



Organic Material Transport Services RFP

EVALUATION CRITERIA AND PRIMARY TASK LIST

This section describes the services required by the SCWMA. The SCWMA will execute an Agreement for Organic Material Transport Services with the selected Proposer as described in this RFP. The Agreement may incorporate any or all elements of the successful Proposer's response, either as originally submitted or as defined in subsequent negotiations. The Agreement is subject to the final approval of the SCWMA Board of Directors. Also set forth in this section are the major terms of the business arrangement that the SCWMA seeks with the successful Proposer, as further defined by the payment terms contained in the successful Proposer's response.

To enable the SCWMA to evaluate potential Organic Material Transport Contractors, please address each of the items below. SCWMA staff will evaluate the Proposals based on completeness of answers to the items below and use the following scoring criteria. Proposals must score at least 70 points to be considered for the agreement.

Evaluation Criteria

1. Experience **(25 points)** – Please describe the Proposer's qualifications and experience transporting organic material, including key staff members qualifications. Include references for performing similar services for other municipalities within the Bay Area. Please detail any fines for penalties received in relation to performing transport services in the past five years.
2. Capacity to perform requested services **(30 points)** - Please include a list of equipment that would be used to transport SCWMA material, including equipment type, equipment age, equipment capacity, and the equipment condition. If additional equipment necessary to provide the requested service, please describe how services will be provided by the Agreement start date. Indicate how many staff would be required to successfully perform these services, and explain whether staff would be dedicated to this program. Failing to demonstrate the ability perform all the tasks detailed in the Task section is grounds for proposal rejection.
3. Cost **(45 points)** – Please fill out Exhibit E (Cost Matrix) detailing the labor and transport expenses for delivering material from each transfer station to designated facility. Costs must be provided in terms of cost per ton for identified sites. In the event that new organic material processing facilities become available, please provide a cost per ton per mile metric which Contractor would use to determine the price of a transport beyond the currently identified sites.

Primary Task List

The services to be performed under the Agreement may include the following tasks and any modifications agreed to during the contract negotiation process. Contractor must demonstrate acceptance of the tasks below in their RFP response.

Coordination with Transfer Station Staff – Contractor shall, in coordination with Republic Services of Sonoma County or their designee, and without assistance from SCWMA staff, determine the frequency of collection and amount of equipment necessary to transport the organic materials from designated transfer stations. Inability to transport materials or delays causing Republic Services permit violations are grounds for agreement termination.

Inspection of Transported Materials – Contamination of organic material is problematic for organic material processing facilities, especially large metal pieces which can damage processing machinery. Contractor shall observe material (including listening for metallic contaminants) loading, to the extent possible, at a safe distance, make note of any obvious contaminants, and notify receiving facilities of contaminants. Contractor shall notify Republic Services staff immediately of any hazardous materials observed in the load of the transport vehicle.

Maintenance of Vehicles – Contractor shall maintain its vehicles such that vehicles do not cause pollution or release of hazardous substances. In the event of an accidental release of vehicle fluids or hazardous materials, Contractor shall immediately take steps to remedy the situation. Contractor's vehicle operators shall be trained in the use of and vehicles shall be equipped with spill clean-up kits. Contractor must demonstrate proper emergency response protocols.

Compliance with Law – Contractor must comply with all Federal, State, and Local laws regarding the transport of materials. Contractor shall ensure vehicles are adequately covered to minimize the accidental release of transported material.

Invoicing – Contractor shall invoice SCWMA staff on a monthly basis, no later than the 10th of each month for the prior month's material transported. Invoices shall clearly indicate the tonnage of material transported from each transfer station to each receiving facility. Receiving facility weight tags shall be submitted as proof of transport for each load of material transported.

Routing of Material – Contractor acknowledges that SCWMA staff has made commitments to organic material processing facilities, which SCWMA will provide to Contractor. Contractor shall communicate as soon as possible if there is an event which prevents Contractor from delivering the material to SCWMA designated locations. Furthermore, in the event that SCWMA makes changes to the location of material delivery, Contractor shall comply with SCWMA's change request within 48 hours of the request.

Cost Per Ton Per Mile – As detailed in the primary selection criteria, Contractor shall provide a cost per ton per mile basis for determining the transportation costs of previously unidentified organic material processing facilities.