



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Purchasing Department
3280 Crow Canyon Rd San Ramon, CA 94583. Phone (925) 824-1834; Fax (925)866-1706
www.srvusd.net

ALL QUOTATION MUST BE F.O.B. DESTINATION, BOXING AND CARTAGE INCLUDED. Do not include any taxes in the prices provided below for SUPPLIES OR EQUIPMENT. Applicable taxes to be added when order is written. IF QUOTE INVOLVES LABOR AND MATERIALS, TAXES MUST BE INCLUDED. All charges and fees must be shown, such as an estimated, not to exceed, shipping cost, etc. and no fuel surcharges will be allowed/paid on invoices unless shown as part of this request. All QUOTES must be received prior to the due date and time. It is the responsibility of the vendor to confirm receipt of quotes. Questions regarding the RFQ must be submitted in writing via email to PURCHASING@SRVUSD.NET with subject title: RFQ CLARIFICATION, no later than **Friday, June 9, 2017 at 11:00 am. All questions will be collected until the set forth deadline and a reply to all participating vendors via email with clarification and answers will be provided.** No oral interpretation of any provision in the contract documents will be made to any bidder. Any interpretation or correction of the proposed documents will be made only by Addendum duly issued by said bid administrator. A copy of Addendum will be emailed to each bidder as part of the RFQ documents. The District will not be responsible for any explanation or interpretation solicited outside of the clarification process set forth herein.

Right is reserved to reject any or all quotes, or to accept separate items in a bid unless the right of partial acceptance is denied by the bidder. The District may waive any minor irregularities in the bid or bidding process. District reserves the right to increase or decrease quantities by necessity ONLY, regardless of approximate quantities indicate on this RFQ. Bidder shall have the right to refuse sale in reduced quantities; in such instances, the award shall go to the next lowest qualified bidder.

REPLY DUE DATE: Thursday, June 15, 2017@ 3:00pm	SUBMIT RFQ REPLY TO: PURCHASING@SRVUSD.NET	RFQ #: 752
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Receipt of addenda (if any) number(s): _____

In accordance with the attached instruction, specifications, requirements and conditions of the San Ramon Valley USD, please quote work for the following:

FOOD SCRAP RECYCLING SERVICE

A responsive bid must be completed and signed appropriately along with the following submittals:

- ____ List of Reference
- ____ Fingerprint Form
- ____ Contractor’s Certificate Regarding Worker’s Compensation
- ____ Proof of Insurance

PRICE GUARANTEE AND TERM OF CONTRACT PERIOD

Price quoted shall remain firm during the duration of the contract. The contract or portion of the contract which pertain to one or more of the items may be canceled at any time by 30 days notification in writing.

BASIS OF AWARD

San Ramon Valley Unified School District intends to award to the lowest responsive, responsible bidder. Bids will be evaluated on basis of price, compliance to the specifications and bid, and references provided by the Bidder. Lowest bidder will be awarded on BASE BID RATE. The District reserves the right to consider Tier II and other pertinent information in determining best value that can best serve the interest of the District.

AWARD OF CONTRACT

A written purchase order and mutually signed contract will be furnished to the successful bidder within time for acceptance specified, result in a binding contract without further action by either party. The Purchase Order and contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.

