

Howard N. Dashiell  
DIRECTOR OF TRANSPORTATION

Road Commissioner  
County Engineer, RCE 42001  
County Surveyor, PLS 7148



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**FUNCTIONS**

Administration & Business Services  
Airports  
Engineering  
Land Improvement  
Roads and Bridges  
Solid Waste & Landfills  
Water Agency

**COUNTY OF MENDOCINO**  
**DEPARTMENT OF TRANSPORTATION**  
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**ADDENDUM NO. 4**  
**REQUEST FOR PROPOSALS NO. DOT210004**

**County of Mendocino**  
**Department of Transportation**

**TO:** All Respondents

**FROM:** Amber Fisette, Deputy Director of Transportation

**CLOSING DATE:** March 12, 2021 at 2:00 p.m. (UNCHANGED)

**REF NO:** RFP No. DOT 210004 – Residential and Commercial Garbage, Recyclable Material and Organic Waste Collection – Franchise Area No. 2

**DATE:** Friday, March 5, 2021

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In response to questions received, the following information is provided to assist in responding to the above referenced proposal:

**QUESTIONS AND RESPONSES**

- 1. Question: RFP - Please clarify curbside bulky waste requirement for multifamily to make collection on-site and convenient.**

Answer: RFP Section 3.3.5 MFD Bulky Waste Collection Service (Alternate Service) provides information that Bulky Waste Collection is an alternate service to be provided on an on-call basis to be arranged on-site at multi-family units. The Contractor will work with the property site management to arrange a suitable location for collection.

- 2. Question: RFP - Please confirm that organics are included in the bundled commercial rate and not a separate rate.**

Answer: RFP Section 3.4.1 Commercial Bundled Service confirms that organics are a bundled commercial rate and not a separate rate.

- 3. Question: RFP - Would the County consider moving the due date for submission by 30 days to April 9, 2021?**

Answer: The County will not consider change to the submission date due to time constraints for contract award and transition time.

- 4. Question: RFP - Section 1.5 states Multi-Family Dwelling (MFD) and Commercial Services are to receive curbside holiday tree collection between December 26<sup>th</sup> and the 3<sup>rd</sup> Friday in January. Can you confirm that commercial services would not receive this, as commercial services are for businesses?**

Answer: Confirmed. See RFP Section 3.4.4 Commercial Organic Waste Collection Service for required commercial services.

- 5. Question: RFP - Section 3.2.4 states, Holiday Tree Collection is to be included as part of the curbside organic waste collection services program. Will the customer be required to cut up the tree and place inside the organics cart or will hauler be required to collect the full tree curbside during the allotted time frame?**

Answer: The vendor will propose the method in the submitted Operations Plan for handling of holiday trees.

- 6. Question: RFP - Section 3.3.4. Can the vendor work with the MFD Property Manager to arrange for a roll off and/or debris box to collect the holiday trees? Curbside collection is not possible.**

Answer: Yes.

- 7. Question: RFP - Section 3.4.1. Please clarify the meaning of “per unit” in reference to commercial collection services. Commercial is usually in reference to a business, therefore there is not a “per unit” measurement.**

Answer: RFP Section 3.4.1 Commercial Bundled Service the reference to “per unit” has the same meaning as “business”.

- 8. Question: RFP - Section 3.4.1. States (1) 96g recycling cart per unit (one or two carts) but Section 3.4.3 states (1) 96g recycling cart. Can you confirm if we are to include (1) or (2) recycling carts in the commercial bundled rate?**

Answer: Confirmed one (1) cart.

- 9. Question: RFP - Section 3.5.2. Vendor is required to have a CRV center in both**

**zones of Franchise Area No. 2. However, there is no time frame mentioned as to when the locations must be operational. When would the locations need to be operational?**

Answer: Section 3.5.2 California Redemption Value (CRV) Center – This is to be proposed as an alternate service with the proposer including time frame for operational start of service.

**10. Question: RFP - Section 3.5.3. Can you confirm that the vendor does not need to purchase indoor food waste pails/containers?**

Answer: Confirmed. Vendor is not required to provide indoor food waste pails/containers.

**11. Question: RFP - Section 3.8. Is Sunday service a requirement or an option?**

Answer: RFP Section 3.8 Collection Hours and Days requires Sunday service between 6:00 a.m. to 6:00 p.m. Sunday service may be required for collection from the unincorporated community public litter and recyclables in order to maintain the sites.

**12. Question: RFP - Section 3.12. Vendor is required to have regular business hours from 8 am to 6 pm. Will the County consider 8 am to 5 pm?**

Answer: For the purposes of the proposal, Vendor should assume regular business hours from 8 am to 6 pm.

**13. Question: RFP - Section 5.5. Proposals by corporations must be executed in the corporate name by (2) corporate officers. Section 5.6 states proposals are to be signed by an officer of the company authorized to bind the submitter to its provisions. Is the requirement (1) or (2) corporate officer signatures?**

Answer: Proposal submitted by **corporations** must be executed by two (2) corporate officers as outlined in Section 5.5 Preparation of Proposals. Proposals submitted by **individuals, partnerships or limited liability companies** must be executed by one (1) individual, partner or managing member.

**14. Question: RFP - Section 5.7.1. Is a fax number required, or is an email acceptable?**

Answer: RFP Section 5.7.1 requires name, address, telephone number, fax number and email address of applicant's key contact person.

