



**September 11, 2023**

Please see below for questions received, and their corresponding answers, for the Request for Proposals to Conduct Technical Assistance for Compliance with SB 1383 Requirements and Disposable Food Ware Ordinances.

---

## General questions

**Q1: Incumbent – Is there a firm that has been performing a similar scope of work for the ZW Sonoma?**

A: No.

**Q2: Will updated service level information be provided by haulers on a regular basis? At what frequency?**

A: ZWS will request service level information from all 3 franchised haulers on a quarterly basis for the duration of this project.

**Q3: In Exhibit D under section 4.3. the RFP states, “In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to Agency all materials and work product subject to Section 9.9 and shall submit to Agency payment up to the date of termination.” Can ZWS please clarify this statement?**

A: A list of generators the Contractor has contacted along with any data, notes, and contact information collected from those generators up to the date of termination must be provided to ZWS within 14 days after the date of termination.

**Q4: Do you have a list of the primary languages spoken by the Tier 1 & 2 generators?**

A: According to 2019 Sonoma County Language Access Plan data ([https://sonomacounty.ca.gov/Main%20County%20Site/General/Sonoma/Sample%20Dept/Department%20Information/Plans%2C%20Policies%20and%20Reports/\\_Documents/2019%20Language%20Access%20Plan.pdf](https://sonomacounty.ca.gov/Main%20County%20Site/General/Sonoma/Sample%20Dept/Department%20Information/Plans%2C%20Policies%20and%20Reports/_Documents/2019%20Language%20Access%20Plan.pdf)), the most commonly spoken languages in Sonoma County after English are, in order, Spanish, Vietnamese, Mandarin Chinese, French, and Cambodian. The County is currently conducting additional studies, the results of which ZWS will share with the Contractor as they become available.

**Q5: Will the consultant be working directly with Republic Services/ waste haulers to obtain information or will JPA be the primary contact with them?**

A: ZWS will be the primary contact for the Contractor.



**Q6: Clarify - who controls the flow of processing for each: garbage, recycling, organics for Petaluma**

A: For the City of Petaluma specifically, garbage, recycling, and organics flow is owned and controlled by the City.

**Q7: According to the RFP, “Integrate an equity lens into all work performed on this project to ensure that generators and facilities owned or operated by historically underrepresented and underserved communities are just as successful in implementing the desired programs.” Will ZW Sonoma provide the selected firm with this historical data, or will the selected firm be required to research and document historically underrepresented and underserved communities?**

A: ZWS will provide this information. Please also refer to Q4.

**Q8: According to the RFP, “When appropriate, the contractor should also provide technical assistance to generators to increase organics and recycling diversion.” Will ZW Sonoma provide the hauling account records (i.e., account locations, services levels, materials serviced, bin/cart sizes, etc.) to the selected firm to facilitate organic/recycling diversion technical assistance or will the selected firm need to contact franchised haulers RSM, SCRR, and SGC directly.**

A: ZWS will provide this information quarterly for the duration of the project.

**Q9: Zero Waste Sonoma logo – Can we use your logo in our proposal?**

A: Yes.

**Q10: The RFP refers to Exhibit B as a “implementation Plan and budget” form to be completed, however Exhibit B provides proposal scoring information. Is there a missing form?**

A: Yes, that was a typo. Exhibit B contains proposal scoring information. There is no implementation plan and budget form to be completed.

**Q11: On Page 8 of the RFP, Section 4.2: The RFP states to complete the form “Implementation Plan and Budget” (Exhibit B) This exhibit should instruct proposers as to the AGENCY’s expectations for the project and how proposals will be evaluated. Please ensure it is complete. Confirming that submitters just need to ensure that the requested components in Exhibit B are included in the proposal and no form needs to be completed.**

A: That is correct.



