

Proposers' Conference

**On-Call Commercial and Institutional
Recycling Program (BRC0000269)**

February 9, 2022

10:00am

Sign-In

- Please sign-in by going into the solicitation information

Link:

https://dpw.lacounty.gov/contracts/asd_rfp/ProjectDetail.aspx?project_id=BRC0000269

BRC0000269 – On-Call Commercial and Institutional Recycling Program

This Conference Will Be Divided Into 4 Parts

- Part I: I will briefly go through some of the Contract highlights, requirements, and processing information which will assist you in preparing your proposal
- Part II: Presentation on Scope of Work
- Part III: Q & A
- Part IV: Closing Remarks

I. Contract Highlights

David Pang, Business Relations and Contracts Division, to present the Contract Highlights.

Contract Terms

- Maximum contract term of 4 years
 - Initial 2-year base term and potential additional two 1-year option renewals

Submit a Proposal

- Proposers may submit a Proposal for the contract.
- Proposals will first be reviewed on an Initial Pass/Fail basis to verify compliance with the minimum mandatory requirements and requirements as outlined in Part 1, Section 4, D. Pass/Fail Review, Page 1.32.
- Proposers whose Proposal pass the initial Pass/Fail Review will proceed to the evaluation of the proposals by a committee.

Initial Review

Pass/Fail

On Page 1.32 (Section 4.D) outlines how proposals will be reviewed. Please ensure each item is contained in your proposal. Those proposals that pass this initial review will then proceed to the next step, which is the evaluation of the proposals by a committee.

Evaluation

- Public Works will evaluate each Proposal based on:
 - Proposed Price (50 points)
 - Work Plan (20 points)
 - Experience (25 points)
 - Performance history/references (5 points)
- This is described in Part 1, Section 4.E, of this RFP.

Minimum Mandatory Requirements

1. Proposer, proposer's staff, and subcontractor(s), if any, must have experience working in all of the following subject areas:
 - Waste Reduction and Recycling
 - General municipal solid waste management principles and standards
 - Business recycling and new program implementation including education and outreach
 - Statewide solid waste industry standards and CalRecycle requirements and mandates

Minimum Mandatory Requirements (Continued)

2. Proposer must have a minimum of 3 years of experience providing environmental consulting services which includes services with an emphasis on waste reduction: solid waste recycling, solid waste management, solid waste education, and/or business recycling.

- **Important Note: This minimum requirement must be met by the proposer and may not be met through a subcontractor.**

Minimum Mandatory Requirements (Continued)

3. Proposer's managing employee assigned to oversee this program must be a direct employee of the proposer and must have a minimum of 6 years of experience, 4 years of which must have been in the last 6 years, providing environmental consulting services to a government entity, large business, or institution, with an emphasis on waste reduction: solid waste recycling, solid waste management, solid waste education, and/or business recycling.

- **Important Note: This minimum requirement must be met by the proposer's managing employee and may not be met through a subcontractor.**

Minimum Mandatory Requirements (Continued)

4. Proposer's staff or subcontractor(s) performing site consultations and visual waste assessments and developing resource management plans must have a minimum of 3 years of experience within the last 5 years providing environmental consulting services to a government entity, large business, or institution, with an emphasis on waste reduction: solid waste recycling, solid waste management, solid waste education, and/or business recycling.

- **Proposer may use subcontractor(s) to meet this minimum mandatory requirement.**

Minimum Mandatory Requirements (Continued)

5. Proposer's staff or subcontractor(s) performing waste characterization studies must have a minimum of 2 years of full-time experience within the last 4 years conducting waste characterization studies.

- **Proposer may use subcontractor(s) to meet this minimum mandatory requirement.**

Important Dates to Remember

- Deadline to submit written questions to David Pang is **Tuesday, February 15, 2022 at 5:30pm**
- Deadline to submit Form PW-11 (Solicitation Requirements Review) is **Wednesday, February 16 , 2022 at 5:30pm**
- Due date for Proposal submission is **Tuesday, March 1, 2022 at 5:30pm**

Jury Service Program

- Applies to both Contractors and Subcontractors.
- Proposers should carefully read the pertinent Jury Service Provisions in Part 1, Section 1, Jury Service Program, on Pages 1.5 and 1.6.
- Form PW-3, Jury Service Program, indicate your firm is requesting exemption or in compliance with the program requirements.
- Proposals that fail to comply with the requirements of the Jury Service Program will be considered nonresponsive and excluded from further consideration.

