:

1. Confirm that all elements of this RFP have been reviewed and understood.
2. Include a statement of intent to perform the services as outlined.
3. Express the company’s willingness to enter into an agreement under the terms and conditions prescribed by this RFP, the associated insurance requirements (Form I), and the Forthcoming Draft Agreement.
4. Include the name of the entity that will sign the Collection Service Agreement, in the event one is awarded.
5. Submit a written description and brief history of the company’s experiences, qualifications, and successes in providing services described herein. Please indicate the number of employees, client base, and location of offices.
6. Describe the type of organization (e.g., corporation, partnership, limited liability company, including joint venture teams and subcontractors) submitting Proposal.
7. Indicate the address and telephone number of the Proposer’s office located nearest to San Fernando, California, and the office from which the contract will be managed.
8. Include the name, address, telephone number, website, and email address of Proposer’s key contact person.
9. Confirm that Proposer has a minimum of three (3) years of verifiable experience.
10. Stipulate that the Proposal price will be valid for a period of at least two hundred ten (210) days starting on September 22, 2026.
11. Identify a single person as the point of contact during the RFP review process.
12. Be signed by an authorized official(s) of the company.
13. Include written statements warranting, certifying, and guaranteeing the following:
 - a. Proposer has examined, understood, and agreed to the terms and conditions in the Draft Agreement.
 - b. The requirements of the Collection Service Agreement as described in this RFP document, its enclosures, and all addenda, by listing all addenda and dates received, have been thoroughly reviewed, and Proposer has conducted all due diligence necessary to confirm material facts upon which the Proposal is based.
 - c. Proposer will not receive any additional compensation that is not included in Proposer’s Service Rates for providing Collection Services in the City.

- d. The validity of the Proposal contents, including proposed Service Rates, for a period of two hundred ten (210) days.
- e. Proposer will enter into a Collection Service Agreement with the City if selected as a service provider.
- f. No gratuities have been or will be offered or given by Proposer, or any agent or representative of Proposer, to any officer or employee of the City or any participant in the selection of a Proposer to furnish the services described herein to secure a favorable treatment regarding the evaluation, ranking, and Collection Service Agreement award process.

The cover letter must be signed by individual(s) who is/are authorized to bind Proposer(s) contractually. The signature(s) must indicate the classification or position that the individual(s) hold in the company. The cover letter must designate a person or persons who may be contacted during the period of evaluation with questions or contract issues. Include name(s), title, address, telephone number, fax number, and email address.

B. The following items must be appended to the Cover Letter:

- 1. Executive Summary – Not to exceed six (6) pages.
 - a. Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished.
 - b. Refer to description of services for this RFP.
 - c. Must highlight the major elements of Proposer’s qualifications and Proposal, including a brief description of Proposer’s initial transition plan and schedule, and facilities to be used.
 - d. All information must be provided in a concise manner.
- 2. Performance Bond Commitment Letter.
- 3. Table of Contents.

Proposal Section 2: General Qualifications

A. Key Staff Persons: Proposers must identify each person and provide resumes for key staff proposed for the service identified herein. Demonstrated experience in providing collection services, and knowledge of collection containers and automated collection vehicles, is of key importance to the City. Additionally, Proposers must demonstrate experience and ability to work closely with the current service providers and City staff during the transition period, and on an ongoing basis with City staff during the duration of the Collection Service Agreement. Key staff persons must include Proposer’s Service Supervisor and Collection Service Manager assigned to the City.

- 1. Describe proposed Collection Service Agreement team organization, including identification and responsibilities of key personnel.

- a. Proposers must provide names and resumes of principal officers, partners, or other officials or managers who will be performing substantive responsibilities required under the Collection Service Agreement.
 - b. Proposers must describe relevant technical experience of key personnel, including their backgrounds in Garbage, Recyclable Materials, and Organic Waste collection.
 - c. Proposers must describe how operations staff coordinate with outreach, customer service, and other administrative staff to support effective collaboration.
2. Indicate the extent of the commitment of key personnel for the duration of the Collection Service Agreement, and furnish resumes of key personnel.
 - a. Provide an indication of the staffing level for the Collection Service Agreement.
 - b. The City's evaluation of the Proposal will consider the Proposer's entire team.
3. Team Members' Experience and References
 - a. For each member of the Proposer's Collection Service Agreement team, provide a description or list of relevant experience on contracts of similar size, capacity, and dollar value.
 - b. For each similar contract, include the client's name and correct telephone number.
 - c. These descriptions / lists of relevant experience may or may not include the three primary Proposer References required below under the heading References for Proposer. In the event that they do include the three primary Proposer References, Proposer is welcome to reference the contact information in Form J rather than repeating it in multiple locations within the Proposal.
 - d. It is the City's policy to interview Proposers' references as well as references identified by the City.
4. Indicate role and responsibility of prime contractors and all subcontractors.
 - a. Subcontractor letters of commitment are required and must be submitted with the Proposal.
 - b. If applicable, indicate how local firms are being utilized to ensure a strong understanding of state and local laws, ordinances, regulations, policies, requirements, and permitting.
5. References for Proposer
 - a. Proposers must provide a minimum of three (3) clients the City may contact to conduct a reference check, with a minimum of one (1) reference located in the Greater Los Angeles metropolitan region.
 - b. Proposers must be providing or have provided similar services as requested herein to these references within the last three (3) years.

- c. Proposers must provide references that are relevant to the personnel team identified in the Proposal.
- d. For each reference, proposers should include a brief narrative (2-3 sentences) as to why Proposer selected these references.
- e. The contact information for each of these references must be included on the form provided in Section 5 of this RFP. (Proposers are not required to provide this contact information more than once within the Proposal.)
- f. It is the City's policy to interview Proposers' references as well as references identified by the City.

B. Litigation and Notice of Violation History

For all Litigation and Notice of Violation History, Proposers may limit disclosures to the State of California.

1. Proposers must provide a history for the last five (5) years of all claim settlements, arbitrations, litigation proceedings, and civil actions involving one hundred thousand dollars (\$100,000) or more, and all criminal actions in which the company, its parent company, subsidiaries, all partners, or principals were involved. For each case, Proposers must provide the following:
 - a. The name of the claim, arbitration, litigation, or action.
 - b. The amount at issue or the criminal charges alleged.
 - c. The resolution of the case.
2. Proposers must also provide details of any current or threatened legal actions in the State of California against Proposers or its parent company, subsidiaries, all partners, principals, or joint venture company(ies) by a governmental entity contracting with Proposers or its parent company for services relating to solid waste management, or against such a government entity by Proposers or its parent company or joint venture company(ies). For each action, Proposers must provide the following:
 - a. The name of the action.
 - b. The court in which the action is pending.
 - c. The action number.
 - d. The amount at issue.
3. Proposers shall provide a list of all notices of violation and/or enforcement actions taken against it during the last five (5) years by any regulatory agency, such as, but not limited to, the U.S. Environmental Protection Agency, an air quality management district, a Local Enforcement Agency under the California Integrated Waste Management Act, Cal-EPA, or Cal/OSHA. The list shall include the name of the regulatory agency, the date of the

enforcement action, and a copy of any notice of violation. Proposers shall inform the City if it has had a permit, franchise, license, entitlements, and/or business license that has been revoked or suspended in the last five (5) years.

4. Proposers must list any liquidated damages, administrative fines, charges, or assessments that total fifty thousand dollars (\$50,000) or greater in any one (1) calendar year during the last five (5) years that have been paid by Proposers to a public agency as a result of solid waste management services provided by Proposer. The list shall include the name of the public agency; the date and amount of the liquidated damages, administrative fines, charges, or assessments; and the reason the public agency assessed the liquidated damages, administrative fines, charges, or assessments. Proposers must list any claims against a bid, Proposal, or performance bond and the results and failure to receive a bid, Proposal, or performance bond, or any contractual defaults or termination in the last fifteen (15) years.

Proposal Section 3: Financial Qualifications

A. Statement of Financial Qualifications

1. Proposers must provide a written statement of their financial qualifications to perform the work described in this RFP.
 - a. The statement must thoroughly describe and provide documentation of Proposer's ability to secure financing for all trucks, facilities, other equipment, and labor required to perform all services described in this RFP and must include the total estimated amount of expense and financing that is expected to be incurred and utilized in performing the work.
 - b. This statement must be accompanied by a letter from Proposer's bank / financial institution clearly stating that Proposer has adequate assets and/or an irrevocable line of credit that is sufficient to compensate for all required capital costs, equipment costs, start-up costs, and a minimum of three (3) months' operating costs.
2. Proposers must provide copies of audited financial statements for the entity that is proposed to sign the Collection Service Agreement for the most recent three (3) fiscal years.
 - a. Audited financial statements must include balance sheet, income statement, statement of changes, footnotes, and subsidiary schedules.
 - b. If a Proposer does not have audited financial statements, three (3) years of business tax returns, with supporting schedules, may be provided. However, tax returns are not an alternative to providing audited financial statements; if a Proposer has audited financial statements, those must be provided.

- c. The City reserves the right to require submission by Proposer, at no cost to the City, of an opinion by a certified public accountant with regard to the financial status of such Proposer, including ownership of, or interest in, equipment and facilities, prior to award of a Collection Service Agreement.

As is set forth in this RFP, the City will make reasonable efforts, but make no representation, that it will be able to maintain total confidentiality of Proposer's financial information. A Proposer that submits financial information that it asks to have treated as confidential should submit a statement justifying the request, reference it in the Proposal, and label it as a separate attachment, clearly identifying it as confidential. At all times, the City will comply with the provisions of the California Public Records Act. By submitting information to the City, Proposers agree to hold the City and their employees, officials, and agents harmless for any inadvertent disclosure.

Proposal Section 4: Technical Proposal

Proposers are required to provide a description of the approach and methodology used to accomplish the requested services (Technical Proposal). The Technical Proposal must address and include those items specified below. The City will place significant emphasis on Proposer's proposed Technical Proposal during the evaluation process. At a minimum, Proposers shall include the following in the Technical Proposal:

- A. Transition Plan:** Proposers shall provide a detailed Transition Plan that describes the plans and schedule of events for the provision of new services. The Transition Plan will be included as an exhibit in the final Collection Service Agreement, when approved by the City. In developing the Transition Plan, Proposers should consider that the City strongly seeks to reduce disruption to Service Recipients during the transition period.

Note: The incumbent provider may limit their response to address only the program and service transitions that may be applicable relevant to current service provision.

The Transition Plan must, at a minimum, address the following items:

1. In concise terms, what Proposer will accomplish prior to the start of Collection Services.
2. How Service Recipients will select the size and number of Carts or Bins.
3. How Proposer will retain displaced employees from current service providers, at or exceeding prior pay and benefit levels.
4. How Proposer will provide transition services.
5. The specific types of education and outreach activities that will occur, including specific frequencies and amounts of education and outreach, by type of activity.

