



**REQUEST FOR PROPOSAL
RFP GP102122**

GARBAGE AND RECYCLING COLLECTION SERVICES

**EAST SIDE UNION HIGH SCHOOL
830 North Capitol Avenue
San Jose, CA 95133-1316**

RFP DUE DATE: MAY 12, 2022, 5:00 PM

Notice to Vendors

The Board of Trustees of the East Side Union High School District (ESUHSD) is requesting proposals for the award of a contract for the purchase of Garbage and Recycling Collection Services in accordance with the minimum specifications included herein.

PlanetBids is a web enabled procurement and electronic bidding system. In order to begin bidding for this RFP the Vendor must first register, for free, online:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=24763>

As a registered and approved vendor within our vendor database, you will be automatically notified of bid alerts, bid changes or updates and addenda. All bid related information is located within the different tabs of the bid detail. Only applicable tabs will be available within the bid.

To download a copy of the line item, register and login to PlanetBids, double click on the Project Title you wish to bid on. Once the bid is open select the Line Items tab. In the top right corner click on Export. Save file under desired folder and name.

All necessary documentation for this RFP can be downloaded via the PlanetBids website. All proposal documents must be posted to PlanetBids on or before **5:00 PM, May 12, 2022**.

Contact Person: Phuong Nguyen/ Senior Contract Specialist
Phone: 408-347-5073

Paper RFPs will not be accepted. We are only accepting electronic RFPs via PlanetBids.

No vendor may withdraw any proposal for a period of ninety (90) calendar days after the date set for the receiving of the proposal.

ESUHSD will review the responses, contact references, and complete a weighted scoring matrix for each respondent vendor.

ESUHSD reserves the right to accept or reject any item or group(s) of items of a proposal. ESUHSD also reserves the right to waive any minor informality or irregularity in any Proposals. Additionally, ESUHSD may, for any reason, decide not to award an Agreement as a result of this RFP.

There will not be a formal public bid opening for this RFP. After the recommendation for contract award is submitted to the Board of Trustees for approval, all proposals will be available for public review.

For assistance with eBidding, please refer to the eBidding User Guide. To locate the eBidding Users Guide, click on "Place eBid". After you have accepted the terms and conditions, click the "?" (Red question mark) located at the upper right of the page to access the PlanetBids Support Page. Here you can view Frequently Asked Questions, download the eBidding Users Guide or open a support ticket for further assistance.

The User Guide can be downloaded from the vendor portal or by following this link:
<https://www.planetbids.com/UsersGuides/PlanetBids%20BidsOnline%20Users%20Guide.pdf>

If you are having technical issues downloading or submitting your bid documents please contact Planet Bids Directly at (818) 992-1771.

Proposed Timeline

The following is the anticipated Proposal and engagement schedule. ESUHSD may change the estimated dates and process as deemed necessary.

April 15, 2022	Publish Request for Proposals
April 28, 2022	Last day for submission of inquiries and/or clarifications (by 1:00 PM)
May 12, 2022	Proposals Due electronically only on PlanetBids by 5:00 P.M.
June 6, 2022	Board of Trustees Meeting
July 1, 2022	Contract start date

Addenda

The ESUHSD may modify this RFP, any of its key action dates, or any of its attachments, prior to the bid submittal date. Addenda will be numbered consecutively as a suffix to the RFP Reference Number. It is the Bidder's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

Inquiries and/or Clarifications

Any requests for clarification of the RFP shall be made via PlanetBids, under the "Q&A" tab, no later than **April 28, 2022 at 1:00 PM.**

<http://www.planetbids.com/portal/portal.cfm?CompanyID=24763>

ESUHSD is responsible only for what is expressly stated in this RFP and any authorized written addenda thereto. ESUHSD is not responsible for and will not be bound by any person not authorized to act on its behalf.

As of the issuance date of this RFP and continuing until the final date for submission of proposals, contact with ESUHSD employees is strictly limited. All personnel representing ESUHSD are specifically directed not to hold meetings, conferences or technical discussions with any vendor for purposes of responding to this RFP. Any vendor found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this RFP.

Submission of RFP

Please review this RFP carefully before responding to ensure that you understand fully all procedural, system, and contractual requirements are fully understood. Failure to adhere to all requirements will disqualify the proposal.

Purpose of the Proposal

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to provide East Side Union High School District (ESUHSD) with pricing for Garbage and Recycling Collection Services on a District wide basis, servicing 16 sites.