## Food recovery questions

**Q12: Can ZWS please provide a list or an estimated number of Tier 1 and Tier 2 generators?**

A: We have an estimated 164 Tier 1 Generators and 277 Tier 2 Generators. Our Edible Food Capacity Study Report and list with contact info can be found here:

<https://zerowastesonoma.gov/reports/edible-food-recovery-study-2022>

**Q13: Has Zero Waste Sonoma (ZWS) identified the Tier 1&2 commercial edible food generators (CEFGs) that have the most excess food for donation? If not, is most excess food determined by generator size? Observed amount of excess recoverable food in waste stream?**

A: From the Edible Food Capacity Study completed in 2022 by Abound Food Care (<https://zerowastesonoma.gov/reports/edible-food-recovery-study-2022>), we have some information on the types and estimated amounts of potentially donatable food, but it is not comprehensive as a significant number did not respond to the survey. In addition, ZWS will provide information at the beginning of the project from haulers regarding Tier 1 and 2 generators' collection service levels. The contractor hired is expected to use the available data and make educated guesses to identify which generators have the most excess food for donation. Please also refer to Q34.

**Q14: Would ZWS like the contracted firm to prioritize Tier 1 compliance first then move on to Tier 2?**

A: Please prioritize technical assistance for generators who have the most excess edible food and/or are the largest waste generators. Some Tier 2 generators may have more excess food than Tier 1 generators.

**Q15: Is ZWS planning to offer grants to Tier 1&2 CEFGs to assist with food recovery efforts or food recovery organizations (FROs) to expand services/capacity?**

A: Starting in the new year (2024), ZWS will be offering \$200 microgrants to FROs to purchase equipment and supplies related to food recovery, such as scales, crates, and PPE. We hope to offer the microgrants annually and may increase grant amounts if we have the budget. EFGs are currently not eligible to apply for these grants, but that may change in the future.

**Q16: When completing similar food recovery projects, our staff have not been asked to obtain Food Safety Manager Certifications or Food Handler Certificates. Is there any flexibility to waive that requirement? If not, can bidders include costs/time associated with obtaining the Food Safety Manager Certification and Food Handler Certificates in the cost estimate or is it expected for the selected firm to obtain the requirements before the project starts?**

A: No, this requirement was specifically requested by our County Health Department. ZWS staff thinks it's a good idea for the contractor to have these certificates to ensure the Contractor has basic food handling safety knowledge when providing technical assistance. Yes, the Contractor may include



costs/time associated with obtaining 1 Manager certificate and up to 4 food handler certificates. If additional certificates are needed for your team, please include that in your response bid.

**Q17: Have any food donation outlets been identified in the county?**

A: Yes, please refer to the Edible Food Capacity Study Report.

<https://zerowastesonoma.gov/reports/edible-food-recovery-study-2022>

**Q18: Have any of the nine incorporated jurisdictions implemented any steps for food donation requirements, or are they all starting from zero?**

A: In the last 3 years, ZWS has sent out several rounds of letters to generators, including Tier 1 and 2, with steps to get into compliance. ZWS has created and provided some food recovery resources on our website, but we are hoping the chosen Contractor will assist with identifying what additional resources ZWS should develop that may be helpful for generators. ZWS has directly contacted and assisted select generators with starting food donation but has lacked staff to do so comprehensively or with regularity.

**Q19: The RFP states that the Contractor will need to work closely with franchised haulers RSM, SCRR, and SGC to minimize duplication of work, consistency in information provided, and coordinate service changes and site visits, if necessary. Are all three haulers actively working on food recovery technical assistance for the jurisdictions they service?**

A: No, none of the three franchised haulers provide any technical assistance for food recovery.

**Q20: Has the JPA started to examine “capacity assessments” & “infrastructure expansions,” in the county or any of the jurisdictions? Will the consultant be responsible for this in any way? Does this refer to physical expansions of outlets or the actual work consultants will be providing?**

A: Please refer to the Edible Food Capacity Study Report

<https://zerowastesonoma.gov/reports/edible-food-recovery-study-2022>. No, the Contractor is not expected to conduct additional capacity surveys.