6. How the transition will be coordinated with the current services and current service providers (switching of containers, billing system, etc.).
7. Transition schedule and weekly timing plan to transition from the current collection system to Proposer's collection system, for public education and outreach on new services, and for removal and replacement of Carts and Bins.

B. Collection Service Operations Plan: Proposers shall provide a detailed Collection Service Operations Plan that presents the specific collection programs that will be implemented in the City. The Collection Service Operations Plan must address items as listed above and include:

1. VEHICLES

- a. A listing of Proposer's collection equipment and all accessories by type, model, year of manufacture, and anticipated remaining useful life, as of the date of the inventory.
- b. If new collection vehicles are to be provided, delivery guarantees by manufacturers shall be included in the Proposal for all new equipment to be provided to the City.
- c. A list of all vehicles included in Form D (front loader, side loader, rear loader, single-body, split-body collection, regular compactor, small compactor, pup trucks, etc.).
- d. Operational noise level in decibels for each vehicle.
- e. Vehicle safety features.
- f. How Proposer's collection vehicles will reduce air emissions, wear and tear on the City's streets, and length of time that containers will remain in the right of way.
- g. How Proposer will use technology, such as GPS, to track and monitor collection, and identify the proposed technology brand to be used.
- h. The appearance of the vehicles, including the color and information to appear on the outside of the vehicles.
- i. Vehicle maintenance program, including response/replacement/repair time for vehicles on route.
- j. The scheduled maintenance and cleaning of the vehicles.
- k. Plan for procurement of Collection Vehicles that utilize low-carbon ("alternative") fuel (renewable natural gas [RNG], liquified natural gas [LNG], compressed natural gas [CNG], electric, or other), including clarification regarding whether the RNG comes from SB 1383 qualifying recovered organic waste product (ROWP) sources.

- l. Proposer's approach to planning for a transition to Zero Emission Vehicles (ZEVs) should future regulations, including the CARB ACF regulations (<https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>), require such a transition.
- m. Proposed location of corporation yard for parking, fueling, and maintenance of vehicles.

2. CONTAINERS

- a. Containers to be used, including dimensions.
- b. Experience of other collection programs with this type of container.
- c. The sufficiency of the containers' capacity based on the requirements of the Collection Services.
- d. The suitability of containers to be used in areas that may have limited space or are in Bin enclosures.
- e. Ease of cleaning.
- f. The appearance of the containers, including their colors and information to be imprinted on the containers, compliant with the color and labeling requirements of SB 1383.
- g. Container maintenance program, including response/replacement/repair time for containers.

3. ROUTE OPERATIONS

- a. The number of vehicles required for the collection programs, and the number of routes to be performed, by each service line and material type collected.
- b. The number of containers collected per hour, by service line and material type collected.
- c. Total number of route hours (8 or 10 hours/day), and the total hours on-route, by service line and material type collected.
- d. The number of vehicle passes per Service Recipient.
- e. The number of crew members required per vehicle, and their responsibilities.
- f. The advantages and disadvantages of the type of vehicle chosen (particularly regarding noise, emissions, and the impact on the City's roads).
- g. How drivers and dispatch will communicate while on route to resolve customer service requests/complaints.

- h. How drivers will handle debris that falls from collection containers or collection vehicles onto the ground or street.
- i. Methods used by drivers to monitor contamination, and how this will be communicated to Service Recipients.
- j. The material types each vehicle will collect.
- k. Approach to conducting annual route audits to verify that service levels and Service Recipient billing are 100% correct.

4. SAFETY

- a. Staffing safety requirements, including physical, drug, and alcohol testing requirements.
- b. Management protocols for Household Hazardous Waste (HHW), including Electronic Waste (E-Waste) and Universal Waste (U-Waste).
- c. Health and safety management procedures.
- d. Management protocols to limit overweight vehicles.

5. DISPOSAL AND PROCESSING FACILITIES

For each proposed disposal or processing facility:

- a. SWIS facility permit number and status.
- b. Available processing capacity.
- c. Average residual percentages and final disposition of residuals.
- d. Distance from service area.
- e. Reliability of end markets, if relevant.
- f. If third-party facility, include a letter from the facility stating the cost per tonnage.

6. REPORTING

- a. Detailed AB 341, AB 939, AB 1594, AB 1826, and SB 1383 monitoring and reporting, including electronic transmission of reports to the City.
- b. Method used to track tonnage collected.

- c. Process for tracking and reporting Service Recipient complaints and dispute resolution to the City.
- d. Methods for tracking and reporting against performance standards, including customer service metrics.
- e. Detailed sustainability and GHG emissions reduction and tracking reporting to the City.

C. Customer Service and Billing Plan: Proposers shall provide a detailed Customer Service and Billing Plan specifying the customer service operations and billing practices that will be used in the City. The Customer Service and Billing Plan will be included as an exhibit in the final Collection Service Agreement, when approved by the City. Customer service hours must be noted.

The Customer Service and Billing Plan must include the following:

1. Protocol for receiving customer calls, issuing work orders, closing work orders, and call-backs to Service Recipients.
2. Internal performance standards related to resolving customer concerns and complaints.
3. Whether or not a new phone system and/or new website will be included.
4. Staffing levels to ensure excellent customer service and limited wait times (state the number of customers per customer service representative).
5. Protocol for Service Recipient billing, billing changes, and billing disputes.
6. Samples of invoices as well as discussion regarding components of invoices and the ability to customize invoices.
7. Payment programs and options providing alternatives for Service Recipients to submit payment.
8. Past-due collection procedures.

D. Sustainability and Compliance Plan: Proposers are required to provide a Sustainability and Compliance Plan with a description of the diversion and sustainability programs associated with providing the requested services. This may include, without limitation, Proposer's approach in obtaining the diversion goals specified in this RFP. Proposers must provide diversion estimates, which must not be less than the minimum diversion required in this RFP and must be tied to specific collection methods and public education programs. Failure to provide the estimated diversion tonnages and diversion estimates will be grounds for disqualification. The Sustainability and Compliance Plan will be included as an exhibit to the final Collection Service Agreement, when approved by the City.

The Sustainability and Compliance Plan must, at a minimum, include the following:

1. Proposer's approach to reducing, tracking, monitoring, and reporting GHG emissions to the City.
 2. Diversion facilities to be used (including name, location, owner/operator, permit status, and permitted capacity).
 3. A schedule showing specific programs and tasks, milestones, and timeframes for meeting the diversion requirements specified in this RFP.
 4. A table segregated by SFD, MFD, Commercial, City, and Additional Services, estimating tonnages for Recyclable Materials and Organic Waste collected for each calendar year of the Collection Service Agreement, beginning with the Collection Service Agreement's first Agreement Year.
 5. Proposer's approach to reducing contamination of Recyclable Materials and Organic Waste.
 6. Proposer's approach to reducing air emissions and wear and tear on the City's streets.
 7. Environmental stewardship (all environmental management policies and activities related to the proposed activities must be described, including the use of alternative fuel vehicles, use of recycled products throughout operations, internal waste reduction and reuse protocol, water, and resource conservation activities within facilities [design, construction, and operation], compliance with laws governing HHW, E-Waste, and U-Waste, and use of non-toxic products when possible).
 8. Use of local vendors.
 9. Domestic U.S. solutions for the recycling and recovery of Recyclable Materials.
 10. Innovative "green" approaches to providing services.
- E. Education and Outreach Plan:** Proposers shall provide a detailed bilingual or multi-lingual (English and Spanish, at a minimum) Education and Outreach Plan that specifies the methods and public education materials that will be used for program start-up and throughout the Collection Service Agreement term for the City. Specific attention should be given to methods to achieve high participation and diversion through Recycling and Organic Waste Collection programs, City-Supported Events, ongoing waste disposal programs (e.g., bulky item pick-up, curbside oil and battery collection, cardboard drop-off locations), and ongoing "how to" promotions. The Education and Outreach Plan will be included as an Exhibit to the final Collection Service Agreement, when approved by the City.

Specifically, the Education and Outreach Plan must address:

1. Implementing aggressive public education programs, especially with MFD solid waste generators, to meet the City's diversion requirements.
2. Methods to reduce contamination of Recyclable Materials and Organic Waste.

3. Educating Service Recipients on the benefits of participation in Recyclable Materials and Organic Waste Collection programs.
4. City waste disposal programs and services.
5. Implementing public education and outreach programs in the City's schools, business community, City facilities, and special events.
6. The various media types that may be used, including, but not limited to, print (e.g., flyer, postcard, poster, or billboard), internet and social media platforms, video, audio, etc.

F. Value Added Services: Please provide any additional services of benefit not specifically required herein, which the Proposer offers to provide.

G. Contractor Assignment of Subcontract

1. The resulting contract shall not be assigned, transferred, or sublet, in whole or in part, without the prior written approval of the City.
2. If Proposer intends to subcontract any portion of the resulting contract, they must describe their process for selecting such subcontractor(s) and the quality control measures that the Proposer will employ to ensure that any subcontractor complies with the provisions of Proposer's contract with the City.

H. Previous Contracts with the City of San Fernando

1. The Proposer shall submit a list which indicates all prime contracts and/or amendments awarded to the Proposer by the City for the last three (3) years.
2. The list shall include a short description of the agreement, the agreement scope of work, award date, completion date, name of City's assigned project manager, and contract value.

I. Statement of Impartiality and Disclosure

1. The nature of this Collection Service Agreement requires an impartial unbiased approach on the part of the Proposer's team. This Proposal shall include a statement declaring that the Proposer and subcontractors are not currently, and will not, during the performance of these services, participate in any other similar work involving a third party with interests currently in conflict or likely to be in conflict with the City's interests.
2. Additionally, Proposer is required to disclose any pending or active investigations or litigation that may affect the reputation or ability of the Proposer to carry out the Collection Service Agreement.

Proposal Section 5: Forms

A. Forms in Section 5

1. Proposers must provide fully completed versions of all forms included in Section 5 of this RFP, in the order they are listed, with their Proposals.
2. Proposers shall use only the forms and format provided. Any deviation from those provided may be grounds for rejection of the entire Proposal.
3. Proposers must provide their proposed Service Rates, as well as other required financial information necessary to demonstrate adherence to the Guiding Principles, in Form K.
4. Proposed Service Rates must include Recyclable Materials and Organic Waste programs that are fully compliant with SB 1383 regulations, as well as all requirements under AB 1594, AB 341, AB 1826, SB 54, and any other existing applicable regulations.