ESUHSD encompasses a 180 square mile area of San Jose, in the heart of “Silicon Valley” in Santa Clara County. It is one of California’s largest high school districts (grades 9-12) with an enrollment of over 24,000 students. ESUHSD operates eleven comprehensive high schools, one continuation high school, four alternative schools and eight charter schools. The charter schools serve an additional 1,745 students. ESUHSD also administers an Adult Education Program that serves over 8,100 adults.

ESUHSD would like to have the successful Vendor offer other school districts and community college districts, any public corporation or agency, including any county, city, town or public corporation or agency within the State of California, the right to purchase the identical item(s) at the same price and at the same terms and conditions pursuant to sections 20118 (K-12) and 20652 (Community Colleges) of the Public Contract Code. ESUHSD waives its right to require such other districts and offices to draw their warrants in the favor of the District as provided in said Code sections.

Acceptance or rejection of this clause will not affect the outcome of this RFP.

Scope of work

ESUHSD has 16 sites needing waste disposal services. The vendor shall provide a comprehensive program that is in compliance with all local and state requirements including disposal of Solid, Recyclable, Green and Organic Waste and an educational component.

Vendor shall have or provide all necessary equipment, containers and labor to fully perform the entire scope of Services.

A. Solid Waste Collection

- Provide garbage collection and disposal at all 16 ESUHSD sites. This includes but is not limited to expenses related for landfill disposal and any contaminant and out-throws from recyclable, organics or green waste collections.

B. Recyclables Collection

- Provide services for recycling collection, processing and transfer. This includes but is not limited to all cost associated with picking up recyclable materials from all 16 sites. Provide a comprehensive district-wide recycling program to meet all state / local compliance requirement and diversion goals.
- Work with school sites and establish individualized plans to reach zero waste status through education, outreach, and other means necessary to gain buy in and support of site members.

C. Organics Collection

- Provide services for food waste collection, processing and transfer. This includes but is not limited to all cost associated with picking up materials from all 16 sites.

D. Green Waste

- Provide services for green waste collection, processing and transfer. This includes but is not limited to all cost associated with picking up materials from all 16 sites.

E. Education Management

- Provide an Educational Program that includes the following:

- i. Provide student education opportunity in environmental conservation and clean energy and recycling.
- ii. Provide a comprehensive recycling program management system that will track collection data, recycling activities, support report generation, etc.

F. Other Requirements & Information

- No inactive or resume fee may be charged.
- Vendor will repair or replace damaged containers as required or requested by the District within 2 business days.
- Vendor will provide 24-hour emergency service. Emergency calls from the District must be responded to in two hours or less at all times.
- Where appropriate vendor will support rehoming or donating gently used items which still have a useful life to them as opposed to recycling or putting the items in the solid waste stream.
- Collection services shall be performed outside of peak student / staff drop off / pickup times. If service must be completed during peak drop off / pick up times a supervisor or other trained individual must accompany the vehicle to provide spotting and safety supervision. Services should not occur before 6am unless allowed by local regulations and there are no complaints from neighbors / staff.
- In conjunction with ESUHSD the vendor will create and follow a collection schedule.
- Disposal is all inclusive including but not limited to site clean ups, furniture removal and bulk item pickups. Debris from full building or full classroom remodels and new construction is exempt from this requirement.
- Cost is all inclusive. Vendor is responsible for all required equipment, disposal, management, labor, fuel, insurance, repair, and all applicable fees as well as all required state and local taxes and fees and any other fees, charges, or items necessary to complete the scope of work.
- Vendor must provide all containers required (front-end-load dumpsters, carts, etc.) to fulfill the program.
- Several sites include housing for charter schools, small but necessary schools and other leased spaces on their campus', these spaces are included in the scope and share a common trash collection point with the main school.

A. Site Addresses

Address	Site
1377 Piedmont Road, San Jose, CA 95132	Piedmont Hills High School
1750 S. White Road, San Jose, CA 95127	Mt. Pleasant High School
617 N. Jackson Ave, San Jose, CA 95133	Independence High School Pegasus High School
1835 Cunningham Avenue, San Jose, CA 95122	Apollo High School Wm. C. Overfelt High School
1855 Lucretia Avenue, San Jose, CA 95122	Yerba Buena High School
1901 Cunningham Avenue, San Jose, CA 95122	Overfelt Adult Center
230 Pala Avenue, San Jose, CA 95127	Foothill High School
285 Blossom Hill Road, San Jose, CA 95123	Oak Grove High School

3200 Senter Road, San Jose, CA 95111	Andrew P. Hill High School
3300 Quimby Road, San Jose, CA 95148	Evergreen Valley High School
3434 Silver Creek Road, San Jose, CA 95121	Silver Creek High School
420 Calero Avenue, San Jose, CA 95123	Calero High School
57 N. White Road, San Jose, CA 95127	James Lick High School
6150 Snell Road, San Jose, CA 95123	Phoenix High School Santa Teresa High School
625 Educational Park Drive, San Jose, CA 95133	Independence Adult Center
830 N. Capitol Avenue, San Jose, CA 95133	Education Center

Bidder's Cost

Costs for developing Bids are entirely the responsibility of the Bidder and shall not be chargeable to the ESUHSD.