## Disposable Food Ware Questions

**Q21: Does ZWS have an estimate regarding how many businesses are using non-compliant food ware?**

A: ZWS relies on a complaint-based public form to identify businesses using non-compliant foodware. We do not have an estimate on the number of businesses within Sonoma County that are using non-compliant foodware.

**Q22: Does ZWS or cities within the JPA have any data regarding which food and beverage businesses use the largest amount of disposable food ware?**

A: No.



**Q23: Are fines given to businesses that are reported as non-compliant with the jurisdiction's adopted Disposable Food Ware and Polystyrene Foam Ban Ordinance? If not, is there any enforcement planned for the near future?**

A: ZWS performs targeted education to businesses that are noted in the public report form. If a business is reported three times in six months for the same non-compliant foodware use, the Agency will notify the jurisdiction and their code enforcement will determine whether a fine will be issued.

**Q24: Can ZWS share how many businesses have utilized the reusable food ware grant to date?**

A: Five.

**Q25: Do you have a list of all the food & beverage facilities in the county, their characteristics (type of business, size, etc.) and their contact information?**

A: We have a list of food and beverage facilities and mailing addresses.

**Q26: Will the JPA provide a list of the food and beverage facilities who use the largest amount of disposable food ware per jurisdiction?**

A: We do not have that information.

**Q27: What technical assistance and educational resources have been provided to food and beverage facilities to date? By municipalities + waste haulers?**

A: As the ordinance was adopted and modified, we sent mailers to all potentially affected businesses. We have also provided presentations to some chambers of commerce. In person education has been provided to businesses who have received a public complaint. Waste haulers are also sharing ordinance information to the business community to an extent as part of normal outreach and education on SB 1383. Some jurisdictions have added information about the local ordinance to their city webpages.

**Q28: Have you conducted any waste characterization studies recently and can you share the scope and results?**

A: The final report for the 2022 ZWS Waste Characterization Study can be found here:

<https://zerowastesonoma.gov/reports/waste-characterization-study-2022>

**Q29: As of 2023, all jurisdictions in Sonoma County have adopted "a version" of the AGENCY's model Disposable Food Ware and Polystyrene Foam Ban Ordinance. Which are exactly the same ordinance, and which have been modified?**



(municipal code linked)		
<a href="#">Cloverdale</a>	Model Ordinance excluding PFAS amendment	Yes
<a href="#">Cotati</a>	Model Ordinance Adopted	Yes
<a href="#">Healdsburg</a>	Model Ordinance Adopted	Yes
<a href="#">Petaluma</a>	Currently only prohibiting the sale/use of polystyrene foam	Yes
<a href="#">Rohnert Park</a>	Model Ordinance Adopted	Yes
<a href="#">Santa Rosa</a>	<p>Model Ordinance plus additional requirements:</p> <ul style="list-style-type: none"> <li>• Reusable food ware + accessories for onsite dining</li> <li>• Condiments served in bulk dispensers rather than packets for onsite dining</li> <li>• 3-bins for customer use with graphic rich signage indicating proper disposal/recycling/compost</li> <li>• Recycled content paper bags for takeout</li> </ul>	Yes
<a href="#">Sebastopol</a>	<p>Model Ordinance and additional requirements:</p> <ul style="list-style-type: none"> <li>• Reusable food ware + accessories for onsite dining</li> <li>• Condiments served in bulk dispensers rather than packets for onsite dining</li> <li>• 3-bins for customer use with graphic rich signage indicating proper disposal/recycling/compost</li> <li>• Recycled content paper bags for takeout</li> </ul>	Yes
<a href="#">Sonoma</a>	Model Ordinance Adopted	Yes
<a href="#">Windsor</a>	Model Ordinance Adopted	Yes
<a href="#">County of Sonoma</a>	Model Ordinance Adopted	Yes

A:



**Q30: According to the RFP, “Disposable Food Ware Ordinance and Polystyrene Foam Ban Compliance: The contractor will identify and provide technical assistance to the largest food facilities within each of the AGENCY’s 10 member jurisdictions affected by the local the local Disposable Food Ware Ordinance and Polystyrene Foam Ban and help them come into compliance.” For budget purposes and staffing allocations, can ZW Sonoma provide an approximate total number of “largest food facilities”?**

A: There are approximately 3500 businesses in Sonoma County that are categorized as hotel, hospital, entertainment, grocery, and food facility businesses. Zero Waste Sonoma expects the contractor to provide technical assistance to a fair representation of these establishments.

**Q31: According to the RFP, “Identify and provide technical assistance to food and beverage facilities who use the largest amount of disposable food ware in their current operations. The number of facilities identified in each jurisdiction should be proportional to the size of the population of the jurisdictions.” Can ZW Sonoma provide their preferred ratio (proportional to the size of the population)?**

A: Population of Sonoma County jurisdictions according to 2020 Census Data:

Total Sonoma County: 488,863

Cloverdale: 8,996

Healdsburg: 11,340

Windsor: 26,334

Santa Rosa: 178,127

Sebastopol: 7,521

Rohnert Park: 44,390

Cotati: 7,584

Petaluma: 59,776

Sonoma: 10,739

Unincorporated County population: 134,056

The number of businesses assisted in each jurisdiction should correlate to the proportion of jurisdiction population compared to total population.

## City of Santa Rosa Questions

**Q32: Approximately how many high waste generators are located in the City of San Rosa? Approximately how many of the high waste generators are multifamily properties?**

A: Refer to the answer for Q34.

**Q33: Is there currently any enforcement for service non-compliance or contamination in Santa Rosa?**



A: Franchised hauler Recology Sonoma Marin operates on a three strikes rule and has the option to charge for contamination in recycling and organics. For non-compliance with SB 1383 in general, Santa Rosa has the option to issue monetary fines through their city ordinance but is focusing on education and outreach currently.

**Q34: Can you provide a list of the top waste generators in the City of Santa Rosa? And each jurisdiction?**

A: See below for a table listing the number of total generators (in blue) in each of the 10 jurisdictions, split into the number of commercial and multifamily. ZWS defines “top waste generator” as generators who have 50 cubic yards of combined collection service (garbage, recycling, and organics) per week or more. These generators are tabulated in grey.

Please note that ZWS considers multi-family generators as a kind of commercial generator, but in the context of this question, they are listed separately. Also, the generators summarized here do **not** include those granted de minimis or space waivers.

ZWS will provide a list of these generators along with their addresses and any available contact information at the start of the project.

Jurisdiction	Total Generators		Generators >= 50 yd total weekly service	
	Commercial	Multi-Family	Commercial	Multi-Family
City of Cloverdale	125	7	2	
City of Cotati	158	37	3	1
City of Healdsburg	310	32	8	1
City of Petaluma	695	24	47	3
City of Rohnert Park	301	185	23	23
City of Santa Rosa	1840	184	103	17
City of Sebastopol	234	19	6	1
City of Sonoma	235	68	5	3
County of Sonoma	1750	46	51	4
Town of Windsor	170	34	13	1
<b>Grand Total</b>	<b>5818</b>	<b>636</b>	<b>261</b>	<b>54</b>

**Q35: According to the RFP, the “City of Santa Rosa Diversion of High Waste Generators: The contractor will provide additional technical assistance to generators specifically within the City of Santa Rosa who subscribe to a large amount of garbage services with disproportionately low recycling and organics services.” For budget purposes and staffing allocations, does the ZW Sonoma consider multifamily complexes (5 or more units) as commercial generators? If yes, can you please provide the estimated number of “high waste” multifamily generators for budgeting purposes and an estimated number of “high waste” business account locations?**





A: Yes, we consider multi-family complexes as a kind of commercial generator. Please see the answer to Q34.