Proposal Section 6: Exceptions to Collection Service Agreement and Alternative Services

A. Exceptions to this Request for Proposals

1. The Proposer shall state whether or not it takes exception(s) to this RFP, including but not limited to the terms and conditions in the Forthcoming Draft Agreement.
2. Each Collection Service Agreement exception must be presented by stating:
 - a. The specific exception.
 - b. The page and line numbers of the exception.
 - c. The suggested changes to the program related to the exception.
 - d. The suggested changes in the Draft Agreement language related to the exception.
 - e. The manner in which the proposed change would benefit the City, the Service Recipients, or both.
3. Requests for complete replacement of the City's Draft Agreement for another contract will not be granted.
4. Please note that the City has no obligation to accept any Collection Service Agreement exception. Proposals will be evaluated based on the required services and Collection Service Agreement language as set forth in this RFP. Proposers must not assume that the City will agree to any proposed exceptions.
5. Failure to make exceptions to the RFP or Draft Agreement within the Proposal will be deemed a waiver of any objection. Exceptions will be considered during the Proposal evaluation process, with lack of exceptions being ideal for the City.

B. Proposers may submit alternatives to the services listed in this RFP.

1. Proposers must propose on all required services as included in this RFP or their Proposal will be rejected as being non-responsive.
2. If service alternatives are presented, as provided for in this section of the RFP, they must:
 - a. Be included as an attachment to the Proposal,
 - b. Contain the price of the service alternatives using the forms provided in Section 5 of this RFP,
 - c. Include specific language necessary for inclusion in the Collection Service Agreement, and
 - d. Note the manner in which the proposed alternative would benefit the City, the Service Recipients, or both.
3. Please note that the City has no obligation to accept any proposed service alternative. Proposals will be evaluated based on the required services and Collection Service Agreement language as set forth in this RFP.

Proposal Section 7: Appendices

The Proposer may provide additional technical information that they believe to be applicable to this Proposal—limited only to information specifically related to services to be provided—and include such information as an appendix. Proposers are discouraged from including marketing material, education and outreach material, or other additional information not related to the equipment or services to be provided.

SECTION 4.0: Collection Scope Of Services

4.1 Introduction

The purpose of this section of the RFP documents is to familiarize prospective Proposers with the solid waste services desired by the City. Each Proposer must fully review the Forthcoming Draft Agreement and identify in its Proposal any exceptions it proposes.

4.2 Current Service Agreement

One service provider currently provides solid waste collection services in the City through the Current Agreement for collection services that expires on August 13, 2027. Please refer to Attachment 4 for a copy of the Current Agreement. Except for where the terms and conditions of this RFP and the forthcoming Draft Agreement vary from the Current Agreement, the City intends for all solid waste collection programs and services to continue via a new Collection Service Agreement.

4.3 Service Area

The City intends to award one Collection Service Agreement for an exclusive solid waste Collection Service Area, which consists of the City of San Fernando's town limits.

4.4 Service Rates

Service Recipients in the City are billed by the current service provider per the terms of the Current Agreement. The current 2026 Service Rates for the City are included in Attachment 5.

It is the City's intention that new Services Rates for any awarded Collection Agreement will be as close as feasible to, if not the same as, current Service Rates, with consideration to the cost of providing service. Final Service Rates shall be negotiated between the City and selected Proposer.

Service Rates shall be adjusted July 1, 2028, and July 1 annually thereafter, based on the CPI (Water-Sewer-Trash) listed in the Forthcoming Draft Agreement and subject to a 4% annual cap on rate adjustment.

4.5 Collection Service Agreement Term

Following approval by the City Council, Collection Services are anticipated to start on August 14, 2027, and to terminate on August 13, 2037, providing for a ten (10) year Collection Service Agreement. The term of the Collection Agreement may be extended by up to one (1) additional five (5) year term, at the City's option, and subject to the Proposer meeting performance requirements as specified in the Collection Agreement.

4.6 Service Overview

The City is proposing that the following Collection Services for SFD residential, MFD residential, commercial, industrial/roll-off boxes, and municipal sectors be provided within the Service Area.

All Service Recipients in the City shall receive Collection Services which include at least weekly collection of Garbage, Source-Separated Recyclable Material, and Source-Separated Organic Waste, unless subject to a City-approved waiver or other exception authorized by Applicable Law.

By default, Source-Separated Organic Waste Collection Service is required to include Green Waste, Food Waste, or a mix of Green Waste and Food Waste, for all Service Recipients. The selected Proposer(s) will be required to collect all Source-Separated Organic Waste and deliver it to appropriate facilities.

Source-Separated Recyclable Materials accepted as part of the Collection Services include cans (aluminum and tin), glass bottles, newspaper, mixed paper, cardboard, and plastics. All Service Recipients in the City shall be serviced using the designated sizes of Carts and Bins, as well as 10- to 40-cubic-yard Roll-off Containers for Roll-off Service Recipients. The selected Proposer(s) will be required to collect all Source-Separated Recyclable Materials and deliver them to appropriate facilities.

4.7 Solid Waste Collection Services

A. SFD Residential Collection Services

Terms and conditions regarding these services can be found in the Forthcoming Draft Agreement.

1. **SFD Bundled Collection Service** – The City wishes to have a weekly SFD Solid Waste Collection Service system using Carts.
 - a. Solid Waste Collection Service system(s) will consist of using one (1) 64-gallon black or grey Garbage Cart, one (1) 64-gallon blue Recycling Cart, and one (1) green 64-gallon Organic Waste Cart as part of the base SFD Solid Waste Collection Service².
 - b. On-premises collection must be made available to eligible participants (those who are physically unable to move Carts) at no additional cost.
2. **SFD Garbage Collection Service** – The City wishes to retain a weekly, automated SFD Garbage Collection Service program consisting of 64-gallon black or grey Garbage Carts².
3. **SFD Recycling Collection Service** – The City wishes to retain a weekly, automated single-stream SFD Recycling Collection Service program, using 64-gallon single-stream Recycling Carts.
 - a. One (1) 64-gallon blue Recycling Cart will be provided to each Service Recipient as part of the base service to SFD Service Recipients.
 - b. The cost for the base SFD Recycling Collection Service is to be included, bundled, in the SFD base Service Rates.
 - c. Upon request, and at no additional charge, a second 64-gallon blue Recycling Cart will be provided to each Service Recipient.
 - d. Proposers may propose to offer other blue Recycling Cart sizes as a convenience to SFD Service Recipients.
4. **SFD Organic Waste Collection Service** – The City wishes to retain a weekly, automated SFD Organic Waste Collection Service of Green Waste and Food Waste, using 64-gallon Organic Waste Carts.
 - a. One (1) 64-gallon green Organic Waste Cart will be provided to each Service Recipient as part of the base service to SFD Service Recipients.
 - b. The cost for the base SFD Organic Waste Service is to be included, bundled, in the SFD base Service Rates.

² The City is open to alternative proposals that expand the sizes of Garbage, Recycling, and Organic Waste Carts available to Service Recipients, but does not want the cost of offering these additional sizes to be part of Service Rate Proposals. See item 4.7.T, Potential Service Alternatives.

- c. Upon request, and at no additional charge, a second 64-gallon green Organics Cart will be provided to each Service Recipient.
 - d. Proposers may propose to offer other green Organic Cart sizes as a convenience to SFD Service Recipients.
5. **SFD Bulky Waste Collection Service** – The City is requesting the provision of Bulky Waste Collection Services to SFD Service Recipients.
- a. Four (4) times per calendar year, each Service Recipient shall be eligible to procure curbside Bulky Waste Collection Service for two (2) large items AND up to 4 cubic yards of solid waste (which can include large items and E-Waste).
 - b. Bulky Waste Collection Services are to be provided upon next service date if request is received at least two (2) business days prior to the next service date.
 - c. The cost for these four Bulky Waste Collection Service events per Service Recipient is to be included in the SFD base Service Rates.
6. **SFD Additional Services** – The following additional services are to be included in the SFD base Service Rates:
- a. **Holiday Tree Curbside Collection** – Annually, the selected Contractor shall collect all holiday trees during a two-week period that begins on the first day of service following December 25th.
 - b. **Universal Waste Curbside Collection** – At no additional charge, Contractor shall collect Universal Waste that has been set out in approved containers/bags.
 - c. **Used Motor Oil Curbside Collection** – At no additional charge, Contractor shall collect used motor oil and filters that have been set out in Contractor-approved containers/bags.
 - d. **Backyard/Off-Street (“On-Premises”) Collection** – This service must be provided at no additional charge for qualifying Service Recipients with disabilities, to comply with ADA or similar State law. The selected Contractor may charge other Service Recipients for this service.
 - e. **Replacement of Carts** – Replacement of one lost, damaged, or stolen Cart per Service Recipient, per material type (garbage, recycling, organics), during the term of the agreement, as requested.
 - f. **Exchange of Containers** – Free sizing exchange of one Garbage container (Cart/Bin), one Recycling container (Cart/Bin), and one Organic Waste container (Cart/Bin) per Service Recipient, per year, as requested.
 - g. **Inspection and Cleaning of Bins and Debris Boxes** – Annual inspection of all Bins and Debris Boxes at each Service Unit, during which dirty containers are replaced or cleaned.

B. Multi-Family Dwelling (MFD) Collection Services

The City wishes to have MFD Collection Service be provided to Service Recipients in Carts and/or Bins. Terms and conditions regarding these services can be found in the Forthcoming Draft Agreement.

1. **MFD Collection Service** – The City wishes to have a weekly MFD Solid Waste Collection Service system, using Carts and/or Bins as requested by the MFD Service Recipient. MFD Solid Waste Collection Service containers will be allocated at either the dwelling unit level or the Service Recipient level, dependent on the wishes of the MFD Service Recipient. The base MFD Solid Waste Collection Service will include, at no additional cost, up to two Carts' worth of blue Recycling Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) and up to two Carts' worth of green Organic Waste Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) for all Service Recipients who do not have SB 1383 waivers in place. The actual configuration of Recycling and Organic Waste Cart and/or Bin sizes shall be based on the total equivalent volume and configured in a manner determined by the Service Recipient in consultation with the selected Contractor. MFD Service recipients may request additional Carts and/or Bins or increase their collection frequency for an additional cost.
2. **MFD Garbage Collection Service** – The MFD Garbage Collection Service shall use variable size black or grey Carts (64- and 96-gallon) and/or Bins (1- through 6-cubic-yard). Proposers must provide Service Rates for all container sizes listed here in Form K.
3. **MFD Recycling Collection Service** – The selected Contractor will provide single-stream MFD Recycling Collection Service to all MFD Service Recipients in the Service Area, consistent with State requirements of AB 341 and SB 1383. The MFD Recycling Collection Service shall use blue Carts (64- and 96-gallon) and Bins (1- through 6-cubic-yard). At least one, and up to two, Carts' worth of Recycling Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) will be provided to each MFD Service Recipient as part of the base. Proposers must provide Service Rates for all container sizes listed here in Form K.
4. **MFD Organic Waste Collection Service** – The selected Contractor will provide MFD Organic Waste Collection Service to all MFD Service Recipients in the Service Area, consistent with State requirements of AB 1826 and SB 1383. MFD Organic Waste Collection Service is required to accept both Green Waste and Food Waste. The MFD Organic Waste Collection Service shall use green Carts (64- and 96-gallon) and Bins (1- through 2-cubic-yard). At least one, and up to two, Carts' worth of Organic Waste Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) will be provided to each MFD Service Recipient as part of the base. Proposers must provide Service Rates for all container sizes listed here in Form K.
5. **MFD Bulky Waste Collection Service** – The selected Contractor will provide Bulky Waste Collection Services to MFD Service Recipients.
 - a. Three (3) times per calendar year, each MFD Service Recipient shall be eligible to

procure curbside Bulky Waste Collection Service, which shall include collection of large items and e-waste, for up to 0.5 cubic yards of Solid Waste per Dwelling Unit.