Errors and Omissions

If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, he/she shall immediately notify ESUHSD of such error in writing and request modification or clarification of the document. Modifications will be made by addenda. Clarifications will be given by written notice to all parties who have been furnished or who have requested a RFP for proposing purposes, without divulging the source of the request for same.

If a Bidder fails to notify ESUHSD prior to the date fixed for submission of bids of an error in the RFP known to him/her, or an error that reasonably should have been known to him/her, he/she shall bid at his/her own risk, and if he/she is awarded the contract, he/she shall not be entitled to additional compensation or time by reason of the error or its later correction.

Exceptions

If a Bidder takes exception to any part of this RFP, including but not limited to specifications of the Insurance, Administrative and Legal Requirements as written, here in or as amended by any addenda subsequently issued, must be done in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items.

Organization of RFP

Proposal responses are to be organized simply, economically and will be submitted in the specific order as defined below. All attachments and exhibits can be downloaded via PlanetBids, but are also available at the end of this document.

1. Executive Summary and Narrative:

The executive summary should contain the vendor's approach to providing services as required for all components of the contract, a brief summary of the vendor's history, qualifications, philosophy and culture, and experience with K-12 school districts.

2. Exhibit 1 - General Vendor Information (Required ESUHSD form in PlanetBids)

3. Exhibit 2 - List of Reference: Provide at least three (3) K-12 educational client references for which other school districts that have performed similar services from you within the last three years (Required ESUHSD form in PlanetBids)
4. Exhibit 3 - Noncollusion Declaration (Required ESUHSD form in PlanetBids)
5. Exhibit 4 - Certificate of Nondiscrimination (Required ESUHSD form in PlanetBids)
6. Exhibit 5 - Conflict of Interest Statement (Required ESUHSD form in PlanetBids)
7. Exhibit 6 - Proposed Costs (Required ESUHSD form in PlanetBids)
8. W-9 (Required ESUHSD form in PlanetBids)
9. Certificate of Liability Insurance (Insurance to be endorsed to ESUHSD upon award)

Confidential Material

Bidder must notify ESUHSD in advance of any proprietary or confidential material contained in the bid and provide justification for not making such material public. ESUHSD shall have sole discretion to disclose or not disclose such material subject to any protective order which Bidder may obtain.

Evaluation Criteria

The following is the criteria by which ESUHSD will evaluate proposals submitted in response to this RFP.

RFP Evaluation Criteria	Value
Pricing Structure	45
Education Management Program	25
Compliance with Requirements and Forms	15
Vendors Experience/Qualifications/References/Past History with ESUHSD	15
Total	100

Reservations

With respect to this RFP, ESUHSD reserves certain rights at any time as follows:

1. Reject any proposal without indicating any reason for such rejection;
2. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposal, or in the RFP process, or as part of any subsequent contract negotiation;
3. Request that vendors supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
4. Request the vendor make an oral and/or written presentation if more information is deemed necessary;
5. Terminate this RFP and issue a new RFP;
6. Modify the selection process, the specifications or requirements for materials or services, or the content or format of the RFP;
7. Extend a deadline specified in this RFP, including deadlines for accepting proposals;
8. Negotiate with any or none of the vendors;
9. Modify the final contract from terms described in this RFP;
10. Terminate failed negotiations with a vendor without liability, and negotiate with other vendors;

11. Disqualify any vendor on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to ESUHSD;
12. Request that services be provided by certain staff of a vendor, or request that certain staff of a vendor be excluded from providing services as determined by ESUHSD to be in its best interest;
13. Reject a vendor's proposal where the vendor is in breach of, or in default under, any other agreement with the ESUHSD;
14. Award multiple contracts if it is deemed necessary to provide the specified services.

Cancellation

This solicitation does not obligate the ESUHSD to enter into an agreement. ESUHSD retains the right to cancel this RFP at any time, should the project be canceled, ESUHSD loses the required funding, or it is deemed in the best interest of ESUHSD. No obligation, either expressed or implied, exists on the part of ESUHSD to make an award or to pay any cost incurred in the preparation or submission of a bid.