



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

February 24, 2022

IN REPLY PLEASE

REFER TO FILE: **BRC-1**

REQUEST FOR PROPOSALS – ADDENDUM 1 ON-CALL COMMERCIAL AND INSTITUTIONAL RECYCLING PROGRAM (BRC0000269)

Thank you for your interest in our Request for Proposals (RFP) for the On-Call Commercial and Institutional Recycling Program (BRC0000269).

The deadline to submit the proposals has been extended to **Monday, March 7, 2022, at 5:30 p.m.**

All addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Request for Proposals (RFP). (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.)

The following answers are in response to the request for information and clarification and other questions submitted by proposers for the On-Call Commercial and Institutional Recycling Program (BRC0000269). Questions presented in the Informational Update below represent the questions asked by the proposers in the form and context submitted. Section A is the Addendum, Section B is the Q/A.

A. Addendum

1. The following information missing in Exhibit A (Scope of Work), page A.8, first paragraph has been added below:

Contractor shall determine if the Entity is subscribed to recycling and organics recycling services, and if not, recommend the County's service and programs. This Task may include interaction, collaboration, or outreach to Commercial Franchise waste haulers. At each location, the Contractor shall identify landscaping, food donation, self-hauling, janitorial services, backhauling, and all other third-party waste reduction or recycling activity at

each building for entry into the County's reporting or data management system. A third-party recycling company is a company that picks up recyclables such as plastics, paper, cardboard, metals, and other reusable or recoverable materials and transports the commodities to recycling facilities or material recovery facilities. Information that the Contractor shall collect includes, but is not limited to, the name of the landscaper, non profit, janitorial service company, or third party recycler; the commodity being recycled; current level of service and its cost; and, the facility where the commodity is processed. Contractor staff assigned to Site consultations shall have the experience identified as Recycling Consultant or approved designee on page A-21.

2. The following information missing in Exhibit A (Scope of Work), page A.12, first paragraph has been added below:

The Contractor shall have the capacity and proficiency to perform visual waste assessments and full scale waste characterizations at various locations upon request by the CM. Contractor or approved designee assigned to this Task shall have the training and experience identified as Recycling Consultant or approved designee explained on page A-21.

3. The following information missing in Exhibit A (Scope of Work), page A.12, third paragraph has been added below:

Contractor staff assigned to all site technical assistance work for this task shall have the training and experience identified for Contractor or approved designee explained on page A-21.

B. Informational Update

1. **Question:** Does the County currently have a contractor for this program?

Response: Yes.

2. **Question:** Is there any connection with the County's SMART business program?

Response: The Smart Business Recycling Program (SBRP) is handled by a separate contract. While some of the tasks in this CIRP contract can be used to perform work similar to tasks in the SBRP contract, they are separate contracts.

3. **Question:** Can you please share more about the DBE preference 15% price reduction and how that works?

Response: As stated in Part I, Section 4.E.1, Proposed Price:

The proposed price should accurately reflect the Proposer's cost of providing the required products and services and any profit expected during the Contract term. Prior to scoring, the proposed prices must be adjusted in accordance with the LSBE, DVBE, or SE Preference Programs, as applicable.

LSBE, DVBE, or SE Preference Programs: To the extent permitted by State and Federal law, should one or more of the bidders qualify for the County's Preference Programs stated in Part I of Form PW-9, Request for County's Preference Programs Consideration and CBE Firm/Organization Information Form, the price component points will be adjusted prior to scoring as follows: 15 percent of the lowest price proposed will be calculated, which shall not exceed \$150,000, and that amount will be deducted from the prices submitted by all LSBE, DVBE, or SE Bidders who requested and were granted the LSBE, DVBE, or SE Preference. The LSBE, DVBE, or SE Preference will not reduce or change the Proposer's payment, which is based on the Proposer's bid amount.

Subject to such adjustment(s), the lowest Total Adjusted Proposed Annual Price quoted in the Schedule of Prices (Form PW-2) will receive the full weight of this evaluated item. Other Proposals will receive a prorated score calculated as follows: divide the lowest Total Adjusted Proposed Annual Price by each other Proposer's Total Adjusted Proposed Annual Price and multiply the result by the maximum possible points for this evaluation criterion. The Proposal with the lowest Total Adjusted Proposed Annual Price may not necessarily be awarded a Contract.