- b. While draft terms regarding this service are included in the Forthcoming Draft Agreement, Proposers are encouraged to propose program details and best practices they would most recommend.
- c. The cost for these three Bulky Waste Collection Service events per Service Recipient is to be included in the MFD base Service Rates.

6. **MFD Additional Services** – The following additional services are to be included in the MFD base Service Rates:

- a. **Holiday Tree Collection** – Upon request, annually during the two weeks immediately following December 25th, the selected Contractor shall coordinate with each MFD Service Recipient to arrange a holiday tree collection event in a manner to be agreed upon by the Contractor and the MFD Service Recipient’s property manager.
- b. **Universal Waste Curbside Collection** – At no additional charge, Contractor shall collect Universal Waste that has been set out in approved containers/bags.
- c. **Used Motor Oil Curbside Collection** – At no additional charge, Contractor shall collect used motor oil and filters that have been set out in Contractor-approved containers/bags.
- d. **Backyard/Off-Street (“On-Premises”) Collection** – This service must be provided at no additional charge for qualifying Service Recipients with disabilities, to comply with ADA or similar State law. The selected Contractor may charge other Service Recipients for this service.
- e. **Replacement of Containers** – Replacement of one lost, damaged, or stolen container (Cart/Bin) per Service Recipient, per material type (garbage, recycling, organics), during the term of the agreement, as requested.
- f. **Exchange of Containers** – Free sizing exchange of one Garbage container (Cart/Bin), one Recycling container (Cart/Bin), and one Organic Waste container (Cart/Bin) per Service Recipient, per year, as requested.
- g. **Inspection and Cleaning of Bins and Debris Boxes** – Annual inspection of all Bins and Debris Boxes at each Service Unit, during which dirty containers are replaced or cleaned.

C. Commercial Collection Services

The City wishes to have Commercial Collection Service be provided to Service Recipients in Carts and/or Bins. Terms and conditions regarding these services can be found in the Forthcoming Draft Agreement.

- 1. **Commercial Bundled Service** – The City wishes to retain a weekly Commercial Solid Waste

Collection Service system, using Carts and/or Bins as requested by the Commercial Service Recipient. The base Commercial Solid Waste Collection Service will include, at no additional cost, up to two Carts' worth of blue Recycling Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) and up to two Carts' worth of green Organic Waste Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) for all Service Recipients who do not have SB 1383 waivers in place. The exact configuration of Recycling and Organic Waste Cart and/or Bin sizes shall be configured in a manner determined by the Service Recipient in consultation with the selected Contractor. Commercial Service Recipients may request additional Carts and/or Bins or increase their collection frequency for an additional cost.

2. **Commercial Garbage Collection Service** – The Commercial Garbage Collection Service shall use variable size black or grey Carts (64- and 96-gallon) and Bins (1- through 6-cubic-yard). Proposers must provide Service Rates for all container sizes listed here in Form K.
3. **Commercial Recycling Collection Service** – The selected Contractor will provide single-stream³ Commercial Recycling Collection Service to all Commercial Service Recipients in the Service Area, consistent with State requirements of AB 341 and SB 1383. The Commercial Recycling Collection Service shall use variable size blue Carts (64- and 96-gallon) and Bins (1- through 6-cubic-yard). At least one, and up to two, Carts' worth of Recycling Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) will be provided to each Commercial Service Recipient as part of the base. Proposers must provide Service Rates for all container sizes listed here in Form K.
4. **Commercial Organic Waste Collection Service** – The selected Contractor will provide Commercial Organic Waste Collection Service to all Commercial Service Recipients in the Service Area, consistent with State requirements of AB 1826 and SB 1383. The Commercial Organic Waste Collection Service shall use variable size green Carts (64- and 96-gallon) and Bins (1- through 2-cubic-yard). At least one, and up to two, Carts' worth of Organic Waste Cart space (Service Recipient can choose from both/either 64-gallon and/or 96-gallon Carts) will be provided to each Commercial Service Recipient as part of the base. Proposers must provide Service Rates for all container sizes listed here in Form K.
5. **Commercial Additional Services** –The following additional services are to be included in the Commercial base Service Rates:
 - a. **Universal Waste Curbside Collection** – Up to three times per year, at no additional charge, Contractor shall collect Universal Waste that has been set out in approved containers/bags.

³ The City is seeking combined bottles, cans, and fibers recycling service as the dominant and primary recycling service for all Service Recipients. That said, the City does not wish to preclude the possibility of a fiber-only recycling stream option as an additional service for a subset of customers who would benefit from such an option.

- b. **Replacement of Containers** – Replacement of one lost, damaged, or stolen container (Cart/Bin) per Service Recipient, per material type (garbage, recycling, organics), during the term of the agreement, as requested.
- c. **Exchange of Containers** – Free sizing exchange of one Garbage container (Cart/Bin), one Recycling container (Cart/Bin), and one Organic Waste container (Cart/Bin) per Service Recipient, per year, as requested.
- d. **Inspection and Cleaning of Bins and Debris Boxes** – Annual inspection of all Bins and Debris Boxes at each Service Unit, during which dirty containers are replaced or cleaned.

The following additional services are to be provided in accordance with the Maximum Service Rates:

- a. **Bulky Waste** – The selected Contractor will provide Bulky Waste Collection Services to Commercial Service Recipients upon request in accordance with the Maximum Service Rates.

D. Industrial / Roll-Off / Debris Box Service

Temporary roll-off and debris box services are to be provided to Service Recipients on an as-needed basis and within one business day of request.

E. City Facility Services

The City wishes to have City Collection Service be provided to Service Recipients in Carts and/or Bins. Terms and conditions regarding these services can be found in the Forthcoming Draft Agreement.

- 1. **Collection from City Service Recipients** – The selected Contractor will provide collection services to all City facilities, at no cost to the City. These services include the collection of Garbage, Recyclable Material, and Organic Waste from City facilities. Frequency of service will be determined by location need. A list of current locations and service levels is provided in the Forthcoming Draft Agreement.
- 2. **Service Level Audits and Right-Sizing** – The selected Contractor will do an initial assessment of service levels at the City facilities listed in the Forthcoming Draft Agreement, to determine whether each facility has the appropriate levels of Garbage, Recyclable Materials, and Organics service relative to the waste stream produced at that location and will recommend right-sizing of containers as appropriate.
- 3. **Bulky Waste** – For no additional charge, selected Contractor will provide Bulky Waste Collection Services to City Service Recipients upon request.
- 4. **Collection from City's Public Trash Cans** – The selected Contractor will provide Garbage and Recycling Collection services to the City's public waste stations, as listed in the Forthcoming Draft Agreement, not less than three (3) days per week. This service will also include maintaining cleanliness in and around the waste stations, though washing the

waste station equipment is not required.

5. **City-Sponsored Event Service** – The selected Contractor will provide containers and Collection service for Garbage, Recyclable Materials, and Organic Waste, as well as staff support and public education materials, for up to 20 City-sponsored events each year. For the purposes of proposing, Proposers can assume that each of the 20 events is of one-day duration.
6. **Support of City Clean-Ups** – The selected Contractor will provide Roll-Off Containers and Collection service for Solid Waste generated during City clean-up operations, upon request and in accordance with Maximum Service Rates. Examples of this include the provision of Debris Boxes for cleaning up after weather events or dealing with debris during tenant improvements in a City building.
7. **Used Oil Collection from Public Works Yard** – At no additional charge, Contractor shall collect used motor oil and filters that have been set out in Contractor-approved containers/bags from the City's Public Works Yard.
8. **Additional Services**
 - a. **Holiday Tree Drop-Off** – At no additional charge, the selected Contractor will provide two weeks of Holiday Tree Drop-Off in Roll-Off Bins at the San Fernando Public Works Yard or another location within City limits.
 - b. **Universal Waste Drop-Off** – At no additional charge, the selected Contractor will collect Universal Waste from a drop-off location at the San Fernando Public Works Yard. This drop-off location shall be available, without limit, to SFD and MFD residents. It shall also be available to City Service Units.
 - c. **Household Battery Drop-Off** – At no additional charge, the selected Contractor will periodically collect household batteries from a battery drop-off location at City Hall.
 - d. **Sharps By Mail Program** – Upon request, the selected Contractor will mail Sharps receptacles that include pre-paid return shipping to City residents. Annually, the first 100 seniors who order a Sharps receptacle will receive the container free of charge. Beyond that condition, the Contractor may charge for this service.
 - e. **Bimonthly Community Drop-Off / Donation Events** – The selected Contractor will conduct bimonthly drop-off events at which residents may drop off Bulky Waste, Universal Waste, reusable clothing, E-Waste, and Green Waste. The Contractor will provide free compost to residents during each of these events, and that compost quantity will be part of the City's recovered organic waste product procurement discussed below. The Contractor will also provide free kitchen food waste pails at these events.
 - f. **Semi-Annual Paper Waste Shred Day Events** – The selected Contractor will conduct at least two Paper Waste Shred Day events per year, to provide the City and residents

with shredding services for confidential documents.