SITES AND LOCATIONS

High Schools	QTY of carts per site	Size	Collection Frequency of pickup service	BASE BID Tier 1 Monthly service cost for 18 weeks contract	Tier II Monthly service cost for 39 weeks contract
CALIFORNIA HS 9870 BROADMOOR, SAN RAMON	10	96 gallon	Once per week	\$ /mo	\$ /mo
DOUGHERTY HS 10550 ALBION RD, SAN RAMON	10	96 gallon	Once per week	\$ /mo	\$ /mo
Middle Schools					
GALE RANCH MIDDLE SCHOOL 6400 MAIN BRANCH RD, SAN RAMON	10	96 gallon	Once per week	\$ /mo	\$ /mo
IRON HORSE MIDDLE SCHOOL 12601 ALCOSTA BLVD., SAN RAMON	10	96 gallon	Once per week	\$ /mo	\$ /mo
PINE VALLEY MIDDLE SCHOOL 3000 PINE VALLEY RD., SAN RAMON	10	96 gallon	Once per week	\$ /mo	\$ /mo
WINDEMERE MIDDLE SCHOOL 11611 EAST BRANCH PKWY, SAN RAMON	10	96 gallon	Once per week	\$ /mo	\$ /mo
Elementary Schools					
BELLA VISTA ELEMENTARY 1050 TRUMPET VINE LANE, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
BOLLINGER CANYON ELEMENTARY 2300 TALAVERA DR., SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
COUNTRY CLUB ELEMENTARY 7534 BLUE FOX WAY, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
COYOTE CREEK ELEMENTARY 8700 N. GALE RIDGE RD, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
GOLDEN VIEW ELEMENTARY 5025 CANYON CREST DR, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
HIDDEN HILLS ELEMENTARY 12995 HARCOURT WAY, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	4	96 gallon			
LIVE OAK ELEMENTARY 5151 SHERWOOD WAY, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	4	96 gallon			
MONTEVIDEO ELEMENTARY 13000 BOARDMOOR DR, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
NEIL ARMSTRONG ELEMENTARY 2849 CALAIS DR., SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
QUAIL RUN ELEMENTARY 4000 GOLDENBAY AVE, SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	4	96 gallon			
TWIN CREEKS ELEMENTARY 2785 MARSH DR., SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
WALT DISNEY ELEMENTARY 3250 PINE VALLEY RD., SAN RAMON	2	32 gallon	Once per week	\$ /mo	\$ /mo
	2	96 gallon			
GRAND TOTAL				BASE BID (18 wks) \$	Tier II (39 wks) \$

CONTACTS. Any questions regarding administrative bidding procedures should be directed to the Director of Purchasing, Jasmine Gacusan, CPPPO, at (925) 824-1834; jgacusan@srvusd.net.

USE OF FORMS. In order to preserve uniformity and facilitate the award of contracts, no written responses will be considered unless made upon forms furnished by the District. Vendors shall complete this RFQ Form and return the original signed copy.

DISTRICT RESERVES THE RIGHT TO AWARD ON EITHER OPTION, IN PART OR IN WHOLE, TO SERVE THE BEST INTEREST OF THE DISTRICT.

ALL QUOTATIONS MUST BE SIGNED BY AUTHORIZED AGENT FOR YOUR COMPANY. The undersigned certifies that the above prices apply to the specified materials or services.

Company Name: _____

Address: _____ CITY: _____ STATE: _____ ZIP: _____

Contact Name: _____ Phone: _____ Email: _____

AUTHORIZED SIGNATURE: _____ Date: _____

Cash Discount: _____ % _____ days.

DEFINITIONS

Commercial Recycling Service – The collection by **CONTRACTOR** of Recyclable Material from 18 School Sites and the delivery of those Recyclable Material to a Materials Recovery Facility and the processing and marketing of those Recyclable Material.

Organic Waste - Compostable material including but not limited to green waste, food scraps, fruit and vegetable waste, grain waste, dairy waste, meat and fish waste, and such items as non-recycle paper goods, pizza boxes, takeout cartons, paper towels, waxed cardboard, paper plates, paper cups, and untreated and untreated and unpainted wood. If **CONTRACTOR** accepts used milk cartons they will also be recycled in the organic food waste.

Organic Waste Bin – A metal or plastic container, with a capacity of one (1) cubic yard up to and including six (6) cubic yards, designed or intended to be mechanically dumped into a loader packer type truck, that is approved for such purpose by the **District**.

Organic Waste Cart – A heavy plastic receptacle with a rated capacity in gallons, having a hinged tight fitting lid, and wheels, that is approved for such purpose by the **District**.

Organic Waste Collection Service – The Collection of Organic Waste by **CONTRACTOR**, the delivery of that Organic Waste to an Organic Waste Processing Facility and the processing and marketing of that Organic Waste.

JOB SITE LOCATION

The work will be performed at San Ramon Valley Unified School District properties.