4. **Question:** Looking at the list of tasks presented in the slides, it's a much smaller scope than what's outlined in the RFP. Is it safe to assume the tasks presented today are the most important ones?

Response: The slides only presented the goals we want to accomplish through the tasks of the contract. All tasks of the contract are important. There may be some that will be given more priority over others depending on the direction of the County throughout the term of the contract. The awarded contractor will be responsible for all tasks detailed in Exhibit A, Scope of work.

5. **Question:** Who holds the current CIRP contract?

Response: SCS Engineers.

6. **Question:** Exhibit A-On p.A.4, the first two paragraphs discuss monthly reports, invoices, and meeting minutes. Is there any flexibility in this date (see excerpt below)?

1.2 Monthly Meetings and Reports

Contractor shall hold monthly meetings with Public Works at the Public Works headquarters, unless an alternative location is directed by the CM, to discuss Contract status, pertinent issues, progress made, work done or pending items, any problems encountered, and Program recommendations. Within 3 business days prior to the meeting, Contractor shall submit an agenda. The agenda shall include topics to discuss with sub-bullets indicating the status of Contract Deliverables and issues that needs to be addressed. Within 2 business days after the monthly meeting, the Contractor shall prepare and submit draft minutes of the monthly meeting with action items for both the Contractor and the County to complete by specified due dates. The CM will typically finalize and approve the meeting minutes within 2 business days of receiving the meeting minutes. The final minutes with edits incorporated shall be submitted within 3 business days after CM provides comments to the Contractor.

Contractor shall prepare and submit a monthly report by the 5th day of each month for review and approval by CM. If the 5th falls on a weekend, the monthly report shall be submitted the next business day. The report shall contain the status of contract tasks, deliverables, work completed, and explanation of issues encountered for any incomplete work planned to be completed during the previous month (as documented in the previous meeting minutes) and tasks to be worked on the next month. Contractor

shall prepare minutes for the monthly meeting and a monthly invoice for the work performed each month. The monthly report and meeting minutes for the same month must be attached to the invoice for the work reported and submitted within 3 business days after the monthly meeting. A final report with edits incorporated, shall be submitted within 5 business days after CM provides comments to the Contractor.

Response: Yes. The Contract Manager will have the discretion to postpone or move the meeting dates when the need arises.

7. **Question:** Exhibit A (SOW)-On page A.8, 1st paragraph, error message. What was this supposed to say?

Response: Refer to Addendum item #1 above.

8. **Question:** Exhibit A (SOW)-On page A.10, in Table 1 – Time limits for Site Consultations and Visual Waste Assessments, what is the difference between leased facilities and leased properties. could you present an example of leased properties?

Response: County/Leased Facilities are facilities where County operations occur. The facilities may either be owned or leased by the County (PW Main & Annex Bldgs-owned, DHS Ferguson Bldg-leased). Leased Properties are properties owned by the County that are leased to non-County operations (Pomona Fairplex).

9. **Question:** Exhibit A (SOW)-On page A.12, 1st and 3rd paragraphs, error messages. What was this supposed to say?

Response: Refer to Addendum item #2 and #3 above.

10. **Question:** Exhibit A (SOW)-On page A.16, Repair Clinics. Regarding payment of Repair Consultants, will the County reimburse the Contractor for payments to Repair Consultants? Can the County provide more clarification?

Response: Yes. The County will reimburse the contractor for payment to the repair consultant as approved through the process outlined in the RFP Scope of Work, 4.2 Repair Clinics, on page A.15.

11. **Question:** Will the contractor have the ability to work with County's contract haulers?

Response: None of the tasks in the RFP Scope of Work require the contractor to work with County's contract haulers. However, in performing the tasks, the contractor may have the ability to work with the County's contract haulers and would not be prohibited from doing so. This will be a considered a private business transaction between the contractor and hauler.

If you have any questions concerning the above information, please contact Messrs. David Pang at (626) 458-7167 or Danny Medina at (626) 458-4080, Monday through Thursday, 7 a.m. to 5 p.m.

Follow us on Twitter:

We encourage you to follow us on Twitter @[LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA, PE
Director of Public Works



For
JOSE M. QUEVEDO, PE
Assistant Deputy Director
Business Relations and Contracts Division

DP