- g. **Annual Large Green Waste Shred Day** – The selected Contractor will conduct at least one annual Large Green Waste Shred Day, to provide the City and residents with shredding services for Large Green Waste.
- h. **Resources for Tree Planting** – The selected Contractor will provide \$10,000 each year to the City for planting and maintaining trees and other community beautification projects within the City.
- i. **Scholarships and Community Involvement** – The selected Contractor will provide \$2,000 each year to support the City’s Annual Education Commission Scholarship Ceremony. Contractor will also return \$12,500 annually from the proceeds from the sale of Recyclable Materials to the City, to contribute to a Community Investment Fund. On an annual basis, each City Councilmember will select an event, program, and/or organization within the City to which they will award \$2,500 (or, alternatively, the entire City Council will allocate the entirety of that year’s funding to a single recipient). Programs may include City-sponsored events, community involvement activities, or new programs established in the City. The goal of the program is to encourage recycling from all sectors while supporting San Fernando’s goals to thrive and become a more prosperous and sustainable City.
- j. **Backyard Compost and Worm Bin Promotion** – The selected Contractor will subsidize 50% of the cost of the purchase of backyard compost bins, including worm bins, for City residents with backyard composting. The selected Contractor will also provide a minimum of two backyard composting workshops per year for interested City residents.
- k. **Support in Complying with SB 1383** – The selected Contractor will provide comprehensive support as needed to the City in complying with SB 1383, which will include support with public education and outreach (including site visits), Route Reviews, contamination monitoring, compliance reviews, edible food generator lists and site visits / inspections, waiver administration, record-keeping, collection of data, and compilation of reports.
- l. **Recovered Organic Waste Product Procurement, including Compost / Mulch for City-Directed Uses** – Upon request from the City, the selected Contractor will provide SB 1383 compliant compost and/or mulch, up to 100% of the City’s SB 1383 recovered organic waste product target each year (1,980 tons of mulch or 1,148 tons of compost). The City may direct some or all of this compost and/or mulch to be delivered to City sites (e.g., local parks, garden projects), City events, and/or local educational facilities (e.g., schools, educational gardens).

- m. **Support in Complying with SB 54** – The selected Contractor will provide support to the City in complying with SB 54, which may include support with record-keeping, collection of data, cost estimates, cost reporting, waste stream sampling, and compilation of reports.
- n. **Inspection and Cleaning of Bins and Debris Boxes** – Annual inspection of all Bins and Debris Boxes at each City facility, during which dirty containers are replaced or cleaned.
- o. **Replacement of Containers** – Replacement of one lost, damaged, or stolen container (Cart/Bin) per City Service Recipient, per material type (garbage, recycling, organics), during the term of the agreement, as requested.
- p. **Exchange of Containers** – Free sizing exchange of one Garbage container (Cart/Bin), one Recycling container (Cart/Bin), and one Organic Waste container (Cart/Bin) per Service Recipient, per year, as requested.

9. Education and Outreach Plan

Terms and conditions regarding these programs can be found in the Forthcoming Draft Agreement.

1. The selected Contractor must provide ongoing and effective Education and Outreach to all Service Recipients in the City to assist the City in meeting its diversion requirements and goals. The Education and Outreach Plan may involve the development of education and outreach materials, staffing at City-Supported Events, a City-specific website that fully explains the selected Contractor's services and Service Rates, effectively promotes the diversion options offered to Service Recipients, and allows Service Recipients to submit service changes, inquiries, complaints, or queries, as well as other social media platforms, and other strategies. The Proposer must include specific details of the proposed Education and Outreach Plan, how the program will be managed, and how effectiveness of the program will be measured on an ongoing basis. These indicators are to be incorporated into the ongoing reports provided to the City, and the City reserves its rights to redirect the selected Contractor's efforts or require additional selected Contractor efforts if the Education and Outreach Plan is not showing measurable and tangible results as proposed.
2. The selected Contractor must provide Education and Outreach / sustainability / compliance staffing to the City at a level sufficient to accomplish the Education and Outreach tasks required by the Forthcoming Draft Agreement. This staffing shall not be less than the equivalent of one full-time employee, and this staffing is permitted to overlap in duties and personnel with the customer service / billing staffing required below (for a total of the equivalent of two full-time employees supporting the City across these two staffing areas). . The selected Contractor may use subcontractors to perform some or all of the duties normally assigned to outreach staff. The City will approve any such

subcontractors in advance.

3. Education and Outreach Plan responsibilities will include, but are not limited to, the following:
 - a. Recycling and Organic Waste program implementation, including conducting on-site waste and service level audits for all City Service Recipients at the start of the term of the Agreement.
 - b. Conduct on-site service level audits upon request for any MFD, Commercial, or City Service Recipients during the duration of the term.
 - c. Conduct at least 20 technical assistance site visits per month at Commercial, MFD, and City Service Units Premises, with a primary focus on those Service Recipients with the lowest program participation or diversion. The results of the site visits and ongoing AB 341, AB 1826, and SB 1383 compliance reports will be provided to the City.
 - d. Educate City staff and Service Recipients, as appropriate, regarding Applicable Law and other State legislation.
 - e. Develop and distribute both written and electronic public education and outreach material to Service Recipients, including quarterly newsletters.
 - f. Update City-specific website or webpage at least annually, maintaining the City's most current rate sheet in a prominently visible spot on the website's landing page.
 - g. Advise appropriate personnel (management, employees, janitors, etc.) at MFD and Commercial Service Recipients on methods and recommendations to increase recycling and decrease landfilling (i.e., how to maximize diversion and provide educational materials, posters, labels, etc.) as requested and when new laws are implemented.
 - h. Inform and educate Service Recipients on the full range of all services being offered, including Cart and Bin exchange and cleaning, Used Oil Collection / drop-off, Universal Waste Collection / drop-off, Bulky Waste Collection, and availability of Kitchen Food Waste Pails.
 - i. Advise Service Recipients on the selection of collection services and container sizes to maximize diversion, and the potential cost control if a Service Recipient takes recommended actions to increase diversion.
 - j. Educate Service Recipients, especially MFD and Commercial Service Recipients, on how to participate in Recycling and Organic Waste diversion programs and how to decrease or eliminate contamination; and
 - k. Educate and train staff and custodians on best practices for recycling and waste reduction, and on availability and use of in-house recycling containers.

4. Upon award of solid waste services Collection Service Agreement, the selected Contractor will meet with key City staff monthly to review, at a minimum, program performance, current and anticipated activities, specific outreach performed to promote high participation in diversion programs, ability for Service Recipients to change service levels, awareness of and participation in Bulky Waste Collection, methods to monitor contamination, and Service Recipient service messaging on diversion programs.

The City will approve the specific program activities associated with the Education and Outreach Plan, and the selected Contractor's Education and Outreach Plan will be included as an Exhibit to the final executed solid waste services Collection Service Agreement.

10. Collection Containers

1. The selected Contractor must provide Collection Containers that are compliant with SB 1383. Each container must be in a color distinctive to each use, and all containers for the same use shall be colored the same. The following colors shall be used for collection container lids: Garbage (black or grey); Recyclable Materials (blue); and Organic Waste (green). Each container shall be marked with an adhesive label or imprinted with its intended usage in letters and pictures. The label shall specify what materials are allowed to be placed in each container. Labels must represent acceptable versus unacceptable items in written or graphic form both in English and Spanish.
2. The selected Contractor must provide 64-gallon and 96-gallon Carts. The selected Contractor must also provide Bins ranging in size from 1- to 6-cubic-yard capacity for collection from MFD, Commercial, and City Service Recipients, except for Organic Waste Bins, which shall be required to be provided in sizes ranging from 1- to 2-cubic-yard capacity. The cost for the provision of Bins is to be included in the Collection Service Rates and not charged as a separate cost to the Service Recipient. Proposer's Cart and Bin specifications will be included in the final Collection Service Agreement. The City may inspect the condition of the Carts and Bins and may require immediate replacement of Carts or Bins if they are determined by the City not to be in good working order or visually acceptable appearance.
3. All new Carts will have heavy duty wheels, attached hinged lids, and be designed to be resistant to inadvertent tipping due to high winds. All new or replacement Carts must be compatible with automated collection and similar to the existing Carts. The City will approve the specific colors of the Carts (blue for Recyclable Materials, green for Organic Waste, and black or grey for Garbage) and Cart design (square, rectangular, tall, short). The lids and bases on all Carts must have matching colors or as approved by SB 1383. All new or replacement Carts will be manufactured with a minimum 20% recycled material content and come with a ten-year warranty against defects. The City encourages new and replacement Carts to be made of materials with a higher recycled content than 20% post-consumer material. The City also requires that all new or replacement Carts be hot-stamped, embossed, or labeled/decaled with "[Disposal Company Name]", a unique identification number, and images of the type of materials to be collected (i.e., Garbage, Organic Waste, Recyclable Material). All Carts shall also contain instructions for proper

usage. If any of the above is accomplished via labels or decals, such labels or decals must be maintained and/or replaced as necessary throughout the term to maintain a near new appearance. All writing on the Carts shall be in both English and Spanish.

4. Each Service Recipient is entitled to the replacement of one (1) lost, destroyed, or stolen Cart, per type (Garbage, Organic Waste, Recyclable Material) of Cart, during the term of the Collection Service Agreement at no cost to the Service Recipient. Within five (5) Workdays of notification by the City or a Service Recipient of the need for such replacement, selected Contractor must replace the Cart. Except in the case of a Cart that must be replaced because of damage caused by selected Contractor or in the case where selected Contractor elects to replace a Cart rather than repair it on-site, the selected Contractor will be compensated for the cost of those replacements in excess of one (1) per type of Cart per Service Recipient during the term of the Collection Service Agreement. This provision is intended to be applied on a per Cart type, individual Service Recipient basis, and, accordingly, each Service Recipient could receive up to three (3) replacement Carts, one (1) of each type, during the term of the contract.
5. The selected Contractor is responsible for the repair of Carts, including, but not limited to, hinged lids, wheels, and axles. Within five (5) Workdays of notification by the City or a Service Recipient of the need for such repairs, selected Contractor must repair the Cart or, if necessary, remove the Cart for repairs and deliver a replacement Cart to the Service Recipient. Collection Container repair also includes the removal of graffiti from the Collection Container.
6. The selected Contractor shall do an annual inspection of all Bins and Debris Boxes for all Service Recipients of all Service Recipient types, and during that inspection shall replace or clean containers that are found to be in need of cleaning. This shall be done at no additional cost to the Service Recipients. An annual inspection and cleaning schedule will be provided to the City at least sixty (60) days prior to inspections.
7. The selected Contractor shall make indoor kitchen food pails available to all Service Recipients, including tenants within MFD and Commercial Service Units, upon request.

11. Collection Vehicles

1. Upon commencement of the Collection Service Agreement and throughout the term of the Collection Service Agreement, the selected Contractor must provide collection vehicles that comply with federal, State, regional, and local clean air and safety standards.
2. The specific type of fuel to be used is to be proposed by the Proposers. Proposer shall provide and operate Collection Vehicles that comply with all applicable requirements of the California Air Resources Board (CARB), as such requirements may be amended during the term of the Collection Service Agreement. Applicable requirements include, without limitation, Solid Waste Collection Vehicle requirements and the Advanced Clean Fleets Regulation, to the extent applicable to Proposer and its fleet.

3. The City is apprehensive about additional wear to the City's streets from collection vehicles. The City is interested in collection methods and collection vehicles that minimize wear on the City's streets. Proposers are required to provide a description of how their collection vehicles and collection methods will minimize wear on the City's streets. Proposers must also specify the gross operating weight of the collection vehicles, as well as the methods to monitor, report, and eliminate overweight collection vehicles from operating within the City.
4. All collection vehicles will be equipped with GPS tracking devices that can be used to record start and stop times, vehicle locations, and maximum speed. All collection vehicles must meet federal, State, and local maximum noise standards, and be repainted at least once every five (5) years, or as reasonably determined by the Collection Service Agreement Administrator to maintain a positive public image.