INTENT

To contract Organic/Food Scrap Recycle Services for the San Ramon Valley Unified School District (SRVUSD), in accordance with the specifications, terms and conditions contained herein. The successful contractor shall furnish all labor, materials and equipment necessary to implement a full FOOD SCRAP RECYCLE SERVICE agreement. Service of the various areas shall include but not limited to, picking-up food scrap recycle containers in or near trash enclosures. **The District and Contractor will work together to establish a schedule for all sites in contract. The District is in a trial period of evaluating a comprehensive food scrap recycling program, and may elect to start either option as its initial term of contract. The purpose of this RFQ is to establish a contract for Tier 1 (18 weeks) OR consider Tier II (39 weeks) term, which ever value would best serve the needs of the District to provide organic/food scrap recycling service. District reserve the right to continue and renew for a longer term with mutually agreed upon price, or terminate the service at the end of each contract period.**

MATERIALS TO BE PROVIDED BY THE CONTRACTOR

The Contractor, at their own cost and expense, shall furnish all necessary equipment, supplies, and materials of good quality and in the amounts necessary to fulfill these specifications and to accomplish an acceptable and professional level of service. These services and material shall include, but not be limited to:

- 96 Gallon Carts
- 32 Gallon Cans

COMPLIANCE WITH OSHA

Bidder agrees that all items offered comply with all applicable Federal and the State Occupational Safety and Health Act, laws, standards and regulations, and that Bidder will indemnify and hold the District harmless for any failure to so conform.

INSURANCE REQUIREMENTS

During the term of this agreement, Supplier will maintain and keep in force insurance of the types and in the minimum amounts set forth below:

Insurance	Minimum Limits of Liability
Worker’s Compensation	\$1,000,000
Employer’s Liability Comprehensive	\$1,000,000
General Liability	\$1,000,000 per occurrence/\$3,000,000 aggregate
Automobile Liability	\$1,000,000

All insurance policies must be primary. Within ten (10) days of the Effective Date, Vendor will provide District with certificates of insurance confirming that Vendor maintains required insurance, **along with a second page endorsement naming "the San Ramon Valley Unified School District, its board members, agents, attorneys, employees, and consultants" as additional insured under the respective policy.** All insurance policies and certificates of insurance will contain a provision for thirty (30) days advance notice to District of all, policy changes, including without limitation, cancellation. Supplier waives all rights of subrogation against District. Supplier's failure to comply with these requirements will constitute a material breach of this agreement. Supplier warrants that each of its significant subcontractors will maintain insurance coverage as described above.

FINGERPRINTING

Section 45125.1 of the California Education Code is hereby made part of this bid solicitation as if written in its entirety herein.

SCOPE OF WORK

The contractor shall furnish all labor, vehicles, bins and special skills necessary for the provision for the services from beginning to end of the contract.

The information contained in the following sections is the suggested recommendations by San Ramon Valley Unified School District but are not conclusive of all methods and services that bidders may/should provide. The work shall include, but is not limited to:

SECTION 1 - Commercial Organic/Food Scrap Recycling Service

Commercial Food Scrap Service - Upon **DISTRICT** request, **CONTRACTOR** shall provide up to 960 gallons per week of Recyclable Material collection service for each school site. The **CONTRACTOR** shall bill the **DISTRICT** monthly for this service.

CONTRACTOR shall provide carts and/or bins with container sizes and collection frequencies mutually determined by **CONTRACTOR** and **DISTRICT**.

CONTRACTOR and **DISTRICT** will negotiate rates and more frequent service than one (1) time per week as such service is outside the scope of this agreement.

Commercial Food Scrap Recycling Service Push Rates – Upon **DISTRICT** request, **CONTRACTOR** shall push Commercial Recycling Service carts and/or bins (up to one cubic yard) out for collection and then return them to their designated enclosure/storage location at no charge to **DISTRICT** for the first ten (10) feet. For Commercial Recycling Services push services in excess of ten (10) feet, **CONTRACTOR** may charge the **District** at a rate no greater than current approved rates for Commercial Solid Waste push rates.

Anaerobic Digestion Facility - **CONTRACTOR** will provide **District** with information on which Anaerobic Digestion Facility they will be taking the organic food waste. **District** will not allow the organic food waste to be placed in a landfill. If the **DISTRICT** finds that the **CONTRACTOR** is landfilling organic food waste from the **DISTRICT**, the **CONTRACTOR** will owe the **DISTRICT** liquidation damages of \$150 per ton of food waste.

Unfranchised – **DISTRICT** food waste material is unfranchised and not subject to City of San Ramon franchise fees.