**15. Question: RFP - Form 6, Tab C. Base Bid. Under additional/alternate services lists four different services that are to be no additional charge to customers, however the**

**Proposed Rate section is blank so do we fill it in with N/A?**

Answer: Correct. Any service that is “no additional charge” should be designated as N/A in the proposed rate section.

**16. Question: RFP - Would the County consider one set of rates for both the Inland and Coastal Zones? Or does the County prefer a different set of rates for both Inland and Coastal Zones?**

Answer: Yes, the County will consider one set of rates for both the Inland and Coastal Zones. Proposal Form 6 Base Bid – Franchise Area 2 states that a service rate proposal may be provided for all of Franchise Area 2. All proposal forms should be submitted but can include the same rates for both zones.

**17. Question: Franchise Agreement - Is Section 5.3.6 and Section 5.3.7 public education outreach requirements supposed to be allocated to the \$10,000 education budget in Section 5.3.5 or are the costs in addition to the \$10,000 budget?**

Answer: For each year of the contract, the Contractor shall incur \$10,000 (as annually adjusted) in public education and outreach services in addition to staffing expenses. These expenses can be included in the implementation/roll-out as outlined in 5.3.6 as well as the ongoing educational requirements outlined in 5.3.7.

**18. Question: Franchise Agreement - Section 5.3.8 references Section 6.3.G but there is no such section. Which section is the correct section to be referenced?**

Answer: The correct references sections include both 5.3.6 and 5.3.7.

**19. Question: Franchise Agreement - Section 6.1 states the Customer Service Office will be open Monday through Friday from 8:00 am to 4:30 pm and closed Saturdays and Sundays. This language is different than the RFP. However, since this is the current office hours and schedule, can this remain the same?**

Answer: For the purposes of the proposal, Vendor should assume regular business hours from 8 am to 6 pm.

**20. Question: Franchise Agreement - Throughout the Draft Franchise Agreement, it refers to a County Contract Manager. Under Article 2: Definitions, there is was no definition of a County Contract Manager.**

Answer: The County Contract Manager shall be the County Director of Transportation.

**21. Question: Other - We understand a County Board of Supervisor member will be presenting at the Board meeting on March 9<sup>th</sup>, a solid waste issue to discuss. Do to the City of Fort Bragg approving a 1-year extension to Waste Management and allows the City additional time to issue an RFP for curbside collections within the City of Fort Bragg, we are questioning if the Board of Supervisors will be discussing a same or similar extension to Waste Management for County Service Area #2, which could delay this RFP action. We believe a coordinated RFP for both the City of Fort Bragg and the County area around Fort Bragg would be the wisest course of action.**

Answer: Comment noted.

**22. Question: Other - It should be understood, a bidder under this RFP process, other than Waste Management, will have to drive collection trucks to the Willits Transfer Station directly since there is not an approved public transfer station on the coast and one will not be available in the very near future. In addition, waste flow from the Coastal area is required to be transported to the Willits Transfer Station under a flow agreement until 2030. Will driving collection trucks directly to the Willits facilities be allowed under the RFP process?**

Answer: Yes.

**23. Question: Other - On February 12<sup>th</sup>, a mandatory pre-proposal video conference occurred, and a slide presentation was presented by County Staff. Unfortunately, the video was in poor quality to review. Could we get a copy of the slide presentation?**

Answer: A copy of the slide presentation is included with this Addendum.

**24. Question: Other - Has Waste Management extended the same courtesy to Mendocino County as they offered in Fort Bragg to extend the existing Franchise Agreement by one year which would allow both jurisdictions the opportunity to align their services, achieving the economies of scale that best serve ratepayers? Should WM grant the 1 year extension, would this also extend the RFP due date?**

Answer: Unless otherwise noticed by the County, the due date for the proposal remains unchanged.

**25. Question: Other - When will the County post the questions and answers from the mandatory pre-bid meeting, as well as the answers from today's question period?**

Answer: Posted as Addendum No. 1 and Addendum No. 3.

**26. Question: Other - When will the County rate sheets be available in Excel format?**

Answer: Rate sheets posted in fillable PDF format as Addendum No. 3.

- 27. Question: Other - What factors determined a contract length of 8.5 years? Is the County willing to consider a proposal for a ten (10) year initial term with an allowance for two (2) additional extensions of five (5) years each?**

Answer: Contract length was determined based on expiration of other Mendocino County Franchise Agreements. County may consider additional extensions.

- 28. Question: Other - If a new provider is awarded a Franchise Agreement on April 20, 2021, how soon can the County furnish the new provider with a comprehensive customer list which includes the customer name, address, billing address, service level and service days?**

Answer: The County can provide a comprehensive customer list upon contract award.

- 29. Question: Other - In the evaluation of proposals, the RFP sets forth four (4) criteria upon which scoring will be based. Has there been a determination of the relative weighting of each criteria?**

Answer: The relative weighting of each criteria will not be disclosed during the proposal process.

- 30. Question: Other - If a proposer purchases new carts, bins, boxes and collection vehicles, will that proposer be given additional consideration?**

Answer: Consideration will be given to the age and condition of cart, bins, boxes, and collection vehicles proposed.

**END OF ADDENDUM NO. 4**