Additional details on specific vehicle requirements can be found in the Forthcoming Draft Agreement.

12. Collection Hours and Days, and Office Hours

1. SFD and MFD collection hours shall be between 6:30 a.m. and 6:00 p.m., Monday through Friday. Commercial and City collection hours shall be between 6:30 a.m. and 5:00 p.m., Monday through Saturday. The City may also require restricted collection hours in areas impacted by commute traffic, road repair, and around schools, or where continued noise complaints about collection vehicles have occurred.
2. The selected Contractor shall provide at least one representative, to be stationed at City Hall during normal business hours, to assist in billing related inquiries, accept customer payments, provide customer service, help with service requests, and provide other assistance to customers or the City. The selected Contractor may rent a workstation/workspace from the City to accommodate this/these representative(s). This staffing shall not be less than the equivalent of one full-time employee, and this staffing is permitted to overlap in duties and personnel with the sustainability / compliance staffing required above (for a total of the equivalent of two full-time employees supporting the City across these two staffing areas).
3. The selected Contractor shall maintain a local or toll-free telephone number during both normal office hours and after-hours, and an answering service during all hours other than normal office hours. Call center office hours shall be, at a minimum, from 8:00 a.m. to 5:00 p.m. daily on weekdays, and during times when service is scheduled to be provided on Saturdays. Call center staff must be equipped to answer locally applicable questions based on the terms of the Collection Agreement.

13. Diversion Standards

The selected Contractor will be responsible for complying with the diversion requirements of California AB 939, SB 1383, and all applicable CalRecycle regulations. The Proposer must also

provide their methodology for assisting the City in achieving the State's diversion goals.

14. Displaced Employees

1. The City requires that the selected Contractor offer employment to displaced employees of the prior contractor(s) (and, if applicable, subcontractors). Proposers shall include a declaration of intent in the cover letter of their Proposal, indicating their agreement to retain the employees of the prior contractors/subcontractors until such employees leave employment or are terminated for cause. In the declaration, Proposers shall confirm that offers of employment to displaced employees will be at or in exceedance of prior pay and benefit rates. Any Proposer that fails to include such a declaration in the cover letter of its Proposal may be considered non-responsive, and, if so, its Proposal will not receive further consideration.
2. Prior to contract award, the City will require the selected Contractor to affirm its commitment to provide offers of employment to displaced employees, including the provision to employ displaced employees at pay and benefit rates meeting or exceeding current rates. The City will also require the selected Contractor to agree to make information about wage rates, benefits, and job classifications of employees available to the City prior to subsequent procurement for solid waste collection and transportation services.

15. Customer Service and Billing

1. The selected Contractor shall be responsible for the billing and collection of payments for all Solid Waste Collection Services. The selected Contractor must charge Service Recipients the Service Rates approved by the City, and such Service Rates may be adjusted under the Collection Service Agreement.
2. The selected Contractor shall provide a full-time dedicated staff person at City Hall, to provide customer service, assist in billing related inquiries, accept customer payments (including cash), and help with customer service requests. This staff person shall also provide assistance to City staff as needed.
3. The selected Contractor shall not charge the City for the inclusion of additional educational or other materials included in the regular invoices.
4. If a customer's payment becomes more than one hundred twenty (120) days past due, the selected Contractor may request approval from the City to suspend service to that account until payment is received.
5. Customer invoices shall include clear details about service type, service level, location, and dates, so that all invoices can be easily understood by Service Recipients without training. Past due and/or credits are to be displayed accurately alongside current charges, so that the customer can see how the current bill was calculated.

16. Service Rates

1. The City wishes to provide incentives for residents and businesses to actively participate in Recycling and Organic Waste programs, while not being required to over-subscribe for services. Service Rates will be based on the Garbage, Organic Waste, and Recycling container capacity, and/or the number of containers and frequency of collection.
2. Maximum Services Rates will be effective August 14, 2027, and will be adjusted beginning July 1, 2028, and each July 1 thereafter during the term of the Collection Service Agreement. The methodology is per the terms and conditions of the Draft Agreement.

17. Contractor's Payments to the City

The selected Contractor will pay to the City the following fees:

1. **Procurement Reimbursement**: The selected Contractor shall reimburse the City a one-time \$175,000 fee for the cost of the Collection Service Agreement solicitation, evaluation, negotiation, and award process. This one-time payment is due within thirty (30) days of the Effective Date of the Collection Service Agreement and is not recoverable from any compensation under the Agreement.
2. **Franchise Fee**: The selected Contractor shall pay applicable franchise fees established by the City. For the purposes of submitting Proposals, Proposers shall assume that the franchise fee in the City will be 10% of Gross Receipts for Collection Services provided in the City, as defined in the Draft Agreement.
3. **Contract Management Fee**: The selected Contractor shall pay the City an annual Contract Management Fee of \$150,000 for the cost of managing the Collection Service Agreement. This amount shall be increased annually at the same percentage change as adjustments to the Maximum Service Rates.
4. **Transition Assistance Support**: The selected Contractor shall pay the City a one-time fee for costs the City will incur (including City staff time spent on the transition) during the process of transitioning from the Current Agreement and/or contractor to the new Collection Service Agreement and/or Contractor. The amount will depend on whether the incumbent retains the franchise, or if a new provider assumes service in the City. It is anticipated the transition payment will range from \$50,000 to \$100,000; the figure of \$75,000 is used in the Draft Agreement as a placeholder, and for the purposes of submitting Proposals, Proposers shall assume that the transition assistance support amount will be \$75,000. This one-time payment is due within thirty (30) days of the Effective Date of the Collection Service Agreement.

18. Adjustment to Fees

The City may adjust the fees described in this Section and the Draft Agreement at any time during the Term of the Collection Service Agreement. All changes in the total amount of fees to be collected by selected Contractor and remitted to the City shall be promptly reflected in an adjustment in Service Rates, such that the selected Contractor shall be fully compensated in its

Service Rates for all such fees.

19. Billing Audit, Financial Audit, and Performance Review

If requested by the City, a billing audit, financial audit, and performance review may be conducted up to two times during the term. The Contractor is responsible for paying for one hundred percent (100%) of the Billing Audit and Performance Reviews, not to exceed \$85,000 per review (dollar amount escalated annually by CPI).

SECTION 5.0: Required Forms

Proposers shall submit their signed Form A, included below, by 3:00 p.m. PT on **August 4, 2026**, and may choose to include a copy of Form A as part of their Proposal submittal.

Proposers must complete and submit Forms B through K, located on the following pages, **as part of their Proposal**. Failure to complete and submit the required forms may result in disqualification from this RFP process.

Form A:	COMMUNICATION PROTOCOL
Form B:	PROPOSER'S STATEMENT OF ORGANIZATION
Form C:	CERTIFICATION OF NON-GRATUITIES
Form D:	CONTAINER SPECIFICATIONS
Form E:	VEHICLE SPECIFICATIONS
Form F:	NON-COLLUSION AFFIDAVIT OF PROPOSER
Form G:	SERVICE RECIPIENT RATE PROPOSAL SUMMARY AND SIGNATURE
Form H:	PASS/FAIL REQUIREMENTS
Form I:	NOTICE TO PROPOSERS REGARDING CONTRACTUAL REQUIREMENTS
Form J:	REFERENCES
Form K:	SERVICE RATES

Form A: Communication Protocol

The City of San Fernando (City) commits to a procurement process for Solid Waste Management Collection Services to be open, objective, and carefully monitored. The following rules will be adhered to and enforced.

Until the City Council awards the Collection Service Agreement, all contact between participants; participants' subcontractors; participants' affiliates; participants' lobbyists, legal advisors, or political advisors; or any individual or entity that may be assisting the participant in preparing a response to this Request for Proposals (RFP), or providing work to the participant should participant be selected, and the City, shall be submitted electronically using:

<https://form.jotform.com/261955306719162>

or sent by email to:

Jordan Lane
Managing Consultant
R3 Consulting Group, Inc.
Email: jlane@r3cgi.com

All communications between the City and a participant, along with the related responses, will be transmitted simultaneously to all participants that have signed into and attended the Mandatory Pre-Proposal Meeting and will be included as part of the evaluation record.

Any participant who fails to recognize or use this process of communication will be notified of its violation and may be subject to disqualification from the selection process at the sole discretion of the City.

Any contact or attempt to contact or directly interact with any elected or appointed official for the purpose of obtaining information or influencing the RFP process, including the selection process, must be disclosed in compliance with the provisions of this Form A, and failure to do so will be grounds for determination of non-compliance and disqualification from the selection process.

All participants must acknowledge and sign this statement as part of the RFP process. All participants must provide a signed version of this statement electronically by the end of the Mandatory Pre-Proposal Meeting (August 4, 2026 by 3 p.m.). Participants that do not provide this signed statement will be disqualified from this procurement process.

On behalf of my company/agency, I understand and accept the rules established in this statement.

Company Name: _____

Company Website: _____

Primary Representative Name: _____ Title: _____

Primary Representative Office Phone: _____ Cell Phone: _____

Primary Representative Email: _____

Signature: _____ Date: _____

(Sign in Ink)

Form B: Proposer's Statement of Organization

1. Full Name of Business Concern (Proposer):

Principal Business Address:

2. Principal Contact Person(s):

Name: _____

Phone Number: _____

3. Form of Business Concern:

☐ Corporation ☐ Partnership ☐ Joint Venture ☐ LLC ☐ Other _____

4. Provide names of partner(s) or officer(s) as appropriate and indicate if the individual has the authority to sign in name of Proposer. Provide proof of the ability of the individuals so named to legally bind the Proposer.

Name, Title

Address

Name, Title

Address

If a corporation, in what state incorporated: _____

Date Incorporated: _____

Month

Day

Year

5. If a Joint Venture, LLC, or Partnership, date of Agreement: _____

6. Organization Website URL: _____

Form B: Proposer's Statement of Organization

7. List all subcontractors participating in this Collection Service Agreement:

Name:

Address:

a) _____

b) _____

c) _____

d) _____

8. Outline specific areas of responsibility for each firm listed in Question 7 above. Please include total hours or percentage of time subcontractor will spend.

a) _____

b) _____

c) _____

d) _____

9. Identify the provisions of any agreement between parties which assigns legal or financial liabilities or responsibilities:

10. If responding firm(s) are a partially or fully-owned subsidiary of another firm, or share common ownership with another firm, please identify the firms and relationships.