Jury Service Program (Continued)

Your firm may be exempt from this program, if your firm has:

- Ten or fewer employees and annual gross revenues for the last 12 months of less than \$500,000, including the amount of this contract and are not an “affiliate or subsidiary of a business dominant in its field of operation.” or
- Your firm has a Collective Bargaining Agreement that expressly supersedes the provisions of the County’s Jury Service Program.
- Please fully review the County’s definition of full-time employees.
- Request a Jury Service Program Exemption, Form PW-3 is due **Wednesday, February 23, 2022 at 5:30pm.**

County's Preference Programs

1. Local Small Business Enterprise (LSBE) Preference Program
2. Social Enterprise (SE) Preference Program
3. Disabled Veteran Business Enterprise (DVBE) Preference Program

The Preference Programs (LSBE, DVBE, and SE) requires that a business must complete certification prior to requesting a preference in a solicitation. In no case shall the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.

County's Preference Programs (Continued)

- In order to qualify for the Preference, you must be certified by the County at the time you submit your proposal.
- If you are a certified, and you request the Preference, you will be entitled to have your price reduced for purposes of evaluation only by 15 percent of the lowest proposed price, or up to \$150,000, whichever is less.
- To apply for certification as a LSBE, businesses should contact the Department of Consumer and Business Affairs Website as listed in Part 1, Section 1, L.1, PAGE 1.7.
- If you believe you qualify for the Preference and are not yet certified, you must register right away in order to meet our proposal submission deadline.

Pending Acquisitions/Mergers

- Proposers shall notify the County of any pending acquisitions/Mergers of their firm. This information is to be provided on Form PW-1.

Vendor Registration

- Please note that all County proposers must register on the County's Web-Based Vendor Registration System.
- The Registration Website is provided on Page 1.10.
- Being registered will assist you in receiving E-mail notification of future solicitations released by the County, which may be of interest to you.

Proposal Format And Content Requirements

- On Page 1.15 (Section 2, Item A) are all the items you must include with your proposal. Your proposal should include everything listed here in Items 1 through 13, Pages 1.15 through 1.20.
- All Forms must be completed and returned as listed under Item 11, Forms List.
- Proposers should highlight how they meet any minimum requirements.

Proposal Submission

- ON PAGE 1.20 to 1.21 (ITEM B)

Submission of hard copy Proposals will not be accepted.

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY USING ONE OF THE TWO FOLLOWING METHODS:

- 1. Universal Serial Bus (USB) drive or compact disk (CD) to the Cashiers Office in Public Works Headquarters located on the Mezzanine Floor, 900 South Fremont Avenue, Alhambra, California 91803**

Proposal Submission (Continued)

2. You may submit proposals electronically on www.bidexpress.com, a secure online bidding service website. To submit your proposals electronically, register with BidExpress, by the due date. A new registration page must be signed, notarized, and received by BidExpress Customer Support for processing before the due date. There is a nominal service fee to use BidExpress.

- 10 MB per file
- Up to 50 files
- Total 500 MB.
- Proposals received after the closing date and time specified in the Notice of Request for Proposals will be rejected by Public Works as nonresponsive.

General Conditions of Requests For Proposals

- Pages 1.22 Through 1.30 (Items A – W) Outline the conditions under which proposals are to be submitted.
- On Page 1.25 to 1.26, Describes the proposer's requirements related to the proposer's lobbyists and we request that you also review Attachment 3 relating to lobbyists.

General Conditions of Requests For Proposals (Continued)

- On Pages 1.26 to 1.27 outline the County's Proposer/Contractor responsibility and Debarment. The County has a policy to conduct business with only responsible proposers and contractors. If a proposer or contractor fails to conduct their business in a responsible manner, the County may debar the proposer/contractor.
- Firms that are currently debarred by the County are listed in Attachment 2.

General Conditions of Requests For Proposals (Continued)

Page 1.29, Item R: Wages, Materials, and Other Costs. We would like to highlight that it is the responsibility of the proposer to calculate the proposal price to take into consideration a possible escalation of wages, materials, fuel prices, and other costs during the contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the contractor for the work performed during the contract period.

