



# Mandatory Proposers' Conference

## Regional Used Motor Oil and Oil Filter Recycling Collection and Public Education Program (BRC0000345)

Monday, December 19, 2022 at 2:00 PM

### **Business Relations and Contracts Division**

- *Contract Analyst:* Anna Leung, [aleung@pw.lacounty.gov](mailto:aleung@pw.lacounty.gov)

### **Environmental Programs Division**

- *Contract Manager:* Edna Gandarilla, [eganda@pw.lacounty.gov](mailto:eganda@pw.lacounty.gov)



# Agenda

## PART I

CONTRACT HIGHLIGHTS

## PART II

COMMENTS FROM DIVISION REPRESENTATIVE

## PART III

QUESTIONS – PLEASE USE THE CHAT FEATURE TO SUBMIT A QUESTION

## PART IV

**CLOSING REMARKS & IMPORTANT DEADLINES:**

Deadline to Submit Form PW-11:

**Tomorrow, Tuesday, December 20, 2022**

Deadline to Submit Written Questions:

**Wednesday, December 21, 2022**

Deadline for Jury Service Exemptions:

**Monday, January 9, 2023**

Proposal Submission Deadline:

**Thursday, January 12, 2023, at 5:30 p.m.**



# Part I – Contract Highlights

## Presenter

### Anna Leung, Contract Analyst:

- I will be providing the following information, including but not limited to:
  - Contract Highlights
  - Solicitation Requirements
  - Processing Information



# Part I – Contract Highlights

## *Continued*

- **Annual Contract Amount:**
  - The total annual contract amount of this Regional Used Motor Oil and Oil Filter Recycling Collection and Public Education Program is estimated to be \$500,000.
- **Contract Term: Maximum Potential Term of 4 years**
  - 1-year initial term with three additional 1-year renewal options.
- **Proposal Submission Due Date:**
  - Thursday, January 12, 2023, at 5:30 p.m.
  - **Important Notice:** Submission of proposals will only be accepted electronically using **BidExpress or electronic proposals via USB or CD** to the Cashier's Office in Public Works Headquarters located on the Mezzanine Floor, 900 South Fremont Avenue, Alhambra, California 91803. **Submission of hard copy proposals will not be accepted.**



# Part I – Contract Highlights

## *Continued*

- **Minimum Mandatory Requirements**

- Please refer to RFP Document, Part I page 1.1

1. Planning and implementing public and/or private education and outreach/event programs. The proposal must include three examples of such programs that were completed within the last 5 years by the proposing entity.

**Important Note:** This minimum mandatory requirement must be met by the proposing entity and subcontracting is not allowed.

2. Proposer's or its subcontractor's staff assigned to oversee this contract must have a minimum of 3 years of experience with environmental-related public and/or private education and outreach campaigns within the last 5 years. Such personnel must be identified by the proposer in the proposal and Form PW-15, Compliance with Minimum Requirements of the RFP. The proposal must include environmental-related public education campaign material examples, such as flyers, ads, (print and/or video), Public Service Announcement (print and/or video), posters, brochures, etc. to support this minimum mandatory requirement.
3. Proposer's or its subcontractor's staff must have a minimum of 3 years of experience conducting assessments and research evaluations.
4. Proposer or its subcontractor must have a minimum of two outreach staff who must have a minimum of 2 years of experience fluently speaking, reading, writing, and translating (verbal and written) in Spanish.
5. Proposers or its subcontractor must have a minimum of two outreach staff who must have a minimum of 2 years of experience fluently speaking, reading, writing, and translating (verbal and written) in Mandarin (Chinese).



# Part I – Contract Highlights

## *Continued*

Additional Contract Highlights, Requirements, and Processing Information, which are outlined in Part I of the RFP include the following:

- *Jury Service Program*
- *County Preference Program*
- *Pending Acquisitions/Mergers*
- *Vendor Registration*
- *Proposal Format and Content Requirements*
- *Proposal Submission*
- *General Conditions of RFP*
- *Pass/Fail Review*
- *Evaluation Criteria*
- *Award of Contract*
- *Protest Policy*



# Part I – Contract Highlights

## *Continued*

### Table of Forms and Attachments

- The following Forms must be submitted with your Proposal:
  - Declaration Form; Form PW-1 through PW-10 & PW-12 through PW-15
  - Form PW-2 in the RFP Packet is the price list. Proposer must indicate on this Form their proposed price for each line item specified and accurately sum all subtotals to arrive at their final annual proposed price. *Please check your math diligently before submitting.*
  - Form PW-11 is only for requesting review of a particular requirement which you feel unfairly disadvantages your firm. This form must be completed and submitted by **Tuesday, December 20th**, if you are requesting a review.
  - Form PW-14 is your COVID-19 Vaccination Certification of Compliance Form, please be sure to familiarize yourself with the form and Exhibit B, Section 13 on page B.48. *Failure to provide this completed form will subject your proposal to disqualification.*
  - Form PW-15 is the affirmation of compliance form for each minimum requirement and reference to the page in the proposal where the detailed information relating to each requirement can be found. *Only indicating 'yes' on this form without also providing a detailed narrative in your proposal for each qualification may result in disqualification of your proposal.*
  - Attachments: County Policy on Doing Business with Small Business; Listing of Contractors Debarred in Los Angeles County; County of Los Angeles Lobbyist Ordinance; Los Angeles County Contractor Development and Bonding Program Frequently Asked Questions; BidExpress.com Set-up Guide.



# Part I – Contract Highlights

## *Continued*

### Part II of the RFP:

- Sample Agreement
- Exhibit A – Scope of Work
- Exhibit B - Service Contract General Requirements
- Exhibit C – Internal Revenue Service Notice 1015
- Exhibit D – Safely Surrendered Baby Law Posters
- Exhibit E – Defaulted Property Tax Reduction Program
- Exhibit F – Performance Requirements Summary
- Exhibit G – Grant Guidelines
- Exhibit H – Radio Script
- Exhibit I – TV Script
- Exhibit J – Flyer/Filter Coupon
- Exhibit K – Oil Tip Sheet/Print Ad
- Exhibit L – Functional Items
- Exhibit M – Stickers
- Exhibit N – Banners
- Exhibit O – Release and Waiver of Liability Form
- Exhibit P – CCC Site Visits
- Exhibit Q – CalRecycle 664 Form
- Exhibit R – Used Oil Certified Collection Center Application Form
- Exhibit S – CalRecycle 165 Form
- Exhibit T – Digital Media Name Instructions
- Exhibit U – OPP10 Program Evaluation
- Exhibit V – OPP9 Program Evaluation
- Exhibit W – Developed Applications or Websites
- Exhibit X – CleanLA Flyer



# Part II – Scope of Work Highlights

## Edna Gandarilla, Contract Manager:

- Scope of Work Highlights



## Part III – Questions

Please submit all questions through the chat feature





# Part IV – Closing Remarks

- Recap of important dates and deadlines:
  - Deadline to Submit Form PW-11:  
**Tuesday, December 20, 2022**
  - Deadline to Submit Written Questions:  
**Wednesday, December 21, 2022 by 5:30 P.M.**
  - Deadline for Jury Service Exemptions:  
**Monday, January 9, 2023**
  - Deadline to Submit Proposals via PW Cashiers or BidExpress:  
**Thursday, January 12, 2023 by 5:30 P.M.**

Thank you!