Form C: Certification of Non-Gratuities

TO: THE CITY OF SAN FERNANDO

CERTIFICATION

This is a written certification, signed under penalty of perjury, stating that no persons acting on behalf of _____ has paid, or offered or attempted to pay, any elected or appointed official, officer, or employee of the City any compensation or consideration, in any form whatsoever, in connection with obtaining or entering into this Collection Service Agreement.

Name

Title

Signature

Date

Form D.1: Cart Specifications

(Complete 1 form for each service offered, if any details vary by service.)

1. Select services provided:

- ☐ Garbage
- ☐ Recyclable Material
- ☐ Organic Waste (Yard Trimmings only)
- ☐ Organic Waste (Yard Trimmings and Food Waste)
- ☐ Food Waste only

2. Will the container be new or used?

- ☐ New
- ☐ Used

3. Manufacturer: _____

4. Material of Construction: _____

5. Recycled Content (percentage): _____

6. Manufacturing Method (rotational molding, injection molding, other): _____

Container Size	20-gal	32-gal	64-gal	96-gal
7. Color	_____	_____	_____	_____
8. Durability (in service years)	_____	_____	_____	_____
9. Cost of Each Container	_____	_____	_____	_____
10. Dimensions of Each Container (length x width x height)	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
11. Wheel Size	_____	_____	_____	_____
12. Manufacturer's Warranty	_____	_____	_____	_____

Form D.2: Bin Specifications

(Complete 1 form for each service offered, if any details vary by service)

1.	Select services provided:	2.	Will the container be new or used?					
☐	Garbage	☐	New					
☐	Recyclable Material	☐	Used					
☐	Organic Waste (Yard Trimmings only)							
☐	Organic Waste (Yard Trimmings <u>and</u> Food Waste)							
☐	Food Waste only							
3.	Manufacturer: _____							
4.	Material of Construction: _____							
5.	Recycled Content (percentage): _____							
6.	Manufacturing Method (rotational molding, injection molding, other): _____							
Container Size	1 cy	1.5 cy	2 cy	3 cy	4 cy	5 cy	6 cy	7 cy
7. Color	_____	_____	_____	_____	_____	_____	_____	_____
8. Durability (in service years)	_____	_____	_____	_____	_____	_____	_____	_____
9. Cost of Each Container	_____	_____	_____	_____	_____	_____	_____	_____
10. Dimensions of Each Container (length x width x height)	_____	_____	_____	_____	_____	_____	_____	_____
11. Wheel Size	_____	_____	_____	_____	_____	_____	_____	_____
12. Manufacturer's Warranty	_____	_____	_____	_____	_____	_____	_____	_____

Form D.3: Roll-Off Container Specifications

(Complete 1 form for each service offered, if any details vary by service)

1. Select services provided:

- ☐ Garbage
- ☐ Recyclable Material
- ☐ Organic Waste (Yard Trimmings only)
- ☐ Organic Waste (Yard Trimmings and Food Waste)
- ☐ Food Waste only

2. Will the container be new or used?

- ☐ New
- ☐ Used

3. Manufacturer: _____

4. Material of Construction: _____

5. Recycled Content (percentage): _____

6. Manufacturing Method (rotational molding, injection molding, other): _____

Container Size	10 cy	15 cy	20 cy	30 cy	40 cy
7. Color	_____	_____	_____	_____	_____
8. Durability (in service years)	_____	_____	_____	_____	_____
9. Cost of Each Container	_____	_____	_____	_____	_____
10. Dimensions of Each Container (length x width x height)	_____	_____	_____	_____	_____
11. Wheel Size	_____	_____	_____	_____	_____
12. Manufacturer's Warranty	_____	_____	_____	_____	_____

Form E: Vehicle Specifications

(Complete 1 form for each vehicle of service provided)

1. Select Service:

☐ Garbage ☐ Recyclable Material ☐ Organic Waste ☐ Other: _____

New ☐ or Refurbished ☐

2. Manufacturer and Model

a. Cab and Chassis _____
b. Body _____
c. Engine _____
d. Transmission _____

3. Cab and Chassis:

a. Cab Height _____
b. Number of Axles _____
c. Overall Length with Body Mounted _____

4. Body:

a. Type of Body _____
b. Rated Capacity _____
c. Practical or Net Capacity _____
d. No. of Collection Compartments _____
e. Net Capacity of Each Compartment _____ cubic yards
f. Overall Body Length _____ inches
g. Body Height _____ inches
h. Body Width _____ inches
i. Loading Height Above Ground _____ Minimum _____ Maximum
(inches) (inches)

5. Weight _____ GVW (lbs.) _____ Tare (lbs.)

6. Owned, leased, or other?

7. Purchase/lease cost of each vehicle \$ _____

Form E: Vehicle Specifications

(Complete 1 form for each vehicle of service provided)

8. Fuel type	_____	
9. Fuel usage	_____	mpg
10. Average fuel per fill	_____	gal/fill
11. Average fills per day	_____	fills/day
12. Average fills per week (M-F)	_____	fills/week
13. Emissions rating		
a. CO	_____	g/bhp/hr.
b. HC (total hydrocarbons)	_____	g/bhp/hr.
c. NO _x	_____	g/bhp/hr.
d. Particulate Matter	_____	g/bhp/hr.
14. Safety Features		
15. Color		
16. GPS Monitoring and Tracking Features		

Form F: Non-Collusion Affidavit of Proposer and Disclosure of Non-Compete Agreements

State of _____, County of _____, being duly sworn, deposes and says that:

1. S/he is _____ of _____, the Proposer that has submitted the attached Proposal.
2. S/he is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal.
3. Such Proposal is genuine and is not a collusive or sham Proposal.
4. Neither said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Collection Service Agreement for which the attached Proposal has been submitted or to refrain from proposing in connection with such Collection Service Agreement, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached RFP, or of any other Proposer, or to fix any overhead, profit, or cost component of the Proposal or the response of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of San Fernando, CA, or any person interested in the proposed Collection Service Agreement.
5. The rate Proposal in the attached RFP is fair and proper and is not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
6. Proposer must list the names of any and all other solid waste service providers and/or affiliates that it has a "non-compete" agreement with that prohibits the other solid waste services provider from proposing on services as requested in this RFP. Failure to disclose this information will result in immediate disqualification from this RFP process.

Signed

Title

Form G: Service Recipient Rate Proposal Summary and Signature

In preparing the Rate Proposal Forms, Proposers should be aware of the following:

All collection Service Rates proposed on these forms for the City shall be fixed through July 1, 2028, and should reflect service requirements as specified in the Draft Agreement.

The Undersigned hereby certifies as follows:

That _____ have personally and carefully examined the specifications and instructions for the work to be done as set forth in Sections 1-5 of this RFP and the Forthcoming Draft Agreement.

That _____ have made examination of the services as applicable to the Proposal, and fully understand the character of the work to be done.

That _____ agrees to pay the City the Reimbursement for the Cost of the Procurement Process within 30 days of **award** of the Collection Service Agreement.

That, having made the necessary examination, the undersigned hereby proposes to furnish all materials, vehicles, plant, equipment, and facilities, and to perform all labor and services which may be required to do said work with the time fixed and upon the terms and conditions provided in the Draft Agreement, at the Service Rates set forth on the Rate Proposal Forms set forth below:

PROPOSER: _____

President/Partner/Owner/Managing Member _____

Secretary _____

Firm Name _____

Individual: ☐ Partnership: ☐ Joint Venture: ☐ LLC: ☐

Corporation: _____, A _____ Corporation (State of Incorporation) ☐

Signature Instructions:

If business is a CORPORATION, name of the corporation should be listed in full and both President and Secretary must sign the form, OR if one signature is permitted by corporation by-laws, a copy of the by-laws shall be furnished to the City as part of the Proposal.

If business is a PARTNERSHIP, the full name of each partner should be listed followed by d/b/a (doing business as) and firm or trade name; any one partner may sign the form.

If the business is a LIMITED LIABILITY COMPANY, the Managing Member must sign the form.

If the business is INDIVIDUAL PROPRIETORSHIP, the name of the owner should appear followed by d/b/a and name of the company.

If business is a JOINT VENTURE, the full name of each joint venturer should be listed in full and each joint venturer must sign the form, OR if one signature is permitted by the joint venture agreement or by-laws, a copy of the agreement or by-laws shall be furnished to the City as part of the Proposal.

Signature: _____ Date: _____

Form H: Pass/Fail Requirements

PROPOSER NAME: _____
(name of the entity that will sign the Collection Service Agreement in the event one is awarded)

Key Contact Information

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Email: _____

The Undersigned hereby certifies as follows (initial next to each statement):

_____ The Proposer has attended the Mandatory Pre-Proposal Meeting held on August 4, 2026, starting at 2 p.m. PT.

_____ The Proposer has provided all required items in Section 1 of their Proposal, including Cover Letter, Executive Summary, Performance Bond Commitment Letter, and Signed Copies of Addenda.

_____ The Proposer will provide a cashier's check in the amount of \$25,000 to 117 Macneil Street, San Fernando, CA, 91340, by September 25, 2026, at 4:00 p.m. PT.

_____ The Proposer certifies that Proposer has agreed to meet the specifications and instructions for the services to be done as set forth in Sections 1-5 of this RFP.

_____ The Proposer certifies that Proposer has agreed to meet the specifications and requirements as set forth in the Forthcoming Draft Agreement.

_____ The Proposer certifies that Proposer has made an examination of the services as applicable to the Proposal and fully understands the character of the work to be done.

_____ The Proposer warrants that the requirements of the Collection Service Agreement as described in this RFP, its enclosures, and all addenda have been thoroughly reviewed, and the Proposer has conducted all due diligence necessary to confirm material facts upon which the Proposal is based.

_____ The Proposer warrants and has provided financial information and documents to the City's satisfaction that demonstrate that the financial health of Proposer is sound, that Proposer currently has the ability to finance capital purchases and needed start-up investments, and that Proposer currently has and will maintain a debt coverage ratio sufficient to cover debt service.

_____ The Proposer agrees to pay one hundred percent (100%) of the cost of each of the two (2) Performance Reviews, during the initial term of the Collection Service Agreement. This amount will be escalated annually by the same percentage increase of percentage change used to adjust Service Rates. Adjusted cost shall be rounded to the nearest cent.

Form H: Pass/Fail Requirements

_____ The Proposer agrees to submit a Performance Bond or Letter of Credit in the amount of one million dollars (\$1,000,000) to City upon Agreement award, effective August 14, 2027.

_____ The Proposer agrees to reimburse the City for the solicitation, evaluation, and award of this procurement process, in an amount set by the City. This one-time payment is due and payable to the City within thirty (30) days after the Effective Date of the Collection Service Agreement.

_____ The Proposer acknowledges the validity of the Proposal contents, including proposed Service Rates and pricing, for a period of two hundred ten (210) days from the Proposal due date.