Award Of The Contract

- On Page 1.31 (Section 4.A) – The County reserves the right to award the contract to the proposers(s) whose proposal provides the most beneficial program and price, with all other factors considered.
- The awardee shall then sign and return the contract, together with copies of the required insurance certification, within 14 days after notification by Public Works of intent to recommend award of this contract to the Board. No Contract work may begin before proof of valid insurance coverage and Performance Bond is received by Public Works.

Award Of The Contract (Continued)

On Page 1.31 (Section 4.B, Final Contract Award by Board), we indicate that notwithstanding a recommendation by Public Works, the Board retains the right to exercise its judgment concerning the selection of a proposal, the terms of any resultant Contract/agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determination necessary to arrive at a decision to award, or not award, a contract, or to award a Contract to a Proposer other than the highest-rated Proposer.

Protest Policy

Page 1.37, Section 5 is the County's Protest Policy

Table Of Forms & Attachments

- Forms PW-1 through PW-10 and PW-12 through PW-20 must be submitted with your proposal.
- Forms PW-2 Schedule of Prices.
- Attachment 1. Outlines the County's Policy Regarding Doing Business with Small Business.
- Attachment 2. Lists Current Contractors and Individuals who have been debarred by the County.
- Attachment 3. County of Los Angeles Lobbyist Ordinance.

Exhibits

- Exhibit C - IRS
- Exhibit D - Safely Surrendered Baby Law
- Exhibit E - Defaulted Property Tax Reduction Program

II. Presentation on Scope of Work

Gerald Ley and Nilda Gemeniano will present on Scope of Work

Contract Description

PURPOSE

Assist Los Angeles County Public Works as-needed with helping entities achieve large-scale waste diversion and enhance sustainability of their activities related to materials management.

Contract Terms

MANDATORY REQUIREMENTS

- Contractor - Minimum of 3 years of relevant experience in the last six years
- Managing Employee - Minimum of 6 years experience (four of which must be in the last six years)
- Recycling Consultants - Minimum of 3 years experience in the last five years
- Employees directly engaged with Task 3 - Minimum of 5 years experience, three of which must have been providing services to government entities, large businesses or institutions similar to the services requested

Contract Scope



TASKS

1. Monthly Reports and Meetings
2. Education and Outreach
3. Site Visits and Resource Management Plans
4. Support Activities
5. Promotional Items Inventory



Contract Goals

DIVERT ORGANIC WASTE

- Comply with Senate Bill 1383 (2016) Regulations by Implementing the County “Organic Waste” Internal Policy



Contract Goals

REDUCE FOOD SERVICE WASTE

- Implement the County “Single-Use Food Ware Accessories Upon Request” Ordinance
- Implement the County “Reduce Single Use Plastics” Internal Policy



Contract Goals

PLAN FOR WASTE-FREE EVENTS

- Implement Measures from the County “Waste-Free Event” Guide



Commercial and Institutional Recycling Program



Contact Information:

Gerald Ley

gley@pw.lacounty.gov

(626) 425-2515



Nilda Gemeniano

ngemenia@pw.lacounty.gov

(626) 418-1550

III. Questions And Answers



Reminder: Sign-In

- Please sign-in by going into the solicitation information

Link:

https://dpw.lacounty.gov/contracts/asd_rfp/ProjectDetail.aspx?project_id=BRC0000269

BRC0000269 – On-Call Commercial and Institutional Recycling Program

IV. Closing Remarks

- Questions and Answers will be address in the form of an Addendum and/or Informational Update.
- The deadline to submit written questions to David Pang is **Tuesday, February 15, 2022 at 5:30pm**
- The deadline to submit Form PW-11 to request an RFP Solicitation Requirements Review is **Wednesday, February 16, 2022 at 5:30pm**
- Request a Jury Service Program Exemption, Form PW-3 is due **Wednesday, February 23, 2022 at 5:30pm**
- Due date for Proposal submission is **Tuesday, March 1, 2022 at 5:30pm**

Thank You For Attending!

If any questions, please contact David Pang at (626) 458-7167 or email at dpang@pw.lacounty.gov

Or

Danny Medina at (626) 458 – 4080 or email at dmedina@pw.lacounty.gov