Training – **CONTRACTOR** is required to train school staff in best practices in use of carts. **CONTRACTOR** is required to supply labs for carts and posters for lunch rooms.

Bin Fees – **CONTRACTOR** will supply carts/bins and include initial cart/bin delivery, and include one (1) exchange/replacement per container per year at no additional cost.

Washing of Carts/Bins – **District** will be responsible for cleaning/washing of carts/bins unless **CONTRACTOR** does not allow use of bags, in that case **CONTRACTOR** will be responsible for periodically cleaning of carts/bins.

Cart/bin Availability – **District** will place carts/bins in location where driver can access them without unlocking gates.

Section 2 - Service

Service – The service is once a week at all 18 schools. There will be certain weeks where service will not be needed due to holidays or breaks in school schedule (see below).

TIER I – 18 weeks

No service Month of July
No service first 2 weeks of August
Service starts August 14, 2017
No service week of November 20, 2017
Service ends December 22, 2017
No service week of December 25, 2017

TIER II – 39 weeks

No service week of January 1, 2018
Service starts January 8, 2018
No service week of April 2, 2018
Service ends June 8, 2018
No service last 3 weeks of June

Section 3 - Compensation & Rates

CONTRACTOR shall provide service to 18 schools with up to 960 gallons per school of Commercial Organic/Food Recycle Scrap Service.

CONTRACTOR shall provide a monthly invoice to the **DISTRICT** in a form and format that is approved by the **DISTRICT** and which shall include a cost line for each School that the **CONTRACTOR** is servicing.

Section 4- Material and Equipment

Required Bags – Bidder shall specify which type of bags (if any) they will accept organics in. (E.G. clear plastic, compostable plastic, paper bags, no bags allowed, etc.)

Cart/Bin Sizes – Number of Carts at each school site will vary depending type of school:

- 9 Elementary School 2 96 Gallon Carts
- 3 Elementary Schools 4 96 Gallon Carts
- 4 Middle Schools 10 96 Gallon Carts
- 2 High Schools 10 96 Gallon Carts

The **CONTRACTOR** shall, at all times, furnish and maintain equipment necessary to perform work under this contract. If the **CONTRACTOR** is unable to complete the work within that time period, the School District will deduct the applicable portions, pro rata, from the payment to the **CONTRACTOR**. The materials and equipment shall include, but are not limited to:

- a. All necessary waste removal vehicles
- b. All carts/ bins

*****THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM*****

BIDDER'S REFERENCE AND STATEMENT OF EXPERIENCE

Please list below your qualified school district references of similar size contract within the last five (5) years:

Company Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Description of Project:	

Company Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Description of Project:	

Company Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Description of Project:	

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

EMPLOYEE FINGERPRINT & CRIMINAL BACKGROUND CHECK

CERTIFICATION TO THE SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

_____ acknowledges
(vendor/contractor name)

that the Education Code Section 45125.1 applies to contracts for the provision of services to the district such as janitorial, administration, landscaping, transportation, food-related and similar services. Section 45125.1 requires that employees who will come into contract with pupils of the school district must be fingerprinted and their fingerprint cards must be submitted to the California Department of Justice and Federal Bureau of Investigation for a criminal records check. No such employee with a record of conviction for a serious or violent felony may be assigned to perform services which will place them in contact with pupils without the prior written approval of the district. This certification does not grant such approval.

It is hereby certified to the San Ramon Valley Unified School District that no employee who has a record of conviction for a serious or violent felony will be assigned to perform services, under any existing contract with San Ramon Valley Unified School District which will permit or require them to come in close contact with pupils unless the school district first receive notice from the contractor and the school district grants written permission under conditions specified by the school district.

I, _____, as an officer/owner/agent
(please print name)

of _____, hereby certify that I am duly
(vendor/business name)

authorized to enter into the above certification.

Signature

Date

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

CONTRACTOR'S CERTIFICATE
REGARDING WORKER'S COMPENSATION

LABOR CODE SECTION 3700

“Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the City of Industrial Relations of ability to self-insure and to pay any compensation that may become due to this employees.’

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker’s compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

SIGNATURE: _____

Print Name: _____

Date: _____

(In accordance with Article 5 [commencing at Section 1860], Chapter I, Part 7, Division 2 of the Labor Code, the above certificate must signed and filed with the awarding body prior to performing any work under this contract.)