Having made the necessary examination, the undersigned hereby proposes to furnish all materials, vehicles, plans, equipment, and facilities, and to perform all labor and services which may be required to do said work within the time fixed and upon the terms and conditions provided in the Forthcoming Draft Agreement, at the Service Rates set forth on Form K (Section 5 of RFP):

PROPOSER: _____

President/Partner/Owner/Managing Member _____

Secretary _____

Firm Name _____

Individual: ☐ Partnership: ☐ Joint Venture: LLC: ☐

☐ Corporation: _____, A _____ Corporation (State of Incorporation) ☐

Signature: _____ Date: _____

Signature Instructions:

If business is a CORPORATION, name of the corporation should be listed in full and both President and Secretary must sign the form, OR if one signature is permitted by corporation by-laws, a copy of the by-laws shall be furnished to the City as part of the Proposal.

If business is a PARTNERSHIP, the full name of each partner should be listed followed by d/b/a (doing business as) and firm or trade name; any one partner may sign the form.

If the business is INDIVIDUAL PROPRIETORSHIP, the name of the owner should appear followed by d/b/a and name of the company.

If the business is a LIMITED LIABILITY COMPANY, the Managing Member must sign the form.

If business is a JOINT VENTURE, the full name of each joint venturer should be listed in full and each joint venturer must sign the form, OR if one signature is permitted by the joint venture agreement or by-laws, a copy of the agreement or by-laws shall be furnished to the City as part of the Proposal.

Form I: Notice to Proposers Regarding Contractual Requirements

1. SUMMARY OF CONTRACT REQUIREMENTS

- a. A contract is required for any service performed on behalf of the City. Work cannot begin until the contract has been fully executed by both parties.

2. SUMMARY OF INSURANCE REQUIREMENTS

- a. These are the Insurance Requirements for Contractors providing services or supplies to the City. By agreeing to perform the work or submitting a Proposal, you verify that you comply with and agree to be bound by these requirements. When Contract documents are executed, the actual Contract language and Insurance Requirements may include additional provisions as deemed appropriate by City's Risk Manager.
- b. The Forthcoming Draft Agreement contains the City's explicit minimum requirements for insurance, summarized by the information provided below.
- c. You should check with your Insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this Collection Service Agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this Collection Service Agreement. The full coverage and limits afforded under Contractor's policies of Insurance shall be available to Buyer, and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this Collection Service Agreement shall be: (1) all the Insurance coverage and limits carried by or available to the Contractor; or (2) the minimum Insurance requirements shown in this agreement, whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to the City.
- d. Contractor shall furnish the City with original Certificates of Insurance, including all required amendatory endorsements, and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. City reserves the right to require full-certified copies of all Insurance coverage and endorsements.

3. INSURANCE REQUIREMENTS

- a. **General Insurance Requirements.** Contractor shall secure and maintain throughout the term of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with Contractor's performance of work or services under this Agreement. Contractor's performance of work or services shall include performance by Contractor's employees, agents, representatives, and Subcontractors.
- b. **Minimum Insurance Scope:** Insurance coverage shall be at least this broad:
 - i. Insurance Services Office Form No. GO 0002 or, if approved by City, its equivalent, covering Comprehensive General Liability, and Insurance Services Office Form No. GL 0404, covering

Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001).

- ii. Insurance Services Office Form No.CA 0001, covering Automobile Liability, code 1, "any auto", or code 2, "owned autos", and endorsement CA 0025. Coverage shall also include code 8, "hired autos", and code 9, "non-owned autos".
- iii. Workers' Compensation Insurance as required by the California Labor Code and Employers Liability Insurance and/or Errors and Omissions.
- iv. Hazardous Waste and Environmental Impairment Liability Insurance.
- v. Employee Blanket Fidelity Bond.

c. Minimum Insurance Limits. Contractor shall maintain insurance limits of no less than:

- i. Comprehensive General Liability: ten million dollars (\$10,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage.
- ii. Automobile Liability: ten million dollars (\$10,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the California Labor Code and Employers Liability, limits of three million dollars (\$3,000,000) per accident.
- iv. Employee Blanket Fidelity Bond in the amount of five hundred thousand dollars (\$500,000) per employee, covering dishonesty, forgery, alteration, theft, disappearance, destruction (inside or outside).
- v. Hazardous Waste and Environmental Impairment Liability in the amount of three million dollars (\$3,000,000) per each occurrence / ten million dollars (\$10,000,000) policy aggregate, covering liability arising from the release of waste materials and/or irritants, contaminants, or pollutants.
- vi. Cyber Liability in the amount of not less than five million dollars (\$5,000,000) per occurrence or claim / ten million dollars \$10,000,000 aggregate, covering claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines, and penalties, as well as credit monitoring expenses.
- vii. Technology Professional Liability / Technology Errors and Omissions insurance appropriate to the Contractor's profession and work hereunder, with limits not less than five million

dollars (\$5,000,000) per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Proposer in this agreement.

viii. Such coverage shall, if commercially available without involvement of City, automatically broaden in its form of coverage to include legislated changes in the definition of waste material and/or irritants, contaminants, or pollutants.

ix. This policy shall stipulate this insurance is primary and no other insurance carried by City will be called upon to contribute to the loss suffered by the Contractor hereunder and waive subrogation against the City and other additional insureds.

Questions and requests for modification of these terms must be negotiated and approved prior to bid closing and are at the full discretion of the City.

I have read and understand the above requirements and agree to be bound by them for any work performed for the City.

Authorized Signature: _____ Date: _____

Printed Name: _____

Form J: References

REQUEST FOR PROPOSAL Solid Waste Management Collection Services City of San Fernando, California

The following are the names, addresses, and telephone numbers of three public agencies for which Proposer has performed work of a similar scope and size within the past three years. If the instructions on this form conflict with the references requested in the scope of work, the scope of work shall govern. Complete this form accordingly. Fill out this form completely and upload it with your Proposal.

1.

Name and Address of Owner / Agency

Name, Email, and Telephone Number of Person Familiar with Proposer

Contract Amount

Type of Work

Date Completed

2.

Name, Email, and Address of Owner / Agency

Name and Telephone Number of Person Familiar with Proposer

Contract Amount

Type of Work

Date Completed

3.

Name, Email, and Address of Owner / Agency

Name and Telephone Number of Person Familiar with Proposer

Contract Amount

Type of Work

Date Completed

The following are the names, addresses, and telephone numbers of all brokers and sureties from whom Proposer intends to procure insurance bonds: _____

Form K: SERVICE RATE PROPOSAL - INSTRUCTIONS

Form K is provided in an Excel workbook. Form K shall be submitted in Excel format electronically via email to CityClerk@SanFernando.gov.

Designated Tab	Instruction
<u>Tab A</u> SFD 2027 Service Rates	Please include all proposed Maximum Service Rates for services available to <u>SFD</u> Service Recipients. For any of the requested <u>SFD</u> Cart sizes or services that the Proposer does not offer, please fill in as "N/A". If the Proposer has additional <u>SFD</u> container size options or services that are not included in the requested services, please add them into the "Other" section with the corresponding Service Rates.
<u>Tab B</u> MFD 2027 Service Rates	Please include all proposed Maximum Service Rates for service levels and items available to <u>MFD</u> Service Recipients. For any of the requested <u>MFD</u> collection container sizes or collection frequencies that the Proposer does not offer, please fill in as "N/A". If the Proposer has additional <u>MFD</u> container size, frequency, or service options that are not included in the requested services, please add them into the "Other" section with the corresponding Service Rates. <u>NOTE:</u> All <u>MFD</u> Garbage Service Rates include the equivalent of one 96-Gallon Recyclable Material Cart and one 96-Gallon Organic Waste Cart. Any increased or additional collection service request for Recycling/Organic Waste/Green Waste/Food Waste will be offset by the included bundled cost of Recycling/Organic Waste/Green Waste/Food Waste. <u>For Example:</u> - a.) The cost for a 96-Gallon Recycling Cart is \$60 for once-a-week collection. This cost is already included with the bundled Garbage rate. - b.) Should the Service Recipient increase the collection frequency to twice a week collection, the cost for Recyclable Material collection is <u>NOT</u> \$120, it is \$60 for the increased collection. - c.) The unbundled rate may be \$120 for twice a week collection, however that rate is being offset by the already included once a week collection rate, which results in a twice a week collection rate at \$60.
	Please include all proposed Maximum Service Rates for service levels and items available to <u>Commercial</u> and <u>Industrial</u> Service Recipients.

Form K: SERVICE RATE PROPOSAL - INSTRUCTIONS

<u>Tab C</u> Commercial and Industrial 2027 Service Rates	For any of the requested <u>Commercial</u> and <u>Industrial</u> collection container sizes or collection frequencies that the Proposer does not offer, please fill in as "N/A".
<u>Tab C</u> Commercial and Industrial 2027 Service Rates (Continued)	If the Proposer has additional <u>Commercial</u> or <u>Industrial</u> collection container size, frequency, or service options that are not included in the requested service levels, please add them into the "Other" section with the corresponding Service Rates. <u>NOTE:</u> All <u>Commercial</u> Garbage Service Rates include the equivalent of one 96-Gallon Recyclable Material Cart and one 32-Gallon Organic Waste Cart per Commercial service unit. Any increased or additional collection service request for Recycling/Organic Waste/Green Waste/Food Waste will be offset by the included bundled cost of Recycling/Organic Waste/Green Waste/Food Waste. <u>For Example:</u> a.) The cost for a 96-Gallon Recycling Cart is \$60 for once-a-week collection. This cost is already included with the bundled Garbage rate. b.) Should the Service Recipient increase the collection frequency to twice a week collection, the cost for Recyclable Material collection is <u>NOT</u> \$120, it is \$60 for the increased collection. c.) The unbundled rate may be \$120 for twice a week collection, however that rate is being offset by the already included once a week collection rate, which results in a twice a week collection rate at \$60.
<u>Tab D</u> Additional 2027 Rates	Please include all proposed Maximum Service Rates for <u>Additional</u> Service Items (Lock Charges, Special Pick-Up Charges, etc.). For any of the supplied <u>Additional</u> Service Items that the Proposer does not offer, please fill in as "N/A". If the Proposer has <u>Additional</u> Service Item options that are not included in the supplied service levels, please add them into the "Other" section with the corresponding Service Rates.
<u>Tab E</u> 2027 Emergency Service Rates	Please include all proposed Maximum Service Rates for <u>Emergency Services</u>, including both <u>Labor</u> rates and <u>Equipment</u> rates.
<u>Tab F</u> Capital Start Cost	Please provide the basis of your startup capital expenses (What are the anticipated startup capital costs for proposed trucks and containers, by line of business?).
<u>Tab G</u> Proposal Service Alternatives and Collection Agreement Exceptions	Additionally, please provide the proposed changes in proposed Maximum Service Rates associated with each Proposal Service Alternative or Collection Agreement Exception.